

**BERRYVILLE TOWN COUNCIL
MEETING AGENDA
Regular Meeting
Berryville-Clarke County Government Center
101 Chalmers Court, Second Floor
Main Meeting Room
Tuesday, May 8, 2018
7:30 p.m.**

<u>Item</u>	<u>Attachment</u>
1. Call to Order – Patricia Dickinson, Mayor	
2. Pledge of Allegiance	
3. Approval of Agenda	
4. Public Hearings	
Proposed Budget for Fiscal Year 2019	1
5. Citizens' Forum	
6. Consent Agenda	2↓
Motion	
Minutes of Regular Meeting – 04/10/18	
Minutes of Budget and Finance Committee Meeting – 04/24/18	
Minutes of Community Improvements Committee Meeting - 04/23/18	
Minutes of Police and Security Committee Meeting - 04/26/18	
Minutes of Streets & Utilities Committee Meeting - 04/24/18	
7. Report of Patricia Dickinson, Mayor	
8. Report of Harry Lee Arnold, Jr., Recorder	
9. Report of Christy Dunkle, Asst. Town Manager for Community Development	
Monthly report	3
10. Report of Keith Dalton, Town Manager	

<u>Item</u>	<u>Attachment</u>
11. Report of Erecka Gibson – Chair, Budget and Finance Committee	
Report of Desiree Moreland, Treasurer	4
Proposed Budget Contingency Policy	5↕
Proposed amendment to Procurement Policy	6↕
12. Report of Donna McDonald – Chair, Community Improvements Committee	
13. Report of David Tollett – Chair, Police and Security Committee	
Report of Neal White, Chief of Police	7
14. Report of Patricia Dickinson – Chair, Streets and Utilities Committee	
Report of David Tyrell, Public Utilities Director	8
Report of Rick Boor, Public Works Director	9
15. Report of Harry Lee Arnold, Jr. – Chair, Personnel Committee	
16. Other	
17. Closed Session – No closed session scheduled	
18. Adjourn	

↕ denotes an item on which a motion for action is included in the packet

Attachment 1

TOWN OF BERRYVILLE

ESTABLISHED 1798

DRAFT

FISCAL YEAR 2019 OPERATING BUDGET
&
CAPITAL IMPROVEMENT PROGRAM FY 2019-2023



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

Town of Berryville, Virginia



Fiscal Year 2019 Operating Budget and Capital Improvement Plan

Town Council

Patricia Dickinson, Mayor
Harry Arnold, Jr., Recorder
Donna Marie McDonald, Ward One
Allen Kitselman, Ward Two
Erecka Gibson, Ward Three
David Tollett, Ward Four

Town Staff

Keith Dalton, Town Manager
Desiree Moreland, Asst Mgr/Treasurer
Christina Dunkle, Asst Mgr/Planner
Mia Jackson, Town Clerk
Neal White, Chief of Police
David Tyrrell, Utility Director
Rick Boor, Director of Public Works

Town of Berryville
Berryville-Clarke County
Government Center
101 Chalmers Court Suite A
Berryville, VA 22611



[T] 540/955-1099
[F] 540/955-4524
[E] info@berryvilleva.gov

www.berryvilleva.gov

18 April 2018

Members of the Town Council:

Please find attached the proposed budget for Fiscal Year 2019. Town staff is confident that the budget will provide the resources needed to provide excellent service to the citizens of Berryville in the coming year.

The budget includes revenues and expenditures for the General, Water, and Sewer Funds; which include funding for both the operating costs of the Town and capital projects. The capital projects in question are funded through one-time funding as well as escrowed reserves.

The General Fund, Water Fund, and Sewer Fund are supported by the collection of taxes, intergovernmental transfers, user fees, availability fees, and other sources.

General Fund: General Fund expenses total \$3,760,512, which represents an increase of 6.58% from Fiscal Year 2018. For the most part, the increase can be attributed to the project to upgrade the Public Works Facility.

No increase in taxes or fees is included in the budget.

Water Fund: Water Fund expenses total \$1,222,160, which represents a decrease of 15.88% from Fiscal Year 2018. For the most part, the decrease can be attributed to the spike in the Fiscal Year 2018 budget for funding water tank maintenance.

No increase in rates or fees is included in the budget.

Sewer Fund: Sewer Fund expenses total \$1,836,535, which represents a decrease of 10.36% from Fiscal Year 2018. For the most part, the decrease can be attributed to reduced funding for capital reserves (necessitated by a reduction in availability fee revenue).

No increase in rates or fees is included in the budget.

Town staff is most appreciative of the time, energy, and expertise that the Town Council provided during the budget preparation process. Town staff is also very appreciative of the support that the Town Council provides during the course of the budget year.

Sincerely,

Keith R. Dalton
Town Manager

Patricia Dickinson
Mayor

Harry Lee Arnold, Jr.
Recorder

Council Members

Donna Marie McDonald
Ward 1

H. Allen Kitselman, III
Ward 2

Erecka L. Gibson
Ward 3

David L. Tollett
Ward 4

Keith R. Dalton
Town Manager

This page is intentionally left blank

Table of Contents

Organizational and Community Information.....	7
Town of Berryville Organizational Chart.....	9
History of the Town of Berryville.....	10
Governing Body and Town Management.....	12
Area Demographics and Comprehensive Plan.....	13
Updated Berryville Area Plan Chapter 1.....	15
Updated Berryville Area Plan Chapter 4.....	33
Area Plan Maps 4-8.....	49
Future Land Use Table and Projected Development Yields.....	59
Budget Development Process.....	61
Basis for Budgeting.....	63
Budget Process Overview.....	64
Roles and Responsibilities.....	64
Budget Development Process.....	65
Budget Modification and Amendment.....	66
Budget Preparation Highlights.....	67
Public Hearing Notice.....	69
Consolidated Financial Schedules.....	71
Overview of Revenues.....	73
Overview of Expenditures.....	74
Debt Service Summary.....	75
Long Term Debt Service Schedule.....	75
Requested Budget.....	79
Supplemental Data.....	95
Descriptions of General Fund Revenues.....	97

General Fund – Sources & Uses.....	103
General Fund Revenue Chart & Table.....	104
General Fund Expense Chart.....	105
General Fund Expense Table.....	106
Water Fund – Sources & Uses.....	107
Water Fund Revenue Chart & Table.....	108
Water Fund Expense Chart & Table.....	109
Sewer Fund – Sources & Uses.....	111
Sewer Fund Revenue Chart & Table.....	112
Sewer Fund Expense Chart & Table.....	113
Personnel Expenditures.....	115
Capital Improvement Plan Fiscal Year 2019to 2023.....	117
5 Year Capital Improvement Summary.....	119
5 Year Capital Improvements Program.....	120
Narrative FY 2019.....	121
Narrative FY 2020.....	129
Narrative FY 2021.....	137
Narrative FY 2022.....	143
Narrative FY 2023.....	149
Budget Worksheets.....	155

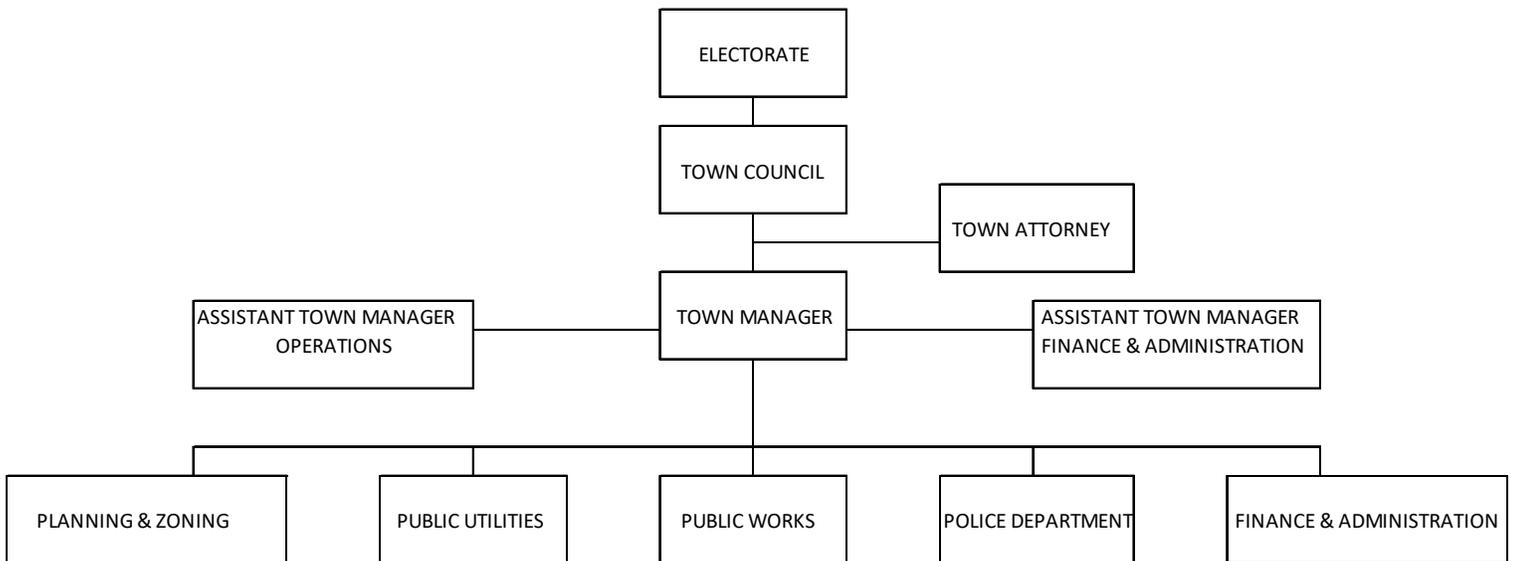
Organizational and Community Information





TOWN OF BERRYVILLE *Virginia*

Town of Berryville Organizational Chart



History of the Town of Berryville

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

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

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

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

Major Smith's son, John Smith, in 1797 sold 20 acres (81,000 m²) of his inheritance to Benjamin Berry and Sarah (Berry) Stribling, who divided it into lots for a town. It was established as the town of Berryville on January 15, 1798.

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

The railroad reached the town in the 1870s.

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

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

According to the United States Census Bureau, Berryville has a total area of 2.3 square miles (5.9 km²), all of it land.

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

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

As of the 2010 U.S. Census, the population of Berryville was 4,185.

Governing Body and Town Management

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

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

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

DEMOGRAPHICS

Incorporated	1870
Population (estimate)	4185
Total Dwelling Units (Town estimate)	1700
Average Household Size (Town estimate)	2.53
Area (square miles)	2.275
2018 Real Estate Tax Rate	\$.19
2018 Personal Property Tax Rate	\$1.25
2018 PPTRA Rate	70%
2018 Machinery & Tools Tax Rate	\$1.30
2018 Meals Tax Rate	4.00%
2018 Lodging Tax Rate	2.00%
2018 Cigarette Tax Rate (per pack)	.10
2018 Water Rate (per thousand gallons)	\$8.40
2018 Sewer Rate (per thousand gallons)	\$17.00

Area Demographics and Comprehensive Plan



A. Overview

The Berryville Area Plan (the “Plan”) was adopted in 1992 by Clarke County and the Town of Berryville to serve as a joint land use plan for the Berryville Annexation Area – undeveloped County lands adjacent to the Town limits that were designated for addition to the Town in accordance with the 1988 Town-County Annexation Agreement. The 1988 Annexation Agreement created two separate annexation areas – A and B. The Berryville Area Plan applies only to properties located in Annexation Area B. For the purposes of this document, the “Annexation Area” references only Annexation Area B.

The Plan is jointly administered by the Town and County via the Berryville Area Development Authority (BADA) with technical support provided by the Town and County planning staffs. The BADA was formed in 1990 and serves as a joint planning commission with review authority over development proposals within the Annexation Area. A more detailed description of the annexation area agreement, the formation of the BADA, and development of the Plan is included in Subsection F below.

This Plan should be used as the primary guidance document for land use decision-making within the Berryville Annexation Area as it was developed in coordination with the Town and County comprehensive plans. The Plan identifies five Goals that summarize the Plan’s intent, and also includes land use Objectives and Policies for implementing the Goals across eight subject areas -- Environment, Transportation, Housing, Land Use, Public Facilities, Economic Development, Urban Design, and Implementation (Chapter III). These Objectives and Policies should be used to evaluate new development proposals, make decisions on public infrastructure siting and improvements, and assist in long-range planning and growth management projects.

The Plan also divides the Annexation Area into a series of Sub-Areas, or groups of parcels or portions of parcels that have similar development characteristics. These Sub-Areas are described in detail in Chapter II and were created following an extensive evaluation of historical, environmental, and geological characteristics of each Sub-Area. Based upon these characteristics, recommended use types were assigned to the Sub-Areas with residential or commercial densities based upon the net developable portion of the parcels in the Sub-Areas. These densities are captured in a Future Land Use Table (page A-9) depicting the maximum number of residential units recommended for each Sub-Area recommended for residential use, and the maximum floor area per gross leasable area for each Sub-Area recommended for business use. Maps depicting the Sub-Area locations are provided on pages A-3 and A-4.

Similar to comprehensive plans, the Berryville Area Plan serves as a guidance document for land use decision-making – the actual rules and regulations for development are found in the zoning and subdivision ordinances for the Town and County. The Plan has been amended several times since its adoption in 1992 and this current update represents the first “cover-to-cover” evaluation and re-write of the Plan. Chapter IV discusses implementation of the Plan’s recommendations and also includes a detailed section on reviewing and updating the Plan. Generally speaking, the Plan should be evaluated for potential amendment on a regular basis following the review and update of the Town and County comprehensive plans. Any update of this Plan should be through a careful and deliberate process and any “piecemeal” Plan

amendments offered in response to a specific development request or land use decision are discouraged.

B. Land Use Philosophy of Clarke County and the Town of Berryville

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

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

Hand in hand with this tool is designating growth areas – including the Town of Berryville – as the only areas of the County appropriate for more suburban scale residential development due to the proximity of water and sewer infrastructure. These are the only areas where rezoning to a higher residential density may be considered. To ensure successful implementation of the Town and County’s shared land use philosophy, the Berryville Town Council and Clarke County Board of Supervisors adopted the Berryville Area Plan (BAP) in April 1992 to guide land use decision-making in the areas designated to be annexed.

C. Demographic Summary

For the past several decades, the County and Town have faced growth and development pressures primarily from Northern Virginia but also from the City of Winchester and Frederick County. Loudoun County to the east increased in population from 37,150 in 1970 to 312,311 in 2010 with a growth rate well in excess of 50% each decade during the period. Similarly, Frederick County and the City of Winchester to the west have grown from 48,322 in 1970 to 104,508 in 2010 with growth rates in excess of 20% for all except one decade during the period. Growth in these jurisdictions, along with Warren County to the south and Jefferson County, WV to the north, is mostly attributable to the explosive growth experienced in Northern Virginia. Potential residents continue to look for more affordable homes away from the density and traffic of the urban core and to seek a high quality rural lifestyle. Clarke

County lies directly in the path of this growth due to its proximity to major commuter routes (US 50/17 and VA Route 7) that convey traffic to and from the major employment centers to the east.

Selected demographic information on population, business, and employment is provided in the subsections below. More detailed demographic information may be found in the 2013 Clarke County Comprehensive Plan.

1. Current and Projected Population

By adhering to its land use and growth management philosophy during this period, the County has been able to avoid unplanned impacts from these growth pressures. According to the 2010 Census, Clarke County's population increased from 12,652 in the 2000 Census to 14,034 – an increase of 10.9%. This increase is greater than the 4.5% increase from 1990-2000 and can be attributed to the housing “boom” experienced from 2001-2005. Despite this increased growth rate, Clarke still grew at a slower rate than any surrounding jurisdictions (ranging from Warren County’s 19% rate to Loudoun County’s 84.1% rate), and below the Commonwealth of Virginia’s growth rate of 13%. The County also grew at a slower rate than the 14,205 projection made in 2005 by the Weldon-Cooper Center.

TABLE 1 – Population and Growth Rates, 1970-2010

Jurisdiction	1970	1980	1990	2000	2010
Clarke Co.	8,102 (2.0%)	9,965 (23.0%)	12,101 (21.4%)	12,652 (4.5%)	14,034 (10.9%)
Loudoun Co.	37,150 (51.3%)	57,427 (54.6%)	86,129 (50.0%)	169,599 (96.9%)	312,311 (84.1%)
Frederick Co./ Winchester	48,322 (30.4%)	54,367 (12.5%)	67,686 (24.5%)	82,794 (22.3%)	104,508 (26.2%)
Warren Co.	15,301 (4.4%)	21,200 (38.6%)	26,142 (23.3%)	31,584 (20.8%)	37,575 (19.0%)
Fauquier Co.	26,375 (10.0%)	35,889 (36.1%)	48,860 (36.1%)	55,139 (12.9%)	65,203 (18.3%)
Fairfax Co.	454,275 (65.2%)	598,901 (31.8%)	818,584 (36.7%)	969,749 (18.4%)	1,081,726 (11.5%)
Berkeley Co., WV	36,356 (7.6%)	46,775 (28.7%)	59,253 (26.7%)	75,905 (28.1%)	104,169 (37.2%)
Jefferson Co., WV	21,280 (14.0%)	30,302 (42.4%)	35,926 (18.6%)	42,190 (17.4%)	53,498 (26.8%)

Source – US Census 2010.

Note: The U.S. Census does not make projections. The University of Virginia’s Weldon-Cooper Center, through a contractual arrangement with the Virginia Employment Commission (VEC), establishes the official population projections for the state. The VEC projected population for Clarke in 2020 is 15,025, a 7.1 percent increase from

2010. It should be noted that population projections are based on local and regional growth trends. A locality’s growth control measures and approach to land use is not included as a factor in making the projections.

Clarke County's neighboring counties continued to experience significant growth. As a point of reference, the Code of Virginia establishes a decadal growth rate of 10% or more as “high growth.” Loudoun’s growth of almost 100% in the 1990s was nearly repeated with an 84.1% rate from 2000-2010, but is projected to slow to 27.2% through 2020. Fauquier’s growth rate increased from 13% in the 1990s to 18% in the 2000s and is expected to increase by 13.7% in the current decade. The combined population of Frederick and Winchester grew by 22% in the 1990s, and increased by 26.2% in the past decade. The 21% Warren County growth rate in the 1990s slowed slightly to 19%. The 17% rate of growth in Jefferson County in the 1990s increased to 26.8%. Similarly, the 28% Berkeley County growth rate also increased to 37.2%. Jefferson and Berkeley Counties are projected to continue growing at rates of 17.2% and 23.4% respectively over the current decade.

TABLE 2 – Population Projections

Jurisdiction	2010*	2020**	2030**	2040**	Growth % 2030-2040
Clarke	14,034	15,025	15,871	16,631	15.6%
Loudoun	312,311	397,272	482,234	567,195	44.9%
Frederick	78,305	97,192	119,419	145,938	46.3%
City of Winchester	26,203	27,967	29,449	30,781	14.9%
Warren	37,575	41,856	45,818	49,709	24.4%
Fauquier	65,203	74,118	83,312	93,028	29.9%
Fairfax	1,081,726	1,182,609	1,271,995	1,350,245	19.9%
Berkeley Co., WV	104,169	128,550***	155,566***	n/a	n/a
Jefferson Co., WV	53,498	62,691***	71,208***	n/a	n/a

Sources:

* US Census (2010 population)

** University of Virginia’s Weldon-Cooper Center (VA projections)

*** West Virginia University’s Bureau of Business and Economic Research (WV projections)

Below is a table listing the decennial population numbers for the Town of Berryville since 1970. The Town experienced a growth rate of 26% from 1990-2010 with a significant portion of this growth occurring during the housing “boom” from 2001-2005. Population projections for the Town are not provided by the Weldon-Cooper Center or other demographic resources.

TABLE 3 – Berryville Population and Growth Rates

	1970	1980	1990	2000	2010
Population	1,569	1,752	3,097	2,963	4,185
Growth Rate	-4.6%	11.7%	76.8%	-4.33%	29.2%

Source:

* US Census (2010 population)

2. Business and Employment Information

In addition to serving as the primary location for urban-scale residential development, the Town of Berryville also serves as the primary location for business, retail, and industry. The Town is home to half of the top 20 employers and nine of the top 10 private sector employers in the County:

- Berryville Graphics
- GGNSC Berryville, LLC
- Bank of Clarke County
- Food Lion
- Dutch Haven Adult Home
- Greenfield Assisted Living
- American Woodmark Corporation
- Caldwell & Santmyer
- Cochrans Lumber & Millwork

Source: Virginia Employment Commission Community Profile, June 2014

Properties in the Annexation Area designated for future business development are designed to complement the Town’s Main Street retail uses. To date, the majority of business growth in the Annexation Area has occurred in the Clarke County Business Park located on Jack Enders Boulevard on the southern end of Town. The approximately 70-acre Business Park was annexed by the Town and is served by public water and sewer. The Park contains several light industrial/manufacturing businesses and as of 2014 was approaching maximum build-out. Adjacent properties to the east and west of the Park in private ownership are also designated for light industrial uses and could develop in similar fashion in the future. As provided on the Berryville Area Plan Proposed Road Network, Jack Enders Boulevard constitutes the Southeast Collector. Accordingly, Jack Enders Boulevard will extend from its current terminus to South Buckmarsh Street thereby completing the connection between Main and Buckmarsh Streets (U.S. Route 340). Jack Enders Boulevard will cross the Norfolk and Southern rail line by means of an at-grade crossing. It is expected that the intersection of Buckmarsh Street (U.S. Route 340) and Jack Enders Boulevard will be located in close proximity to the existing intersection of Buckmarsh Street (U.S. Route 340) and South Church Street, thereby requiring the construction of a cul-de-sac at the terminus of South Church Street.

Business growth has also occurred on the southwestern quadrant of the U.S. 340/Virginia Route 7 intersection on the northern end of Town. This area, bordered by Mosby Boulevard to the south, includes a Food Lion grocery store and Bank of Clarke County office. There is available land at this location for future development of retail and office uses and is currently under consideration as a potential location for a new hotel.

Additional employment data for the Town and County may be found in the 2013 Clarke County Comprehensive Plan and in the Virginia Employment Commission (VEC) Community Profile for Clarke County.

D. Current Inventory of Public Facilities

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

1. Water and Sewer

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

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

As of July 2014, the Town produces an approximate average of 400,000 gallons per day of water to serve all current customers. The Town's water system is capable of producing a maximum of 730,000 gallons per day, and could produce up to 864,000 gallons per day with the addition of a booster pump.

The Town's projected sewer flow capacity is depicted in Table 3 below. Projected flow for the Annexation Area is based on the Berryville Area Plan's future land use projections assuming

maximum build-out of the most intensive uses. Projected flow for the in-town areas (areas of Town not located within the Annexation Area) is based upon current zoning. Projections also presume an annual 2.12% school growth rate.

TABLE 4 – Sewer flow capacity projections in gallons per day (gpd)

Area	Subtotal Projected Flow	20% Flow Contingency	Total Projected Flow	
Annexation Area	606,607 gpd	121,321 gpd	727,928 gpd	
In-Town	201,988 gpd	40,398 gpd	242,385 gpd	
			Total:	970,314 gpd
			Current Avg Flow:	300,000 gpd
			Total Future & Existing:	1,270,314 gpd

Source: Town of Berryville Study, March 2011

2. Transportation Network (see Map 1)

a. Public Road System

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

In 2012, the Town of Berryville assumed the responsibility of maintaining the secondary street network within the Town limits. There are a total of 10.32 miles of secondary roads and an additional 0.8 miles of public streets that maintained by the Town.

(1) Proposed Street Network

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

In the northwestern portion of Town, Mosby Boulevard was planned to convey traffic as an alternative route from the north end of Buckmarsh Street (U.S. 340) to West Main Street (Business Route 7) on the west end of Town. The development of Battlefield Estates and related uses along with the construction of the new Clarke County High School helped to

facilitate completion of this collector road, which now connects Mosby Boulevard and West Main Street via the County's first traffic circle constructed in 2012.

A southwest collector road was also identified in the original Berryville Area Plan that would connect West Main Street with the south end of Buckmarsh Street. This collector road was ultimately constructed as Hermitage Boulevard with the development of The Hermitage residential subdivision.

The following collector and connector streets remain undeveloped and are reliant upon future development in the pertinent annexation areas to ensure their completion. Project numbers listed for the following projects, as well as the Priority Transportation Improvement Projects in Subsection 2 below, are referenced in Map #8 located in the Appendix on Page A-8.

- **Southeast collector (Project #4).** A collector road is proposed to connect the east end of East Main Street (Business Route 7) with the south end of Buckmarsh Street at the Town limits. A substantial portion of this collector road has been constructed with the extension of Jack Enders Boulevard into the County Business Park.
- **Fairfax Street extension (Project #5).** An extension of West Fairfax Street to connect with East Fairfax Street is proposed that would establish direct access from Buckmarsh Street to First Street. While this extension is located outside of the Annexation Area, the improved connectivity would benefit the nearby Sub-Areas.

(2) Priority Transportation Improvement Projects

The following future improvement projects are identified within or directly impacting Sub-Areas in the Annexation Area. These projects are also included in the County's 2013 Transportation Component Plan and are included in the County's list of priority improvement projects as of 2014. The County provides this list of priority projects to the Commonwealth Transportation Board (CTB) on an annual basis in order to obtain funding.

- **Project #1 -- Route 7 Business (West Main Street) from Route 7 (Harry Byrd Highway) to Hermitage Boulevard in the Town of Berryville (approximately 1.2 miles of primary highway).**

Planning Cost Estimate: \$3,800,000

Assessed Need/Description:

This section of Route 7 Business serves five public school buildings, the County's Parks and Recreation Facility, and the Ruritan Fairgrounds in addition to serving as the main western route into the Town of Berryville. The original project concept was to upgrade the current two-lane section to three lanes with turn lanes, drainage, and safety improvements at major intersections, and sidewalks and bike lanes/trails should be added to facilitate pedestrian and bicycle traffic. With the recent construction of the new Clarke County High School and extension of Mosby Boulevard to West Main Street, a roundabout has been added at this new intersection and new sidewalks added

along the north side of West Main Street in addition to other improvements. Additionally, the Mosby Boulevard extension now provides a new route for traffic between the west end of town and the north end of town at U.S. 340.

Recommendation:

Project – Safety/capacity improvements, drainage improvements, and addition of bicycle/pedestrian facilities including school crosswalks to state primary route. Reconstruct the segment of West Main Street from Route 7 to the roundabout at Mosby Boulevard to a three-lane section with sidewalk on the north side, along with safety and drainage improvements on the remaining section from the roundabout to Hermitage Boulevard.

- **Project #2 -- Route 7 Business (East Main Street) from Route 7 (Harry Byrd Highway) to Norfolk Southern Railroad crossing (approximately 0.94 miles of primary highway).**

Cost Estimate: \$7,700,000

Assessed Need/Description:

The roadway serves as a major route for truck traffic to several industrial businesses on the east side of Town including the County’s industrial park and a major (800 employees) publishing company. The current two-lane section should be upgraded to three lanes with turn lanes, sidewalks, drainage, and safety improvements at major intersections. The project area is located predominantly within the Town of Berryville.

Recommendation:

Project – Safety/capacity improvements, drainage improvements, and addition of bicycle/pedestrian facilities to state primary route. Reconstruct East Main Street with a three-lane section where feasible along with utility relocations, drainage improvements, and new sidewalk construction.

- **Project #3 -- Park and Ride Lot, Route 7 (Harry Byrd Highway) near intersection of Route 7 Business one mile west of Berryville.**

Cost Estimate: \$2,500,000 for 250 space facility.

Assessed Need/Description:

Route 7 is a major east-west commuter route between the Winchester area and employment centers in the Washington metropolitan area. Commuter traffic has increased more than 50% along this route since 2001 and will continue to increase with new residential growth in Winchester, Frederick County, and surrounding jurisdictions. Alternatives to single-occupancy vehicle commuters must be developed to avoid increasing the capacity of Route 7 and a park and ride lot at this location would help with this effort.

Recommendation:

Project – Addition of a new commuter facility. The facility should be designed similar to the park and ride facility at Waterloo on U.S. 50 with a higher capacity to support the greater traffic demand along with accommodations for commuter buses and vans. The location on the west side of Berryville would help maximize convenience for Town and County residents who choose to commute.

b. Bicycle and Pedestrian System

Provision of alternatives to vehicular transportation is important to the growth and vitality of urbanized areas. Communities that are walkable and that provide bicycling facilities provide benefits to their citizens by having a healthier and more active population, reduced transportation costs to citizens, improved air quality, and increased traffic to local businesses. Recent housing trends also point towards increased demand for urban-style communities where residents can live, work, and shop without reliance on motor vehicles – in particular among emerging young professionals who add energy and vibrancy to communities.

One of the stated Goals of the 2013 County Comprehensive Plan supports the provision of bicycle and pedestrian facilities in growth areas such as the Town of Berryville:

“2. Enhance town, village, and commercial areas through context-sensitive design and walkability elements to improve the quality of life for all residents.”

Objective 9 (Designated Growth Areas for Development) of the County Comprehensive Plan also contains a policy that supports this goal:

“2(a). Provide a mixture of complementary land uses and consider innovative techniques such as form-based codes that create walkable, pedestrian-friendly street networks and greater flexibility of uses.”

“2(c). Create walkable neighborhoods.”

The 2005 Town of Berryville Comprehensive Plan provides significant support for pedestrian and bicycle accommodations. The Plan notes the following:

“The walkability of a community directly effects the health of its residents. Although many streets do not have sidewalks, efforts have been made through zoning and subdivision regulations to construct sidewalks with all new residential development. Commercial development and redevelopment are also required to either build sidewalks or, if future plans dictate, bond the improvements for later discussion.” (p. 7-10)

The Town further supports development of pedestrian and bike facilities through Walk/Bike to School programs and attempts to obtain State and Federal funding for improvements via Virginia Department of Transportation (VDOT) revenue sharing and transportation enhancement grants.

The Berryville Area Plan also echoes the Town and County Comprehensive Plans by recommending provision of a “uniform integrated approach for pedestrian movement, addressing walkways and bikeways.” The Plan also includes a policy recommending provision of bike lanes and sidewalks.

The Town of Berryville has an extensive sidewalk network both in the Town core and in the annexation Sub-Areas. The Town has also codified these planning recommendations by including a requirement in the Subdivision Ordinance for new developments to provide sidewalks as part of their overall development plan. The County and Town also worked in cooperation with the Northern Shenandoah Valley Regional Commission to develop the first Town-County Bicycle and Pedestrian Plan. This document will assist with future planning of bike and pedestrian strategies and resources.

c. Commuter Facilities

There are no formal commuter facilities in the Town of Berryville, however both the Town and County have identified a need to establish a park-and-ride commuter lot along the Route 7 corridor (see project detail above). Modeled after the Waterloo commuter lot, this facility would provide a centralized location for ridesharing and commuter van usage and would help to reduce the number of single-occupant vehicles contributing to traffic on Route 7.

3. Schools

Clarke County Public Schools operates all but one of its schools within the Town of Berryville or in close proximity to the town limits. These include D.G. Cooley Elementary School Upper and Lower Campus, Johnson-Williams Middle School, and Clarke County High School. The former Primary School building will be retained for future use, yet to be determined.

4. Recreation

The Clarke County Parks and Recreation Department manages the 102 acre Chet Hobert Park, which houses an outdoor swimming pool, lighted outdoor tennis courts, ball fields, soccer fields, a Recreation Center, picnic shelters, playgrounds and a fitness trail. Clarke County Public Schools also have a number of active recreation facilities including a football/soccer stadium, baseball/softball fields, track, playgrounds, and indoor/outdoor basketball (limited access).

The Town of Berryville owns and maintains the three-acre Rose Hill Park in the heart of downtown Berryville. Rose Hill Park provides a great place for families to relax and enjoy a peaceful outing. Park facilities include a playground designed for our younger citizens, basketball courts, and a gazebo. There are also several small private neighborhood playgrounds in Town.

E. Challenges and Limitations

1. Karst

The most significant geological feature in the County is karst. Karst, consisting primarily of limestone, is characterized by large underground drainage systems, sinking streams, sinkholes, and caves due to the solubility of the limestone. The resultant hollow underground geology makes groundwater supplies very susceptible to pollution from surface and subsurface point and nonpoint sources. Groundwater pollutants are able to travel significant distances and can impact multiple aquifers due to the drainage networks that typically exist in karst. Surface pollutants are able to penetrate through to these same aquifers via sinking streams and sinkholes, making stormwater runoff a critical feature to manage. Approximately 90% of the County's land area west of the Shenandoah River contains karst.

Groundwater aquifers in the eastern United States are continuously replenished or recharged by precipitation. Recharge rate affects groundwater quality and quantity. Only a fraction of all precipitation, however, reaches the deep aquifers used for drinking water, because most of it runs off and flows into streams, is absorbed by plants, or evaporates.

Aquifer recharge is much more rapid in areas with karst topography. The limestone and dolomite rock is highly fractured, allowing water to move quickly through to the aquifer. Moreover, carbonate rocks are usually water soluble, and fractures are eroded to form larger channels. Sinkholes and sinking streams indicate the rapid recharge ability of this area. In areas characterized by karst, pollution of groundwater is more likely because the open channels allow ground-level pollutants quick and easy access to the aquifer.

The County experienced a major example of groundwater contamination first-hand in 1981 when the Town of Berryville was forced to abandon its public well system due to contamination that could not be traced to a single source. The Town's water supply is now provided by a direct intake from the Shenandoah River and a water treatment facility. Instances of groundwater contamination have occurred in other parts of the County ranging from petrochemical contamination in the Pine Grove, White Post, and Shepherd's Mill Road areas to fecal coliform, nitrate, and pesticide contamination in various locations across the County.

Groundwater contamination poses a greater risk to properties outside of the Town limits and annexation areas due to the Town's provision of public water and prohibition on use of private wells for drinking water. However, it is important to ensure that new development within the annexation area does not adversely impact the County's groundwater resources. This Plan designates areas with particular environmental sensitivity as Environmental Conservation, and does not support any development in these areas. Both the Town and County land use ordinances also contain specific provisions to further protect groundwater including buffers, setbacks, and stormwater quality requirements. The Town and County will also pursue voluntary provision of site-specific mitigation measures by developers proposing new uses that could adversely impact the County's groundwater sources.

A greater challenge posed to developers by the County's geology is the presence of rock outcroppings, rock seams, and shallow bedrock areas in various locations throughout the

Annexation Area. Developers are encouraged to limit development or designate building envelopes away from such features.

2. Utility Capacity Limitations

As previously noted, the Town of Berryville provides public water and public sewer to properties within Town limits and to a handful of properties and public uses on adjacent parcels in the County. As of 2014, the Town has sufficient water and sewer capacity to serve all current customers as well as a significant amount of excess capacity to accommodate future uses (see Item D1 above).

Water and sewer capacity is currently provided on a first-come, first-serve basis and the Town does not reserve capacity on an administrative basis for specific use types (e.g., business, industrial) that may require services in the future. This is a common practice of localities in Virginia that operate smaller utility systems with limited access to expansion alternatives and limited funding to pursue such alternatives on their own. As new development occurs and water and sewer capacity is consumed, localities such as the Town of Berryville will look to partner with the development community to cover the cost of adding capacity to the water and sewer plants, building new plants, or acquiring new capacity.

An alternative approach that could be evaluated is to set aside a fixed amount of capacity specifically for business uses that may be high users of public water and/or sewer but that would provide significant positive economic impact to the Town and County. Such set asides would give the Town and County the flexibility to market a streamlined siting process to potential businesses without the concern of available capacity. Any evaluation of this approach should also include a re-examination of the build-out analysis of the current future land use designations and how capacity set-asides could impact development of other future uses.

F. Annexation Area Agreement

The foundation of the Berryville Area Plan and the joint approach to land use decision-making is the 1988 Town-County Annexation Area Agreement. This section provides background information on this Agreement including an overview of annexation law in the Commonwealth and a history of the Annexation Area Agreement and subsequent agreements that established this system.

1. Annexation Law in Virginia

Counties and towns are separate municipal entities under Virginia law and each has distinct powers and responsibilities. The Code of Virginia authorizes towns to annex adjacent county lands into the town's borders upon petition to the Circuit Court. To minimize the potential negative aspects of annexation, the Code of Virginia allows for a town and county to enter into an annexation agreement which defines the town's future annexation rights in exchange for the town renouncing its right to become a city. Annexation agreements are required to "provide for the regular and orderly growth of the town in conjunction with the county and for an equitable sharing of resources and liabilities."¹

¹ Code of Virginia §15.2-3232.
2015 Berryville Area Plan

2. History of the Agreement and Establishment of Annexation Areas

Given the Town of Berryville's and Clarke County's mutual interest in managing future growth and protecting the unique environmental, geological, and historic resources, both governing bodies signed an Agreement Defining Annexation Rights on December 29, 1988. This Agreement included the following points:

- Established County lands to be annexed as Annexation Areas A and B.
- Defined the circumstances by which land in Area B would be annexed.
- Agreed to develop a jointly-managed Town-County future land use plan by March 31, 1989.
- Agreed that the Town Subdivision Ordinance would govern land use changes and new development in Area B.
- Agreed that the County Zoning Ordinance would govern land use changes and new development in Area B until the land in question is annexed by the Town.
- The Town agreed to jointly authorize any land uses that were approved by the County.
- Agreed to joint review of land use applications between the Town and County Planning Commissions.
- The County agreed to Town review of all stormwater plans prior to County approval and provision of funding for stormwater drainage improvements in the Town.

3. Creation of the Berryville Area Plan; Plan adoption, historical updates, and review process

The Berryville Area Plan was originally adopted on April 12, 1992 by the Berryville Town Council and Clarke County Board of Supervisors. The Plan has been amended seven (7) times since its 1992 adoption, and the changes that were adopted with those amendments are summarized below:

- December 4, 1995 – Amend Sub-Areas 6 and 7 to allow “housing for older persons” in the areas designated for Business/Office and Highway & Visitor Commercial Uses. Amend County zoning district map to reflect re-zoning of Battlefield Estates Subdivision.
- February 18, 1997 – Amend the transportation policies for the southwest and southeast collector roads, and amend the land use policies for Sub-Areas 22, 23A, and 23B. Amend County zoning district map to reflect re-zoning of Tax Map Parcel #14-A-38.

- April 15, 1997 – Amend County zoning district map to reflect re-zoning of Tax Map Parcels #14-A-44, 43, 42 (part), and 42B.
- May 13, 1997 – Amend County zoning district map to reflect re-zoning of Tax Map Parcel #14-5-251B.
- May 15, 2001 – Amend Sub-Area 18 to change access policies, amend Sub-Area 19C to change land use designation from Low Density Residential to Light Industrial/Research, and amend Sub-Area 23 to change land use designation from Business/Office to Light Industrial/Research. Amend County zoning district map to reflect re-zoning of Tax Map Parcel #14-A-56 and Tax Map Parcels #14-A-38, 38A, and 38B.
- September 15, 2009 (BOS)/November 10, 2009 (TC) – Amend Chapter V to delete paragraphs in each Sub-Area section with the following first sentence: “Housing for the elderly is a land-use designation to be applied to the Sub-Areas 6 and 7.”
- April 20, 2010 (BOS)/June 8, 2010 (TC) – Amend Chapter V to add 15 acres to Sub-Area 6A by taking 14 acres from Sub-Area 6 and 1 acre from Sub-Area 5, in order to expand the area in the Plan that is devoted to Older Person Residential uses.

The 2014 project to update the Berryville Area Plan is the first comprehensive revision of the Plan since its 1992 adoption. It is recommended that future reviews of the Town and County Comprehensive Plans include parallel reviews of the Berryville Area Plan in order to ensure consistency among the Plans. Any amendments to the Town or County Comprehensive Plans should be evaluated for impacts to the Berryville Area Plan. It is also recommended that, at a minimum, the Berryville Area Development Authority (BADA) should conduct an assessment of the Plan once every five years and provide a recommendation to the governing bodies regarding the Plan’s status and any need to revise/update the Plan.

Review and amendment of the Berryville Area Plan is the responsibility of the BADA with technical support provided by Town and County planning staffs. Requests for review or Plan amendment may also be made by the Town and County planning commissions and governing bodies. Requests for review or Plan amendment may also be made by citizens or other private stakeholders however the BADA reserves the right to decline to advance such requests to the governing bodies for consideration.

As previously noted, any review of the Plan should be careful and deliberate. Impacts such as new developments approved since the previous Plan update, changes in public water/sewer capacity, or changes in capital needs of the Town and County should be included in any Plan evaluation. “Piecemeal” changes in response to specific land use applications are strongly discouraged.

4. Creation of Berryville Area Development Authority (BADA); responsibilities and review process

On March 27, 1990, a Resolution and Agreement was signed that created the Berryville Area Development Authority (BADA). The BADA was charged with administering the Town’s Subdivision Ordinance and the County’s site plan development standards for all land use proposals that occurred in Area B. The Agreement also established the membership composition of the BADA including initial terms of office. This Resolution and Agreement was amended in December 1992 to add new items to the BADA’s administration responsibilities – management of the Town’s site plan development standards, the Town’s Historic District regulations, and the County’s Historic Access Corridor Overlay District regulations for land use applications within Area B.

The reference charts below summarize the BADA review processes for specific types of land use applications and the location of the subject properties in the Town or County:

TABLE 5 -- Land Use Applications – County Land

Application	Review/Action By	Applicable Ordinance	Reference
Subdivision	BADA	Town Subdivision Ord.	Annex. Agreement ¶6(a); BADA Agreement ¶5
Site Plan	BADA ¹	County Zoning Ord.	BADA Agreement ¶5 and ¶6
Rezoning	BADA and Town PC recommend; BOS acts	County Zoning Ord.	Annex. Agreement ¶6(b) and County Zoning Ord §8-D-3
Special Use Permit	BADA and Town PC recommend; BOS acts	County Zoning Ord.	Annex. Agreement ¶6(b) and County Zoning Ord §5-B-2-d
Historic District	BADA (appeals to County BOS)	County Zoning Ord. (Historic Access Corridor Overlay District)	BADA Agreement ¶6 and County Zoning Ord §3-E-4-b

¹ The Town and County Zoning Ordinances each require site plans to be submitted with a special use permit (SUP) application, and each requires a site plan to be submitted with a SUP application to be acted upon by the governing body, as a separate approval. Therefore, under the existing BADA Agreement provisions, as to a site plan submitted with a SUP application, the BADA makes a recommendation on the site plan, the applicable Planning Commission makes a recommendation on the SUP, and the governing body acting on the SUP takes action on the site plan as a separate approval.

TABLE 6 -- Land Use Applications – Town Land

Application	Review/Action By	Applicable Ordinance	Reference
Subdivision	BADA	Town Subdivision Ord.	BADA Agreement ¶5
Site Plan	BADA ¹	Town Zoning Ord.	BADA Agreement ¶5
Rezoning	Town PC recommends; Town Council acts	Town Zoning Ord.	n/a
Special Use Permit	Town PC recommends; Town Council acts	Town Zoning Ord.	n/a
Historic District	BADA ² (appeals to Town Council)	Town Zoning Ord. (Historic District)	BADA Agreement ¶5 and Town Zoning Ord §704.1

¹ The Town and County Zoning Ordinances each require site plans to be submitted with a special use permit (SUP) application, and each requires a site plan to be submitted with a SUP application to be acted upon by the governing body, as a separate approval. Therefore, under the existing BADA Agreement provisions, as to a site plan submitted with a SUP application, the BADA makes a recommendation on the site plan, the applicable Planning Commission makes a recommendation on the SUP, and the governing body acting on the SUP takes action on the site plan as a separate approval.

² Action by the BADA is limited to those properties for which no final certificate of occupancy has been granted. Otherwise, the matter goes to the Town Architectural Review Board.

The process for reviewing and amending the Berryville Area Plan involves review and recommendation of an amended plan by the BADA to both the Town Council and Board of Supervisors. Both governing bodies must take formal action on the amended plan for final approval. This process is referenced in ¶6(a) of the Annexation Agreement.

This page is intentionally left blank

A. Plan Amendments Generally; Process for Adding or Changing Sub-Areas

As the joint Town-County land use plan for the future development of the annexation areas, the Berryville Area Plan (BAP) shall be evaluated at least once every five years by the Berryville Area Development Authority (BADA) to determine whether and to what degree it may need to be updated. Such an evaluation must be thorough and deliberate, and shall include a general review of the Plan, current demographics, and any recent changes that may have occurred in the community not contemplated or adequately addressed by the current Plan. Guidance can be drawn from the Code of Virginia provisions on the development of comprehensive plans:

Code of Virginia, §15.2-2223

In the preparation of a comprehensive plan, the commission shall make careful and comprehensive surveys and studies of the existing conditions and trends of growth, and of the probable future requirements of its territory and inhabitants. The comprehensive plan shall be made with the purpose of guiding and accomplishing a coordinated, adjusted and harmonious development of the territory which will, in accordance with present and probable future needs and resources, best promote the health, safety, morals, order, convenience, prosperity and general welfare of the inhabitants, including the elderly and persons with disabilities.

For similar reasons, it is strongly recommended that updates to the Plan should not be undertaken on a “piecemeal” basis to address a specific issue or to accommodate a new land use request or regulatory change. Unlike zoning ordinances or municipal codes that are often amended to address specific regulatory situations that arise, the amending of a land use plan should be conducted as a comprehensive review and evaluation with all relevant impacts and information available for consideration.

1. Amending the Berryville Area Plan

a. Regular review schedule

On a five-year schedule from the adoption date of the current Plan, the BADA shall adopt a resolution addressing the status of the Plan, whether it should be updated, and to what degree it should be updated. This resolution may come in one of the following forms:

- A finding that the current demographics, goals, objectives, and policy recommendations are sufficient and that no Plan amendment is necessary.
- A finding that changes in the community warrants a comprehensive review and update of the Plan. An example would be the release of decennial Census data and growth projections.
- A finding that the Plan does not address, or inadequately addresses, a specific topic area or areas warranting a focused update of the Plan. An example would include a desire by the Town and County to create a new annexation area and Sub-Areas. While the update

may have a specific purpose, the review should remain comprehensive to ensure that all impacts are carefully evaluated.

It is recommended that at the beginning of year four in the five-year schedule, the BADA should begin work evaluating the Plan status. This can be accomplished as a committee of the whole or by designating a workgroup. Plan status should be evaluated by considering factors including, but not limited to:

- Recent release of updated demographics.
- Recent updates to the County or Town Comprehensive Plans.
- Impact of new development projects since the previous Plan update.
- Impact of recently completed capital projects or transportation improvements.
- New cooperative projects between the Town and County, e.g., economic development initiatives.
- Any other subject not addressed or inadequately addressed by the current Plan.

In the event that the BADA decides to update the Plan, the process should begin immediately and copies of the resolution should be forwarded to Town Council, Board of Supervisors, and the Town and County Planning Commissions to inform them of the pending update. The resolution shall specify the scope of the update and the anticipated completion date of a draft Plan for public review, which should not exceed one year from the date of the resolution. The BADA, supported by the Town and County Planning Staffs, is solely responsible for developing plan updates and may include other elected or appointed officials and staff as they deem necessary.

Upon completion of the revised draft Plan, the BADA shall hold a public hearing on the Plan in accordance with Code of Virginia requirements. The BADA may hold other informal outreach sessions with the public and/or key stakeholders prior to finalizing the draft and conducting the required Public Hearing. BADA action shall consist of a recommendation for adoption of the draft Plan to the Town Council and the Board of Supervisors, who shall then conduct their own public hearings in accordance with State law and adopt the draft Plan individually. In the event that the BADA does not pass a recommendation to adopt the Plan, the draft Plan shall not be forwarded to the governing bodies for consideration.

b. Interim amendments

While not recommended, a proposal may be considered to amend the BAP outside of the scope of the Plan's five-year review cycle. Frequent, piecemeal changes to the Plan can result in the document becoming fragmented and inconsistent. It can also devalue the importance of the document as a long-range planning guideline. For these reasons, interim amendments are strongly discouraged.

A structured process is recommended for the consideration of interim amendments to the Plan:

- Plan amendments initiated by the governing bodies. Plan amendments initiated by Town Council or the Board of Supervisors shall be made by resolution to the BADA that includes the specific reason and detailed scope of the requested review. The resolution shall be adopted by both governing bodies before the BADA may begin work on the requested amendment. The resolution shall also contain justification as to why the amendment must take place in the interim rather than as part of the five-year Plan review. When applicable, the BADA shall solicit recommendations on the proposed plan amendments from the Berryville and County Planning Commissions.
- Plan amendments requested by citizens/stakeholders. For plan amendments requested by citizens or other stakeholders, an annual window of opportunity shall be designated for consideration of amendment petitions. Such petitions shall be evaluated as follows:
 - An annual review of amendment petitions shall be conducted in June by the Town Council and Board of Supervisors.
 - Petitioners shall submit their plan amendment requests in writing no later than April 1. Requests shall include, at a minimum, the specific reason for the amendment, a detailed scope of the requested review, and a justification as to why the amendment must be considered in the interim rather than as part of the five-year Plan review.
 - Petitioners shall provide written acknowledgement that they will reimburse the Town and County for all public hearing costs and pay any required fees.
 - Both Town Council and the Board of Supervisors must agree to direct the BADA to review and develop the Plan amendment, conduct the required Public Hearing, and forward a formal recommendation within a specified time period not to exceed one year. Failure of one or both of the governing bodies to support the Plan amendment shall result in the failure of the request to advance to the BADA. In such instances, the petitioner's application fees shall be refunded to them.
 - When applicable, the BADA shall solicit recommendations on the proposed plan amendments from the Berryville and County Planning Commissions.

Interim amendments to the Plan shall also meet one of the following criteria:

1. The goals, objectives, or policies of the BAP would be more effectively met or implemented, particularly by a concept of land development that was not foreseen by the Plan, if the Plan Amendment were approved.

2. The area surrounding the property in question has changed substantially since the review of the Plan.
3. The General Assembly has adopted legislation that necessitates an interim amendment to the Plan.

The importance of the three criteria noted above are critical to ensure that an interim amendment addresses a genuine change in conditions of the property, the County and Town, or outside influences affecting the County and Town; or to address a gap in the guidance or State regulatory compliance provided by the Plan. Interim amendments that solely address or facilitate a land use change or other request that is in conflict with the Plan's recommendations, without significantly addressing the aforementioned criteria, shall not be considered.

2. Amending the Annexation Area Agreement

Periodic revisions to the Berryville Area Plan, whether conducted during the five-year review cycle or as an interim amendment to the Plan, shall also include a detailed evaluation of whether the revision or amendment is consistent with the Town-County Annexation Area Agreement. This is particularly relevant if the revision or amendment would result in the creation of new or expansion of existing Sub-Area boundaries beyond the limits of Annexation Area B. Legal counsel for the Town and County should be consulted to evaluate any new or amended Plan language that may impact the Annexation Area Agreement.

If the Annexation Area Agreement must be amended in order to implement a new Plan recommendation, the Town and County shall form a joint committee consisting of elected officials, planning staffs, and legal counsel to ensure that the terms of the amended agreement are fair and equitable and that the review process meets all Code of Virginia requirements. The proposed amendment shall also be reviewed for conformance with both the Town and County comprehensive plans. No new Sub-Areas or expansion of existing Sub-Areas beyond the current annexation area boundaries shall be approved and incorporated into the Plan until the applicable amendment of the Annexation Area Agreement is approved by both Town Council and the Board of Supervisors.

3. Review Process for Adoption of New or Expanded Sub-Areas

The establishment of the Berryville Area Plan's original Sub-Areas involved a detailed examination of the subject properties to determine their capacity to carry new development at an urban scale. A similar process should be undertaken in the event that the Town and County wish to create new Sub-Areas or expansion of existing Sub-Areas, in order to accurately determine the subject property's capacity for development and limitations. This process should include a detailed analysis, performed by qualified engineering/land use professionals, to address the following impacts:

- Geology, hydrology, and soil type, including key Karst features that may impact capacity for development.
- Physical features such as existing intermittent/perennial streams, wetlands, sensitive slopes, and forestation that should be protected and preserved.
- Existing and surrounding land uses and their scale of construction/density to determine compatibility with proposed future land uses.
- Features of historic, cultural, or preservation significance (e.g., conservation easements, registered historic properties/structures, contributing properties/structures).
- Adjoining scenic impacts, visibility from major highways and gateways, and potential mitigation measures.
- Proximity to existing public water and sewer infrastructure and costs of connection to these systems.
- Public road network's current level of service and capacity for expansion/improvement.
- Value of the property as an economic development resource

It is strongly recommended that the Town and County complete this analysis jointly and reach a consensus on the parameters of any new or expanded Sub-Area as a precursor to finalizing any Annexation Area Agreement.

B. Impact of Plan Implementation

The original Berryville Area Plan Chapter VI addressed the impacts from projected development in Annexation Area B on public services and facilities including schools, libraries, public water and sewer, stormwater management, parks and recreation, fire and rescue, human support services, and police facilities. This chapter included recommendations on new infrastructure and facilities that would be needed to support the projected growth at maximum build-out and also included cost estimates for each facility. These recommendations were based upon industry standards in place in the early 1990s and were developed in conjunction with the planning consultant that assisted with the creation of the Plan. They were among the first capital improvements identified and planned for in a forward-thinking document for both the Town and the County.

The level of planning and staffing capacity in the Town and County has changed since the early 1990s. Capital needs are now identified and developed into projects by agencies and departments that did not exist when the Berryville Area Plan was first adopted. Capital projects are reviewed and prioritized in conjunction with both jurisdictions' annual budget processes and according to current demographics and growth patterns. Despite these changes, the need to coordinate future land use planning with long-range plans for infrastructure, service expansion, and maintenance is critical.

The following section begins with an overview of the need for developer-funded contributions to mitigate the impact of new development projects on public infrastructure. It concludes with a description of the different types of infrastructure that can be impacted by new development and the different agencies and departments that are responsible for managing public infrastructure and services in the Town and County. The purpose of this section is to ensure that the impacts of new residential, commercial, and light industrial development are identified and properly evaluated with each new land use application and with future expansions of the Berryville Annexation Area. Specific infrastructure projects that are planned or under development may be found in the capital projects section of the Town’s and County’s budget documents. It is expected that land use applicants, particularly those seeking to re-zone to a more intensive zoning classification, will use this section as a guide to develop a package of necessary capital improvements and contributions that mitigate their project’s impact on the Town and County.

1. Developer-Funded Improvements and Capital Project Contributions

The Town and County work cooperatively to ensure that new development, redevelopment, and infill development projects in the Berryville Area occur in accordance with the jurisdictions’ joint philosophy of growth management and land use decision-making. A major component of this effort is ensuring that the impact of development on public infrastructure is properly mitigated. This is accomplished with the following tools that are made available to localities in accordance the Code of Virginia:

a. Required Improvements

Public water, public sewer, and public streets are types of infrastructure that require developers to construct improvements in order to access capacity to support their new projects. Regarding public water and public sewer, the Town evaluates each project at the time of site plan or subdivision plat review to determine necessary improvements to properly serve the project at maximum build-out. The developer is required to construct and gain acceptance of the new utility infrastructure by the Town prior to issuance of certificates of occupancy and release of required sureties.

For improvements to the public street network, the results of a traffic impact analysis (if required) will dictate the type and scale of improvements to be constructed by the developer in order to gain final approval of the project. Town design requirements also dictate the provision of bicycle and pedestrian accommodations where necessary.

b. Cash Proffers

§15.2-2303 of the Code of Virginia authorizes localities to use “conditional zoning,” a method of authorizing the voluntary acceptance of proffers by a developer to provide cash contributions or land for public infrastructure improvements (“cash proffers”), promises to complete specific infrastructure improvements, or conditions on the scale or manner of development in exchange for the locality rezoning the property to allow the project. For new residential rezoning projects in the Berryville Area, the County encourages conditional zoning applicants to voluntarily provide a cash proffer – a payment made on a per-unit basis for each new dwelling to be constructed that would be paid prior to issuance of a certificate of occupancy. The amount of the cash proffer is based upon the identified capital projects that would be impacted by new residential

growth. The cash proffer amount is calculated on an as-needed basis from the most current list of capital projects.

c. Other Voluntary Proffers

Conditional zoning also enables localities to accept other types of proffers voluntarily provided by an applicant to help mitigate infrastructure impacts. These proffers are negotiated on a case-by-case basis and can come in different forms. For example, a project that may increase the need for fire and EMS response may include a voluntary cash contribution by the developer to help fund purchase of a new fire engine that is identified as a future capital need. Or a project that may generate significant new traffic that would reduce the level of service at an off-site intersection may include a proffer for the developer to construct necessary improvements at that intersection. Developers can use this flexible tool to offer improvements above and beyond ordinance requirements, such as voluntary provision of larger setbacks and additional screening to avoid adversely impacting a neighboring development or a condition not to develop certain by-right uses that would be permitted in the new requested zoning district.

2. County and Town Public Utilities and Facilities

a. Public Water and Sewer (Town of Berryville -- Utilities Department)

Public water and public sewer are provided by the Town of Berryville within Town limits. As noted in Chapter I, it is the intent of the Town-County Annexation Agreement to ensure that properties jointly developed under the Berryville Area Plan are to be served by public water and public sewer upon annexation by the Town. Information on available capacity, fees, and connection requirements can be obtained from the Town's business office.

Required improvements for new development projects are determined through the land-use application process (e.g., rezoning, special use permit, site plan, subdivision plat). Applicants are required to provide detailed engineering plans and technical information to determine sufficient water and sewer capacity for new development projects. Where necessary, applicants will be expected to provide infrastructure improvements to mitigate any potential adverse impact on the water or sewer system's level of service. Such improvements would be committed either through an applicant's rezoning proffer or through development agreement with the Town in other land use applications.

For areas being considered by the Town and County for designation as new annexation areas or for existing Sub-Areas under consideration for more intensive land uses, an impact study shall be undertaken to ensure that the proposed land use type or types and potential densities can be effectively served by Town water and sewer. If future deficiencies are noted, specific improvements to maintain effective levels of service shall be identified including planning-level cost estimates and timing for implementing the improvements. Development of new annexation areas shall not be undertaken without first conducting this evaluation and committing to undertake these future improvements.

b. Public School System (Clarke County Public Schools)

New residential development projects impact the County’s public school system through a potential increase in the number of school-age children to be served. Additional students mean a greater need for teachers to maintain recommended classroom sizes and program offerings, and a significant increase in enrollment can trigger the need for facility improvements and expansions.

In conjunction with the annual budget process, Clarke County Public Schools identifies a list of capital projects to ensure compliance with state guidelines and to maintain or improve the quality of service provided to its students. These capital projects form the basis of the cash proffer calculation for new residential development projects (see discussion below). Applicants for new residential development projects that require rezoning to a higher density will be expected to mitigate potential impact on the school system through provision of cash proffer payments per new dwelling unit, proffer to directly address specific school system capital needs, voluntary use of age-restriction covenants for residents, or other comparable measures.

As with private residential development projects, any future expansion of annexation areas or increase in the residential density of existing Sub-Areas by the Town and County shall include consideration of impacts to the school system and consultation with Schools’ staff. Development of new residential areas or increase in existing residential densities shall not be undertaken absent this evaluation and commitment to undertake any future capital improvements needed to support the future development.

c. Fire & Emergency Services (Clarke County – Department of Fire, Emergency Medical Services, and Emergency Management)

Clarke County’s fire and emergency services functions are managed by a combination of volunteer organizations and County staffing. In 2014, the Board of Supervisors adopted an ordinance that organized the combination system under the County Department of Fire, Emergency Medical Services, and Emergency Management. The County’s fire response service is entirely volunteer-based and operated from three stations located in Berryville (John H. Enders Fire Company and Rescue Squad), Boyce (Boyce Volunteer Fire Company), and Shenandoah Retreat (Blue Ridge Volunteer Fire & Rescue Company) with support from Mt. Weather and adjacent localities. Emergency medical services (EMS) are provided by a combination of volunteer staffing from the three stations and County EMS staffing. The Board also implemented a fee-for-service program to recoup the cost of transporting patients to medical facilities.

New development projects can have an impact on the provision of fire and emergency medical services – as such they are frequently a component of a locality’s cash proffer calculation. Residential projects increase the number of potential patients to be served and commercial, industrial, and institutional projects often have design elements that must be evaluated to ensure that fire and EMS service delivery is not impeded. Development plans for new projects shall be evaluated for their impacts on fire and emergency service provision, and mitigation measures shall be included to ensure that the

same or better levels of service can be efficiently provided. Direct contributions to capital needs (e.g., vehicles, apparatus, equipment, facilities) shall also be encouraged.

d. Parks (Town of Berryville, Clarke County Parks & Recreation Department)

The Clarke County Parks & Recreation Department is responsible for management of County's recreational facilities located at Chet Hobert Park off of West Main Street. The Town is responsible for management of Rose Hill Park located in Downtown Berryville.

The County Parks & Recreation Department, in conjunction with the Parks & Recreation Advisory Board, maintains a Master Plan for Chet Hobert Park and recommends projects on an annual basis to enhance existing facilities and complete planned expansions of new facilities at the Park. In 2015, the County also adopted its first Recreation Plan as a component of the County Comprehensive Plan to support the update and implementation of the Park Master Plan. Together, these two documents help the County to identify demand for future recreational needs, establish levels of service, and plan for future improvements to programs and facilities.

New residential development poses the greatest impact on parks and recreation facilities, so inclusion of these capital improvements as a component of the cash proffer calculation is a common approach. Depending upon the scale of development (number of units), the targeted demographic (e.g., workforce housing, senior housing), and the development form (e.g., single-family, larger urban parcels, smaller clustered parcels), developer-provided facilities such as walking trails, playgrounds, and passive parks maintained exclusively by a homeowners' association may be appropriate. Alternatively, proffer of a facility that meets an identified capital need for the Town or County may also be appropriate provided that the timing of development and locality's ability to pay for and maintain the facility is appropriate.

e. Library (Handley Regional Library)

County library facilities located in the Berryville-Clarke County Government Center are managed by the Handley Regional Library system with annual financial contributions by the County. The Regional Library is responsible for capital project planning and programming. Demand for library services is driven by population growth and capital projects are often included in the cash proffer calculation.

f. Law Enforcement (Town of Berryville Police Department, Clarke County Sheriff's Office)

The Clarke County Sheriff's Office and the Town of Berryville Police Department provide law enforcement services for their respective jurisdictions. Both the Town and the County participate in a regional jail system through the Northwestern Regional Adult Detention Center and do not maintain jail facilities locally. The County Sheriff's Office manages the County's Public Safety Communications center for the dispatch of fire, EMS, and law enforcement calls.

Law enforcement agencies, much like fire and EMS companies, have regularly occurring capital needs such as vehicle replacement and equipment needs. The County's Sheriff's

Office, as manager of the dispatch system, also incurs costs of maintaining the dispatch center and its equipment as well as radio systems, antennas, and off-site repeater equipment on communications towers. Facility expansions/enhancements occur less frequently but are identifiable needs that appear in capital improvement budgets. Law enforcement capital needs are a common component in a cash proffer calculation. Direct provision of developer-funded improvements are far less common due to the nature of law enforcement capital needs although opportunities to obtain such improvements should be evaluated in applicable land use requests.

g. Stormwater Management (Town of Berryville Public Works)

Stormwater management facilities in the Town of Berryville consist of Town-owned facilities, privately-owned and managed facilities, and facilities owned and managed by other governmental entities such as the Clarke County School Board. Regulation of stormwater management falls under the purview of the Virginia Department of Environmental Quality (DEQ). Over the past several years, the Commonwealth has continued to strengthen stormwater management regulations as a part of a larger effort to improve water quality statewide. It is expected that in the future, stormwater regulations will remain at their current levels or continue to be strengthened. This makes ongoing maintenance and enhancement of municipal stormwater systems more critical. Capital projects to improve municipal portions of a stormwater system are often included in a cash proffer calculation.

All development proposals regardless of use type are required to include approval of a stormwater management plan by both DEQ and the locality. Such plans shall also include a development agreement to ensure that any facilities and best management practices are maintained throughout the life of the facility. Stormwater management is mandated by law and not subject to negotiation. However, an opportunity may arise with specific development projects to accept proffered improvements that may enhance an underperforming part of an existing stormwater system. In these cases, a cost benefit analysis shall be conducted to determine whether the community would benefit from accepting such improvements.

As noted in the original Berryville Area Plan, conveyance of stormwater is a critical element in ensuring that new developments do not have adverse impacts in the form of erosion or flooding on surrounding properties. The presence and sensitivity of Karst features adds an additional dimension to the challenge of managing stormwater on a municipal level. Stormwater management and Karst impacts shall be included in any detailed analysis of potential properties to be included in future annexation areas or in expansion of existing Sub-Areas to support more intensive development.

3. Transportation Network

a. Impacts of new development

As previously noted, the Town of Berryville assumed the responsibility of maintaining the secondary street network within Town limits in 2012. Harry Byrd Highway (Route 7), Main Street (Business Route 7), and Buckmarsh Street (US 340) are primary

highways maintained by the Virginia Department of Transportation (VDOT). Design requirements for the secondary street network may be found in the Town's Subdivision Ordinance. Annexation area projects that are undertaken prior to annexation by the Town and that propose new public streets or that impact existing secondary streets will be required to observe the Town's design requirements.

Traffic impact on the public road network is one of the most commonly evaluated elements of any new development proposal. All new developments shall be designed to ensure that the resultant impacts on traffic volume and patterns do not result in a reduced level of service on the adjoining public roads and intersections. For most projects, this is determined through a traffic impact analysis (TIA) conducted by the developer's traffic engineer and reviewed for conformance with state regulations by VDOT for impacts to primary highways and by the Town's consulting engineer for impacts to secondary roads. The TIA will identify needed improvements to roads and intersections based upon the proposed development's most intensive potential usage. It is expected that developers will provide the TIA's recommended onsite improvements as part of the site development. It is also expected that developers will consider providing any needed off-site improvements that bear a direct relationship to the new development's traffic as determined in the approved TIA.

As presented in Chapter I and depicted in the original Berryville Area Plan, the Town has also identified future enhancements to the public road network that have yet to be constructed. These include the construction of a southeastern collector road that would connect Jack Enders Boulevard to U.S. 340 and an extension of West Fairfax Street to connect with East Fairfax Street that would enable access to the public street network between Buckmarsh Street and First Street. New development projects shall provide improvements to facilitate construction of these enhancements if the projects are located in the areas designated for future road improvements. Such developer-provided improvements shall include right-of-way dedication for roads and drainage, construction of actual improvements, cash contributions, or a combination of these elements.

The Town has also identified provision of bicycle and pedestrian facilities as a critical element of public infrastructure. Applicants will be expected to provide such facilities according to the Town's planning and design criteria.

b. Planning for future growth

Transportation infrastructure needs are among the most important to evaluate when determining whether to create a new annexation area or to increase the recommended density of development in an existing Sub-Area. Any of these types of changes considered by the Town and County shall include a traffic impact analysis performed by a traffic engineer with recommendations on future improvements necessary to accommodate the proposed growth.

Identifying key projects to improve the current public road network is equally important. Chapter I lists the three Berryville Area projects that have been identified by the Town and County as priorities to enhance the network's current level of service. These

projects, as well as any new potential improvement projects, should be reviewed and discussed jointly by the Town and County on a regular basis and concerted efforts should be undertaken to pursue State and Federal funding for the projects. Where applicable, partnerships may be formed with the development community to share the cost of completing these projects including but not limited to proffered improvements with new development proposals.

C. Potential Future Growth Areas

While portions of Annexation Area B remain available for new development or infill/re-development projects, it is advisable to identify new areas adjacent to the Town of Berryville that could be considered for designation as future annexation areas. Subsection A above outlines the processes for evaluating and formally establishing new annexation areas, however the first step in this long-range planning exercise is to determine the most logical locations for future development. Three areas located outside of the boundaries of Annexation Area B are proposed for designation as “potential future growth areas” to be evaluated jointly by the Town and County to accommodate future growth as Annexation Area B reaches build-out for residential and commercial/industrial capacity.

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

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

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

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

1. Southern Potential Future Growth Area (Map 5):

Location:

This Future Growth Area includes properties located immediately to the south of the Clarke County Business Park (Sub-Area 21) and the properties recommended for Light Industrial/Research uses located on the west side of the Norfolk Southern Railroad in the Craig's Run Light Industrial Area (Sub-Area 23). The Area also extends westward to U.S. 340 and southward to the vicinity of Smallwood Lane (Rt. 680).

Approximate Area: +/- 150 acres

Development Constraints:

- Smallwood Lane (Rt. 680) – Smallwood Lane is the only public road providing access to U.S. 340 and is classified as a local road with limited pavement width and no turn lane/acceleration lane at the U.S. 340 entrance. Smallwood Lane is hard surfaced only to an area immediately east of the rail crossing with the balance of the road being gravel surfaced.
- Norfolk Southern Railroad – Existing at-grade rail crossing on Smallwood Lane would require significant improvements to accommodate additional vehicular traffic.
- Virginia Department of Transportation (VDOT) office – VDOT maintains a local maintenance office on six acres located on Smallwood Lane immediately west of the rail crossing.
- Existing uses on U.S. 340 – The western edge of the Future Growth Area includes several homes and an existing auto repair business on small lots that front the east side of U.S. 340.
- Milton Valley Farm – The Future Growth Area is bordered to the south by Milton Valley Farm which is in permanent conservation easement. Any future development shall include measures such as buffer areas and screening to mitigate potential impact on the conservation easement.

Potential Land Use(s):

- Business/Office and Light Industrial/Research. The logical development pattern for this Future Sub-Area would be the continuation of business and light industrial uses similar in scale to the adjacent Business Park. The Business/Office designation should be used to provide transition uses between more intensive Light Industrial uses and adjoining residential and agricultural properties.

Other Considerations:

- Potential alternative route for future Southeast Collector road. As noted previously in this Plan, Jack Enders Boulevard is planned to be extended from its current terminus to South Buckmarsh Street to complete a connection between Main and Buckmarsh Streets (U.S. 340). Jack Enders Boulevard would cross the Norfolk and Southern rail line by means of a new at-grade crossing. If this Future Growth Area is ultimately developed

into a new annexation area, an alternative route for the Southeast Collector road could be considered that would extend in a southwesterly direction from existing Jack Enders Boulevard near the Town of Berryville water tower, and would improve the existing at-grade rail crossing on Smallwood Lane to reach U.S. 340. A detailed traffic impact analysis and engineering study must be conducted in order to fully evaluate this option.

Recommendations:

Evaluation of this Future Growth Area should be a short-term priority given the near build-out of the existing Business Park and the continuing need to move forward with the planning of the Southeast Collector. Upon adoption of the revised Berryville Area Plan, Clarke County and Town of Berryville officials should cooperatively undertake a detailed land use planning and engineering study of this area for consideration as a potential new annexation area. The goal should be to complete this study and determine whether to move forward on creating a new annexation area no later than the next five-year review period for the Berryville Area Plan. Consideration of an interim amendment to the Plan would also be warranted for this purpose.

2. Hermitage South Potential Future Growth Area (Map 6):

Location:

This Future Growth Area adjoins Hermitage subdivision immediately to the south including the Hermitage Boulevard Residential Area (Sub-Area 26), and also adjoins the Hermitage Residential Growth Area (Sub-Area 27A) and the Southern Gateway Residential Growth Area (Sub-Area 27B) to the west and the Clarke County VFW property to the west and south. There is also an existing historic home, Aurora (453 South Buckmarsh Street), located immediately to the east on a three-acre parcel and an existing electric power station.

Approximate Area: +/-75 acres

Development Constraints:

- Consideration should be given to mitigating any potential adverse impact to the existing historic home at 453 South Buckmarsh Street including potential use of the Historic/Cultural Preservation land use designation.
- The balance of the Future Growth Area is currently open farmland with minimal tree coverage. Siting of new structures and landscaping shall be considered as this Area lies at the Town's south gateway.

Potential Land Use(s):

- Low-Density Residential (2 units/acre)
- Medium-Density Residential (4 units/acre) with cluster development.
- Commercial uses consistent with the scale and density allowed by Town ordinance.
- Historic/Cultural Preservation for the parcel containing the existing historic home and immediate vicinity.

Recommendations:

Evaluation of this Future Growth Area should be considered a long-term priority once the existing residential Sub-Areas approach maximum build-out.

3. Western Potential Future Growth Area (Map 7):

Location:

This Future Growth Area is located at the southeastern corner of the intersection of Westwood Road (Rt. 636) and West Main Street (Business Va. 7). It is bordered by the historic Rosemont property to the east, Clarke County High School to the north, and D.G. Cooley Elementary School to the west. The property is currently an active apple orchard.

Approximate Area: +/-60 acres

Development Constraints:

- Agricultural use. As the property is in current long-term use as an orchard, the opportunity for development of this property may not occur until the useful life of the orchard is exhausted.
- Potential impact to Rosemont. Consideration should be given to mitigating any potential adverse impact of development to the historic Rosemont home and grounds including potential use of the Historic/Cultural Preservation land use designation.
- The balance of the Future Growth Area would be open and visible from public roadways. Siting of new structures and landscaping shall be considered for this Area.

Potential Land Use(s):

- Low-Density Residential (2 units/acre)
- Medium-Density Residential (4 units/acre) with cluster development
- Historic/Cultural Preservation as development buffer from historic Rosemont.

Recommendations:

Evaluation of this Future Growth Area should be considered a long-term priority once the existing residential Sub-Areas approach maximum build-out.

D. Conclusion

Referenced throughout this Plan document in various forms, the future success of the Town of Berryville's and Clarke County's symbiotic planning relationship hinges on maintaining and growing the current culture of cooperation and open communication. The Town's and County's shared efforts began several decades ago with the creation of an innovative growth management philosophy and has expanded into other areas including shared facilities (Berryville-Clarke County Government Center) and shared economic development and tourism efforts. These efforts have not gone unnoticed as jurisdictions across the Commonwealth have looked to our successes as models to be replicated in their own communities.

By continuing to work jointly to identify and develop lands around the Town to accommodate future growth, by combining efforts to ensure that public infrastructure and services are planned and provided for future residents and businesses, and by striving to find creative approaches to solve future challenges, Berryville and Clarke County will continue to be a vibrant and prosperous community offering a high quality lifestyle.

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



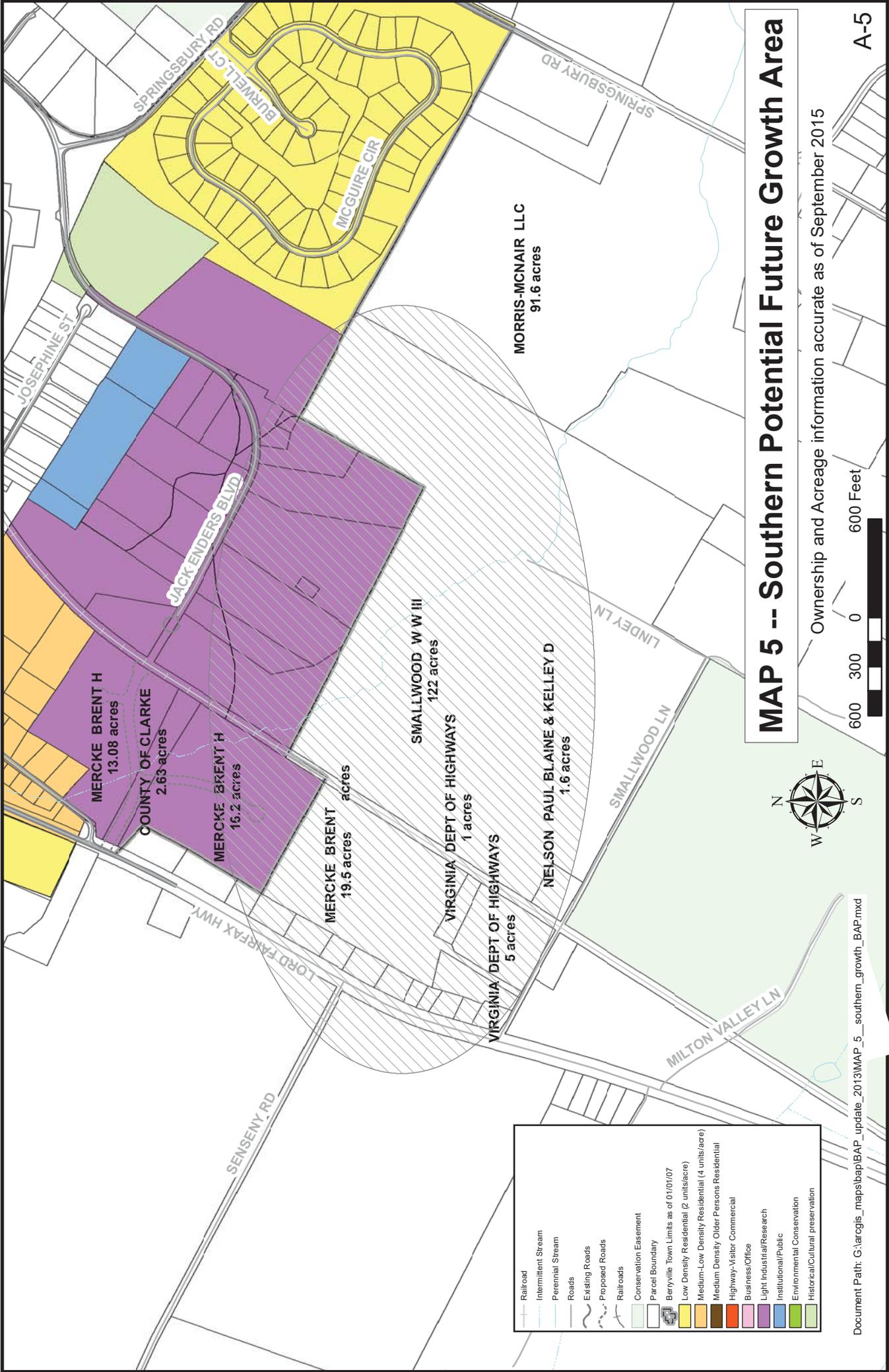
	Existing Roads
	Proposed Roads
	Railroads
	Berryville Town Limits as of 01/01/07
	Low Density Residential (2 units/acre)
	Medium-Low Density Residential (4 units/acre)
	Medium Density Older Persons Residential
	Highway-Visitor Commercial
	Business/Office
	Light Industrial/Research
	Institutional/Public
	Environmental Conservation
	Historical/Cultural Preservation



0 1,000 2,000 Feet



This page is intentionally left blank



MAP 5 -- Southern Potential Future Growth Area

Ownership and Acreage information accurate as of September 2015



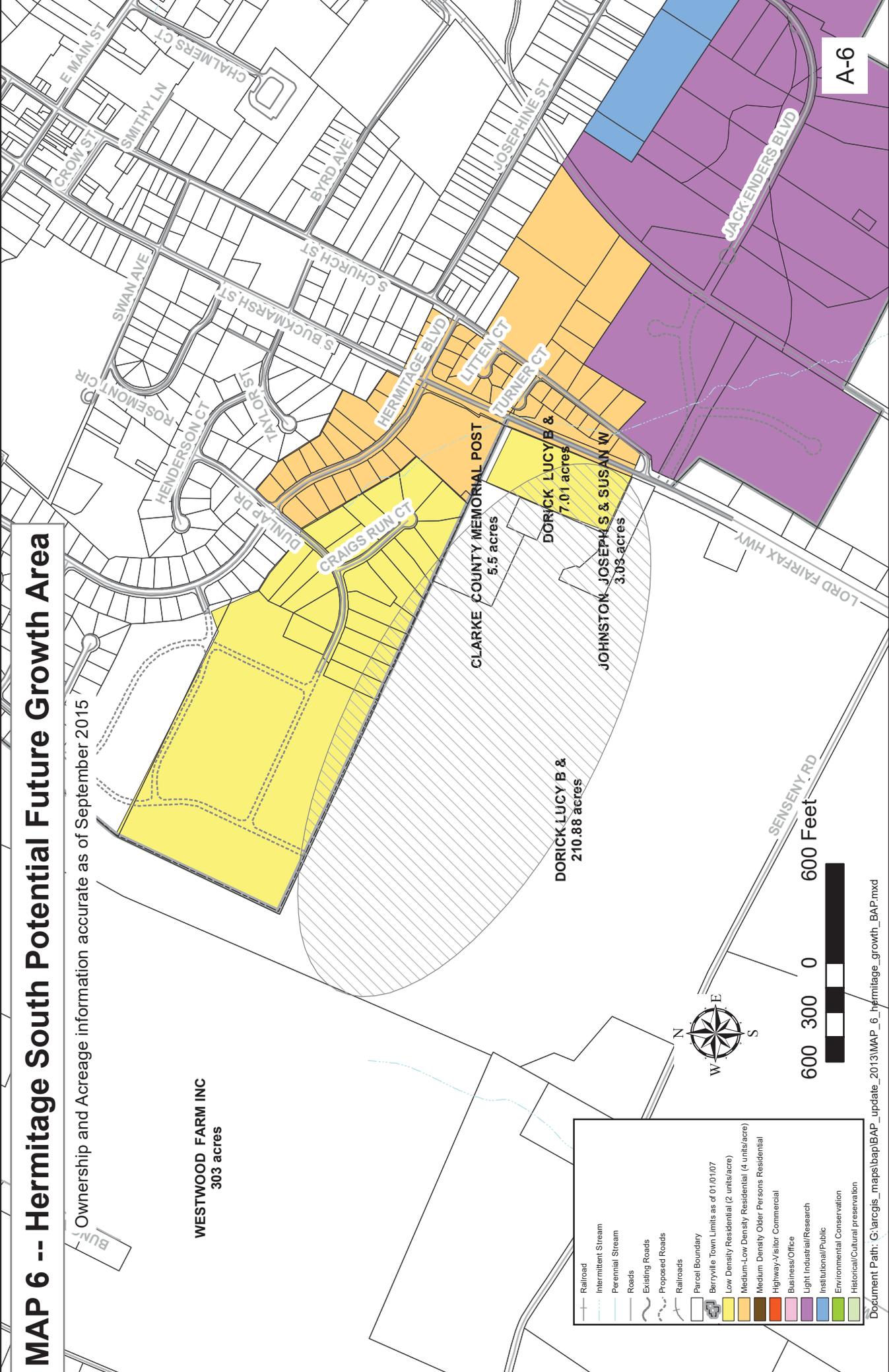
	Railroad
	Intermittent Stream
	Perennial Stream
	Roads
	Existing Roads
	Proposed Roads
	Railroads
	Conservation Easement
	Parcel Boundary
	Berryville Town Limits as of 01/01/07
	Low Density Residential (2 units/acre)
	Medium-Low Density Residential (4 units/acre)
	Medium Density Older Persons Residential
	Highway-Visitor Commercial
	Business/Office
	Light Industrial/Research
	Institutional/Public
	Environmental Conservation
	Historical/Cultural preservation

This page is intentionally left blank

MAP 6 -- Hermitage South Potential Future Growth Area

Ownership and Acreage information accurate as of September 2015

WESTWOOD FARM INC
303 acres



	Railroad
	Intermittent Stream
	Perennial Stream
	Roads
	Existing Roads
	Proposed Roads
	Railroads
	Parcel Boundary
	Berryville Town Limits as of 01/01/07
	Low Density Residential (2 units/acre)
	Medium-Low Density Residential (4 units/acre)
	Medium Density Older Persons Residential
	Highway-Visitor Commercial
	Business/Office
	Light Industrial/Research
	Institutional/Public
	Environmental Conservation
	Historical/Cultural preservation



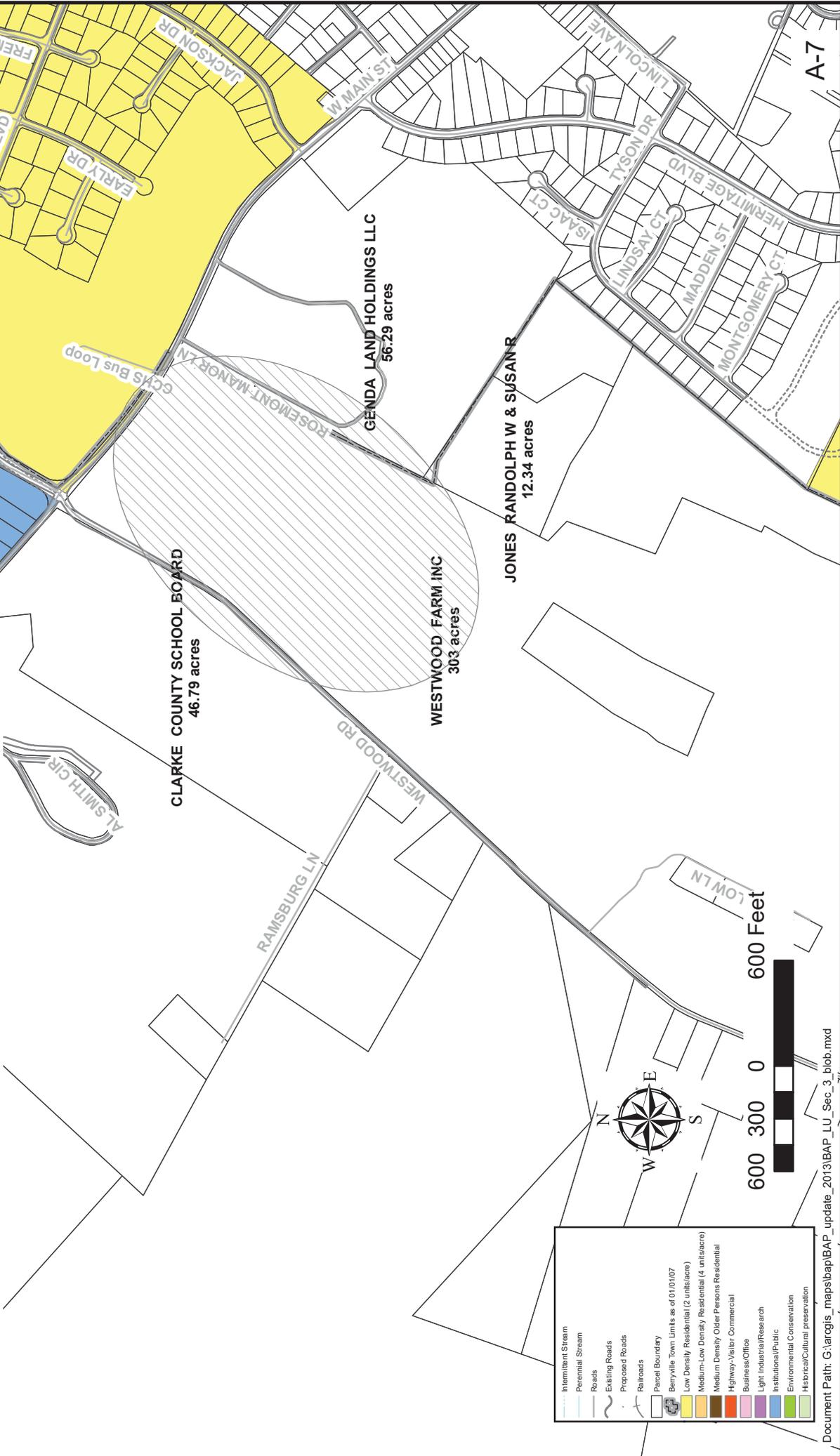
Document Path: G:\arcgis_maps\BAP\BAP_update_2013\MAP_6_hermitage_growth_BAP.mxd

A-6

This page is intentionally left blank

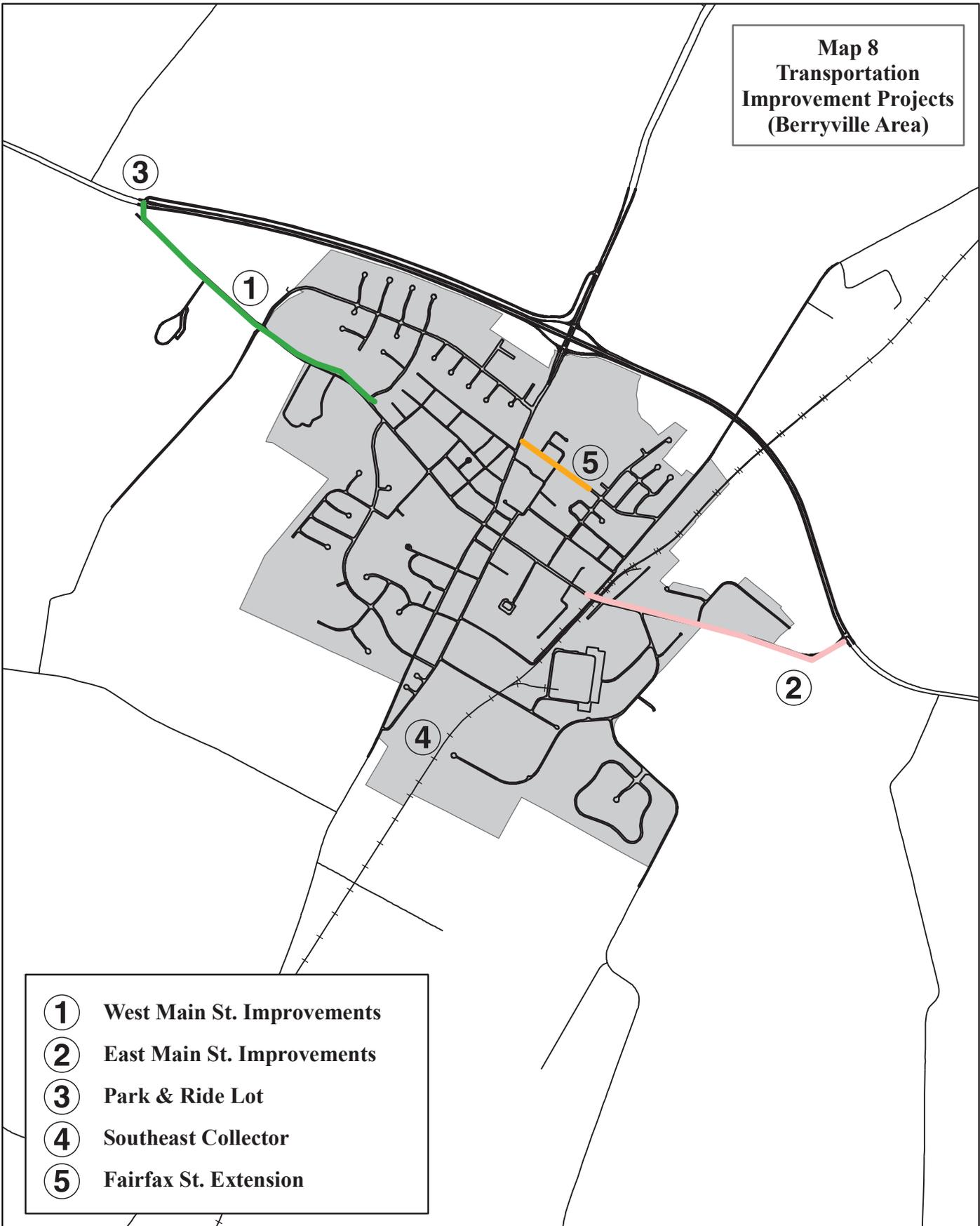
MAP 7 -- Western Potential Future Growth Area

Ownership and Acreage information accurate as of September 2015



This page is intentionally left blank

**Map 8
Transportation
Improvement Projects
(Berryville Area)**



- ① West Main St. Improvements**
- ② East Main St. Improvements**
- ③ Park & Ride Lot**
- ④ Southeast Collector**
- ⑤ Fairfax St. Extension**



Legend

- Incorporated Town
- State Roads
- Railroads

① Planned Improvement Project
(See Chapter 1 text for project descriptions)

This page is intentionally left blank

TABLE 12 -- FUTURE LAND USE TABLE AND PROJECTED DEVELOPMENT YIELDS

Sub Area	Title	Planned Land Use	Residential Types	Planned Density	Original Area (acres)	Approx. Area (acres)	Original Yield	Revised Yield (2015)	Res. Units Used (2015) ⁶	Remaining Res. Units ⁶	Unbuilt Res. Units ⁶
1	Western Gateway	Institutional ¹	SFD, SFA, MF/OPR	n/a ¹	23	16.6	n/a ¹	n/a ¹	0	n/a ¹	n/a ¹
2	Fairgrounds	Institutional ¹	SFD, SFA, MF/OPR	n/a ¹	55	58.9	n/a ¹	n/a ¹	0	n/a ¹	n/a ¹
3	CCHS/Battlefield Estates South	Low-Density Res.	SFD	2 RU/AC	87	84.4	143	same	73	71	1
4	Battlefield Estates North	Low-Density Res.	SFD	2 RU/AC	61	50.1	80	same	63	18	7
5	Battlefield Estates East	Med-Low Density Res.	SFD	4 RU/AC	22	30.8	62	same	58	0	4
6	Battlefield Estates Business	Business/Office	n/a	0.3 FAR	10	15.95	95,000 SF/GLA	same	n/a	n/a	n/a
6A	Mosby Flexible Residential Area	Med-Density OPR	SFD, SFA, MF/OPR	n/a ²	18	19.2	300 (max 120 multi-family)	see note ⁸	3	n/a ²	n/a ²
7	Northern Gateway/Mosby Highway Commercial	Highway-Visitor Comm.	n/a	0.3 FAR	22	23.1	200,000 SF/GLA	same	n/a	n/a	n/a
8	Green Hill Cemetery (REMOVED)	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
9	Northern Residential Growth Area	Low-Density Res.	SFD	2 RU/AC	33	41.7	54	54	54	0	54
10	First Street Residential Area	Low-Density Res.	SFD	2 RU/AC	36	9.5	51	6	0	6	6
11	Soldiers Rest Preservation Area	Limited Residential	SFD	1 RU/10 AC	14	13.8	1	same	1	0	0
12A	First Street Conservation Area	Limited Residential	SFD	1 RU/10 AC	22	26.3	2	0	0	0	0
12B	First Street Light Industrial Area	Light Industrial	n/a	0.3 FAR	8	6.5	75,000 SF/GLA	same	n/a	n/a	n/a
13	Buckmarsh Run Conservation Area	Limited Residential	SFD	1 RU/10 AC	29	32	2	3	0	3	3
14	Northeast Residential Transition Area	Med-Low Density Res.	SFD	4 RU/AC	8	7.2	n/a ⁴	28	0	28	0
15	Northeastern Residential Growth Area	Low-Density Res.	SFD	2 RU/AC	52	63.1	81	same ⁷	0	81	0
16	Bel Voi Preservation Area	Limited Residential	SFD	1 RU/10 AC	13	8.9	1	same	1	0	0
17	Eastern Gateway	Low-Density Res.	SFD	2 RU/AC	16	15.1	25	same	0	25	0
18	Berryville Glen	Low-Density Res.	SFD	2 RU/AC	73	75.1	116	same	45	45	26
19A	Jack Enders Blvd. East Light Industrial Area	Light Industrial	n/a	0.3 FAR	12	12.57	110,000 SF/GLA	same	n/a	n/a	n/a
19B	Dandridge Acres Preservation Area	Limited Residential	SFD	1 RU/10 AC	12	10	1	same	1	0	0
20	Johnson-Williams Institutional Area	Institutional ¹	SFD, SFA, MF/OPR	n/a ¹	10	10.3	n/a ¹	same	40 ³	n/a ¹	n/a ¹
21	Clarke County Business Park ⁵	Light Ind./Research	n/a	0.3 FAR	73	73.6	668,000 SF/GLA	same	n/a	n/a	n/a

TABLE 12 -- FUTURE LAND USE TABLE AND PROJECTED DEVELOPMENT YIELDS

Sub Area	Title	Planned Land Use	Residential Types	Planned Density	Original Area (acres)	Approx. Area (acres)	Original Yield	Revised Yield (2015)	Res. Units Used (2015) ⁶	Remaining Res. Units ⁶	Unbuilt Res. Units ⁶
22	South Church St. Residential Area	Med-Low Density Res.	SFD	4 RU/AC	20	19	35	same	4	31	0
23	Craig's Run Light Industrial Area	Light Industrial	n/a	0.3 FAR	32	32.2	290,000 SF/GLA	same	n/a	n/a	n/a
24	Southgate/Northern Portion (REMOVED)									3	
25	Southgate Residential Area	Med-Low Density Res.	SFD	4 RU/AC	3	4.7	8	7	4	3	3
26	Hermitage Blvd. Residential Area	Med-Low Density Res.	SFD	4 RU/AC	11	38.6	25	38	38	0	0
27A	Hermitage Residential Growth Area	Low-Density Res.	SFD	2 RU/AC	57	34.4	91	same	0	55	36
27B	Southern Gateway Residential Growth Area	Low-Density Res.	SFD	2 RU/AC	7	7	14	same	0	14	0

¹ The Institutional Planning Designation recommends housing for low to moderate income, elderly, and handicapped individuals. Density is driven by the zoning district classification assigned to the parcel.

² Density of Older Persons Residential is to be determined by site plan for specific projects.

³ Existing Johnson-Williams Apartments contains 40 residential units

⁴ Sub-Area 14 was originally listed as Sub-Area 14A and recommended for Light Industrial Uses

⁵ Sub-Area 21 (Clarke County Business Park) is composed of original Sub-Areas 19A, 19D, 21A, and 21B.

⁶ Residential units used refers to the number of units constructed and to be subtracted from the total yield. Accurate as of April 2016.

Remaining residential units refers to units remaining from the total yield that have not been assigned to a future development via plat or plan approval.

Unbuilt residential units refers to units that have been approved by the governing body via subdivision plat or site plan but have not been developed.

⁷ Sub-Area 15 may be a candidate for additional density at 4 units/acre with additional units taken from the total number of unused units in the Annexation Area.

⁸ Sub-Area 6A includes an alternate design option allowing a maximum of 50 units to be developed under the Attached Residential (AR) zoning district.

SFD: Single-family detached residential

SFA: Single-family attached residential (duplex, triplex, quadplex, townhouse)

MF/OPR: Multi-family older persons residential (apartments, condominiums)

RU: Residential unit

AC: Acre

Potential Sub-Areas with unused residential units that could be re-allocated to other Sub-Areas subject to Plan recommendations.

Budget Development Process



Basis for Budgeting

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

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

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

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

Budget Process Overview

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

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

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

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

Roles and Responsibilities

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

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

BUDGET DEVELOPMENT PROCESS

FY 2018-2019

ACTIVITY	RESPONSIBILITY	DATE
Ask for Department & CIP Budget Requests	Town Manager Town Treasurer	January 2, 2018
Prepare Budget & CIP Requests	Department Heads	January 2, 2018 February 2, 2018
Submit Departmental & CIP Budget Requests	Department Heads	February 2, 2018
Prepare Initial Revenue Estimates for Upcomming FY	Town Manager Town Treasurer	January 2, 2018 February 2, 2018
Review Department & CIP Budget Requests	Town Manager Town Treasurer	February 2, 2018 February 23, 2018
Prepare Non-departmental Budget Requests	Town Treasurer	January 2, 2018 February 2, 2018
Review/Revise Budget Estimates with Dept Heads	Town Manager	February 2, 2018 February 23, 2018
Budget Committee Worksession	B&F Committee Town Staff	Feb 27 at 10:30 am A/B Meeting Room
Budget Worksession	Town Council Town Staff	Mar 13 at 3:00 pm Main Mtg Room
Advertise Tax Public Hearing	Town Staff	March 20, 2018
Public Hearing Real Estate Tax Rates	Town Council	April 10, 2018
Council Meeting Set 2018 Tax Rates	Town Council	April 10, 2018
Print & Proof Budget	Town Treasurer	April 10, 2018 April 30, 2018
Advertise Budget Public Hearing	Town Staff	April 17, 2018
Public Hearing FY 2018-2019 Budget	Town Council	May 8, 2018
Adopt & Appropriate Budget	Town Council	Jun 12, 2018
Print & Distribute Budget	Town Treasurer	Jun 13, 2018 Jun 29, 2018

Budget Modification and Amendment

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

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

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

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

Berryville Contingency Policy

DRAFT

Under Council Review

FY 2018-2019 DRAFT BUDGET PREPARATION HIGHLIGHTS

REVENUES

GENERAL FUND

- No increase in Personal Property tax rate.
- PPTRA remains at 70%
- No increase in Real Estate tax rate.
- 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

- No increase in Treatment Fees.
- Two residential and one commercial Availability Fees projected

SEWER FUND

- No increase in Treatment Fees.
- Two residential and one commercial Availability Fees projected

OPERATING EXPENSES

ALL FUNDS

- \$1000 COLA with Police Dept CDP payroll increases are proposed.
- 8.5 % increase in Health Care costs.
- Employer VRS increased 9.95%
- TOTAL BUDGET decrease of 3.01%

GENERAL FUND

- Increase in Maintenance & Operational Expenses of 1.54%
- Blight Abatement
- Overlap in Utility Clerk position
- Debt Service deposits to RDA Debt Service Reserve Fund end 5-18
- Contingency is 3.02% of the Operating Budget
- General Fund total increase of 6.58%

WATER FUND

- Decrease in Maintenance & Operational Expenses of .81%
- There is currently no Debt Service in the Water Fund
- Contingency is 3 % of the Operating Budget
- Water Fund total decrease of 15.88 % due to CIP Tank Maintenance

SEWER FUND

- Increase in Maintenance & Operational Expenses of 10.01%
- Debt service reflects payment to VRA
- Contingency is 3% of the Operating Budget
- Sewer Fund total decrease of 10.36%

This page is intentionally left blank

**BERRYVILLE TOWN COUNCIL
PUBLIC HEARING NOTICE**

The Berryville Town Council will hold the following public hearing at 7:30 p.m., or as soon after as this matter may be heard, on **Tuesday, May 8, 2018**, in the Main Meeting Room, Second Floor, of the Berryville/Clarke County Government Center, 101 Chalmers Court, Berryville, Virginia to consider the following:

Proposed Fiscal Year 2018-2019 Budget as follows:

<u>Resources and Revenues</u>	AMENDED FY 17-18	REQUESTED FY 18-19
GENERAL FUND		
Fund Balance	\$ 75,000.00	\$ 182,750.00
Revenue from Local Sources	\$ 2,516,125.00	\$ 2,638,600.00
Revenue from State Sources	\$ 924,883.00	\$ 938,162.00
Revenue from Other Sources	\$ 1,000.00	\$ 1,000.00
Total	\$ 3,517,008.00	\$ 3,760,512.00
WATER FUND		
Fund Balance	\$ 485,000.00	\$ 300,000.00
Revenue from Local Sources	\$ 895,625.00	\$ 888,690.00
Availability Fees	\$ 72,190.00	\$ 33,470.00
Total	\$ 1,452,815.00	\$ 1,222,160.00
SEWER FUND		
Fund Balance	\$ 35,000.00	\$ 15,000.00
Revenue from Local Sources	\$ 1,701,000.00	\$ 1,676,500.00
Availability Fees	\$ 312,820.00	\$ 145,035.00
Total	\$ 2,048,820.00	\$ 1,836,535.00
TOTAL RESOURCES AND REVENUES	\$ 7,018,643.00	\$ 6,819,207.00

Expenses and Reserves

GENERAL FUND		
Maintenance and Operational	\$ 3,162,435.00	\$ 3,211,245.00
Debt Service	\$ 132,611.30	\$ 121,476.00
Capital Reserves and Expenses	\$ 102,200.00	\$ 330,750.00
Contingency	\$ 119,761.70	\$ 97,041.00
Total	\$ 3,517,008.00	\$ 3,760,512.00
WATER FUND		
Maintenance and Operational	\$ 706,045.00	\$ 700,315.00
Debt Service		
Capital Reserves and Expenses	\$ 712,045.00	\$ 500,845.00

Contingency	\$	34,725.00	\$	21,000.00
Total	\$	1,452,815.00	\$	1,222,160.00
SEWER FUND				
Maintenance and Operational	\$	941,020.00	\$	1,035,260.00
Debt Service	\$	470,000.00	\$	470,000.00
Capital Reserves and Expenses	\$	591,250.00	\$	300,225.00
Contingency	\$	46,550.00	\$	31,050.00
Total	\$	2,048,820.00	\$	1,836,535.00
TOTAL EXPENSES AND RESERVES	\$	7,018,643.00	\$	6,819,207.00

Copies of the full proposed budget may be examined at the Berryville Business Office, Berryville Clarke County Government Center, 101 Chalmers Court, Berryville, Virginia during regular business hours. Additional information may be obtained by calling Assistant Town Manager/Treasurer Desiree Moreland at 540-955-1099.

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

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

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

Consolidated Financial Schedules



OVERVIEW OF REVENUES

General Fund Revenues	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Budget	FY 2019 Proposed	\$ Change	% Change
General Property Taxes	1,165,459	1,316,194	1,356,375	1,324,375	1,361,850	37,475	2.83%
Other Local Taxes	934,720	983,615	1,066,288	1,024,500	1,064,500	40,000	3.90%
Permits and Licenses	30,965	34,745	29,599	10,500	10,750	250	2.38%
Fines and Forfeitures	35,352	23,936	33,319	24,000	29,000	5,000	20.83%
Use of Money and Property	98,699	88,845	114,433	110,750	136,500	25,750	23.25%
Charges for Services	34,918	31,273	66,337	12,000	14,000	2,000	16.67%
Miscellaneous	34,702	43,129	155,666	11,000	11,000	-	0.00%
State Revenues	884,506	908,185	934,444	924,883	938,162	13,279	1.44%
Federal revenues	16,887	6,058	9,467			-	0.00%
Other Funding Sources (Fund Balance)				75,000	182,750	107,750	143.67%
Total General Fund Revenues	3,236,208	3,435,980	3,765,928	3,517,008	3,748,512	231,504	6.58%
Public Utilities Funds Revenues							
Use of Money and Property				12,000	21,000	9,000	75.00%
Charges for Services	2,893,279	3,440,775	3,366,746	2,969,635	2,722,695	(246,940)	-8.32%
Other Funding Sources (Fund Balance)				520,000	315,000	(205,000)	-39.42%
Total Public Utility Funds Revenues	2,893,279	3,440,775	3,366,746	3,501,635	3,058,695	(442,940)	-12.65%
Total Revenues	6,129,487	6,876,755	7,132,674	7,018,643	6,807,207	(211,436)	-3.01%

OVERVIEW OF EXPENDITURES

	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019		
General Fund Expenditures	Actual	Actual	Actual	Budget	Proposed	\$ Change	% Change
General Government Administration	819,437	795,715	809,484	1,100,730	1,138,095	37,365	3.39%
Public Safety	675,521	688,324	672,520	732,150	746,445	14,295	1.95%
Public Works	1,245,952	1,054,750	1,159,153	1,181,700	1,153,880	(27,820)	-2.35%
Parks and Recreation	10,222	8,228	13,757	12,450	12,500	50	0.40%
Planning and Community Development	149,509	186,298	133,847	146,540	151,375	4,835	3.30%
Capital Outlay	15,050	39,312	55,076	102,200	330,750	228,550	223.63%
Contingency	87,153	65,676	9,886	119,762	93,991	(25,771)	-21.52%
Debt Service	121,476	121,476	121,476	121,476	121,476	-	0.00%
Total General Fund Expenditures	3,124,320	2,959,779	2,975,199	3,517,008	3,748,512	231,504	6.58%
Public Utilities Funds Expenditures							
General Administration	81,347	87,064	95,666	99,200	120,100	20,900	21.07%
Supply Purification	283,880	277,179	227,751	393,600	366,175	(27,425)	-6.97%
Transmission and Distribution	175,149	184,113	202,481	186,145	193,045	6,900	3.71%
Wastewater Treatment	534,998	559,245	686,330	673,520	731,250	57,730	8.57%
Maintenance of Sewer Lines	101,627	122,078	111,656	118,020	121,130	3,110	2.64%
Fringe Benefits	162,629	137,065	190,511	176,580	198,585	22,005	12.46%
Capital Outlay				1,303,295	806,495	(496,800)	-38.12%
Depreciation	340,832	696,382	1,062,167			-	0.00%
Contingency	14,801	9,855	13,356	81,275	51,915	(29,360)	-36.12%
Debt Service				470,000	470,000	-	0.00%
Total Public Utility Funds Expenditures	1,695,263	2,072,981	2,589,918	3,501,635	3,058,695	(442,940)	-12.65%
Total Expenditures	4,819,583	5,032,760	5,565,117	7,018,643	6,807,207	(211,436)	-3.01%

Debt Service Summary

Pursuant to the Town Charter and the Code of Virginia, the Town is authorized to issue general obligation bonds; however, State law limits the amount of outstanding debt to ten percent of the assessed value or real estate subject to taxation. The computation of the Town's legal debt margin as of June 30, 2017 is as follows:

Assessed value of Real Property, January 1, 2017:	\$492,344,100
Debt Limit: Ten Percent (10%) of Assessed Value:	\$ 49,234,410
Lease Revenue Bond:	\$ 2,083,205
General Obligation Bonds:	\$ 9,635,000
 Legal Debt Margin:	 \$ 37,516,205

Long Term Debt Service Schedule

	<u>Balance</u> <u>July 1, 2016</u>	<u>Increases</u>	<u>Decreases</u>	<u>Balance</u> <u>June 30, 2017</u>	<u>Amounts</u> <u>Due Within</u> <u>One Year</u>
Governmental Activities Obligations:					
Lease revenue bond	\$ 2,117,968	\$ -	\$ 34,763	\$ 2,083,205	\$ 36,225
Net pension liability	287,904	341,651	278,851	350,704	-
Compensated absences	186,323	4,017	-	190,340	-
Total Governmental Activities Obligations	\$ 2,592,195	\$ 345,668	\$ 313,614	\$ 2,624,249	\$ 36,225
Business-type Activities Obligations:					
General obligation bonds	\$ 10,105,000	\$ -	\$ 470,000	\$ 9,635,000	\$ 470,000
Net pension liability	150,432	182,144	147,438	185,138	-
Compensated absences	50,776	-	349	50,427	-
Total Business-type Activities Obligations	\$ 10,306,208	\$ 182,144	\$ 617,787	\$ 9,870,565	\$ 470,000
Total Long-term Obligations	\$ 12,898,403	\$ 527,812	\$ 931,401	\$ 12,494,814	\$ 506,225

Annual requirements to amortize the Town's long-term obligations are as follows:

Year Ending June 30,	<u>Governmental Activities</u> <u>Obligations</u>		<u>Business-type Activities</u> <u>Obligations</u>	
	<u>Lease</u> <u>Revenue Bond</u>		<u>General</u> <u>Obligation Bonds</u>	
	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>
2018	\$ 36,225	\$ 85,251	\$ 470,000	\$ -
2019	37,748	83,728	470,000	-
2020	39,335	82,141	470,000	-
2021	40,988	80,488	470,000	-
2022	42,711	78,765	470,000	-
2023-2027	242,048	365,332	2,350,000	-
2028-2032	297,386	309,994	2,350,000	-
2033-2037	365,375	242,005	2,350,000	-
2038-2042	448,910	158,470	235,000	-
2043-2047	532,479	55,868	-	-
Total	\$ 2,083,205	\$ 1,542,042	\$ 9,635,000	\$ -

This page is intentionally left blank

Requested Budget



4/13/2018

FY 18-19 BUDGET REVENUES

Account Number	Account Description	9/12/2017 AMENDED 2017-2018	4/9/2018 REQUESTED 2018-2019
GENERAL FUND			
FUND BALANCE			
100-3000000-0000	FUND BALANCE FORWARD	\$ 75,000.00	\$ 182,750.00
	TOTAL FUND BALANCE	\$ 75,000.00	\$ 182,750.00
REVENUE FROM LOCAL SOURCES			
100-3110101-0000	CURRENT REAL ESTATE TAXES	\$ 900,000.00	\$ 922,000.00
100-3110102-0000	DEL REAL ESTATE TAXES	\$ 5,000.00	\$ 5,000.00
100-3110201-0000	UTILITY REAL ESTATE TAXES	\$ 11,375.00	\$ 11,650.00
100-3110301-0000	CURRENT PERS PROP TAXES	\$ 238,000.00	\$ 260,000.00
100-3110302-0000	DEL PERS PROP TAXES	\$ 3,000.00	\$ 3,500.00
100-3110401-0000	MACHINERY & TOOLS	\$ 155,000.00	\$ 161,700.00
100-3110601-0000	TAX PENALTIES	\$ 6,000.00	\$ 6,000.00
100-3110602-0000	TAX INTEREST	\$ 6,000.00	\$ 4,000.00
	TOTAL REV FROM LOCAL SOURCES	\$ 1,324,375.00	\$ 1,373,850.00
OTHER LOCAL TAXES			
100-3120101-0000	LOCAL SALES TAX	\$ 185,000.00	\$ 200,000.00
100-3120201-0000	CONSUMER UTILITY TAX	\$ 95,000.00	\$ 100,000.00
100-3120300-0000	BUSINESS LICENSE	\$ 200,000.00	\$ 200,000.00
100-3120402-0000	REC FRANCHISE FEES	\$ 32,000.00	\$ 32,000.00
100-3120501-0000	AUTO LICENSE	\$ 90,000.00	\$ 90,000.00
100-3120601-0000	BANK FRANCHISE TAXES	\$ 125,000.00	\$ 125,000.00
100-3120801-0000	CIGARETTE TAX (10¢)	\$ 50,000.00	\$ 45,000.00
100-3121001-0000	LODGING TAX (2%)	\$ 7,500.00	\$ 7,500.00
100-3121101-0000	MEALS TAX (4%)	\$ 240,000.00	\$ 265,000.00
	TOTAL OTHER LOCAL TAXES	\$ 1,024,500.00	\$ 1,064,500.00
PERMITS, FEES & LICENSES			
100-3130304-0000	LAND USE APPLICATION FEES	\$ 500.00	\$ 750.00
100-3130307-0000	ZONING & SUBDIVISION FEES	\$ 10,000.00	\$ 10,000.00
	TOTAL PERMITS, FEES & LICENSES	\$ 10,500.00	\$ 10,750.00
FINES & FORFEITURES			
100-3140101-0000	COURT FINES	\$ 20,000.00	\$ 25,000.00
100-3140102-0000	PARKING METER FINES	\$ 4,000.00	\$ 2,500.00
100-3140103-0000	ESUMMONS	\$ -	\$ 1,500.00
	TOTAL FINES & FORFEITURES	\$ 24,000.00	\$ 29,000.00
REVENUE FROM MONEY OR PROP			
100-3150101-0000	INTEREST ON DEPOSITS	\$ 20,000.00	\$ 40,000.00
100-3150201-0000	RENTAL OF PROPERTY	\$ 12,000.00	\$ 12,000.00
100-3150205-0000	WATER TANK SITE LEASE	\$ 68,750.00	\$ 74,000.00
100-3150206-0000	CHARGE CARD REBATE	\$ 10,000.00	\$ 10,500.00

Account Number	Account Description	9/12/2017 AMENDED 2017-2018	4/9/2018 REQUESTED 2018-2019
TOTAL FROM MONEY OR PROP		\$ 110,750.00	\$ 136,500.00
CHARGES FOR SERVICES			
100-3160703-0000	PARKING METERS	\$ 12,000.00	\$ 14,000.00
100-3161502-0000	SALE OF PUBLICATIONS	\$ -	\$ -
TOTAL CHARGES FOR SERVICES		\$ 12,000.00	\$ 14,000.00
MISCELLANEOUS REVENUES			
100-3189905-0000	SALE OF SURPLUS	\$ 5,000.00	\$ 5,000.00
TOTAL MISC REVENUES		\$ 5,000.00	\$ 5,000.00
RECOVERED COSTS			
100-3190203-0000	REIMBURSABLE FEES	\$ 5,000.00	\$ 5,000.00
TOTAL RECOVERED COSTS		\$ 5,000.00	\$ 5,000.00
TOTAL LOCAL REVENUES		\$ 2,591,125.00	\$ 2,821,350.00
REVENUE FROM THE COMMONWEALTH			
NON-CATEGORICAL AID			
100-3220107-0000	ROLLING STOCK TAX	\$ 2,000.00	\$ 1,850.00
100-3220109-0000	PPTRA	\$ 209,917.00	\$ 209,917.00
100-3220201-0000	COMMUNICATION TAX	\$ 90,000.00	\$ 90,000.00
TOTAL NON-CATEGORICAL AID		\$ 301,917.00	\$ 301,767.00
CATEGORICAL AID			
100-3240103-0000	599 LAW ENFORCEMENT GRANT	\$ 76,436.00	\$ 79,265.00
100-3240103-0000	LE BLOCK GRANT	\$ 2,500.00	\$ 5,000.00
100-3240201-0000	FIRE FUND PROGRAM	\$ 14,000.00	\$ 14,000.00
100-3240300-0000	VDOT LANE MILE ALLOWANCE	\$ 513,000.00	\$ 521,600.00
100-3240301-0000	VDOT ROAD MAINTENANCE	\$ 10,000.00	\$ 10,000.00
100-3240302-0000	LITTER CONTROL GRANT	\$ 2,000.00	\$ 2,000.00
100-3240311-0000	ST EMERGENCY R&R	\$ -	\$ -
100-3240312-0000	VA COMMISSION FOR THE ARTS	\$ 5,000.00	\$ 4,500.00
100-3240710-0000	DMV ANIMAL FRIENDLY PLATES	\$ 30.00	\$ 30.00
TOTAL CATEGORICAL AID		\$ 622,966.00	\$ 636,395.00
TOTAL FROM THE COMMONWEALTH		\$ 924,883.00	\$ 938,162.00
REVENUE FROM THE FEDERAL GOVERNMENT			
CATEGORICAL AID			
100-3340102-0000	FEDERAL FIRE FUND PROGRAM	\$ -	\$ -
100-3340311-0000	FEDERAL EMERGENCY R&R	\$ -	\$ -

Account Number	Account Description	9/12/2017 AMENDED 2017-2018	4/9/2018 REQUESTED 2018-2019
	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		\$ 3,517,008.00	\$ 3,760,512.00
WATER FUND			
FUND BALANCE			
501-3000000-0000	FUND BALANCE	\$ 485,000.00	\$ 300,000.00
	TOTAL FUND BALANCE	\$ 485,000.00	\$ 300,000.00
REVENUE FROM MONEY OR PROP			
501-3150102-0000	INTEREST ON INVESTMENTS	\$ 4,000.00	\$ 6,000.00
	TOTAL FROM USE OF MONEY OR PROP	\$ 4,000.00	\$ 6,000.00
CHARGES FOR SERVICES			
501-3160110-0000	TREATMENT FEES	\$ 860,000.00	\$ 850,000.00
501-3160111-0000	DELINQUENT ACCT PENALTIES	\$ 30,000.00	\$ 30,000.00
501-3160112-0000	SECURITY DEPOSITS	\$ -	\$ -
501-3160113-0000	AVAILABILITY CHARGES	\$ 72,190.00	\$ 33,470.00
501-3160114-0000	CONNECTION CHARGES		
501-3160115-0000	METER FEES	\$ 1,625.00	\$ 2,690.00
	TOTAL CHARGES FOR SERVICES	\$ 963,815.00	\$ 916,160.00
TOTAL WATER FUND		\$ 1,452,815.00	\$ 1,222,160.00
SEWER FUND			
FUND BALANCE			
502-3000000-0000	FUND BALANCE	\$ 35,000.00	\$ 15,000.00

Account Number	Account Description	9/12/2017 AMENDED 2017-2018	4/9/2018 REQUESTED 2018-2019
TOTAL FUND BALANCE		\$ 35,000.00	\$ 15,000.00
REVENUE FROM MONEY OR PROP			
502-3150101-0000	INTEREST INCOME	\$ 8,000.00	\$ 15,000.00
TOTAL REVENUE FROM MONEY OR PROP		\$ 8,000.00	\$ 15,000.00
CHARGES FOR SERVICES			
502-3160110-0000	TREATMENT FEES	\$ 1,690,000.00	\$ 1,660,000.00
502-3160112-0000	SECURITY DEPOSITS	\$ -	\$ -
502-3160113-0000	AVAILABILITY CHARGES	\$ 312,820.00	\$ 145,035.00
TOTAL CHARGES FOR SERVICES		\$ 2,002,820.00	\$ 1,805,035.00
REVENUE FROM OTHER SOURCES			
NON-REVENUE RECEIPTS			
502-3410401-0000	VRA LOAN	\$ -	\$ -
502-3410402-0000	WQIF Grant	\$ -	\$ -
502-3410404-0000	NUTRIENT CREDIT REBATE	\$ 3,000.00	\$ 1,500.00
TOTAL NON-REVENUE RECEIPTS		\$ 3,000.00	\$ 1,500.00
TOTAL FROM OTHER SOURCES		\$ 3,000.00	\$ 1,500.00
TOTAL SEWER FUND		\$ 2,048,820.00	\$ 1,836,535.00
		230000	
TOTAL REVENUES ALL FUNDS		\$ 7,018,643.00	\$ 6,819,207.00

FY 17-18 BUDGET EXPENSES

Account Number	Account Description	AMENDED 2017-2018	REQUESTED 2018-2019
GENERAL FUND			
TOWN COUNCIL			
100-4011100-1111	EXPENSE COMPENSATION	\$ 18,900.00	\$ 18,900.00
100-4011100-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 1,450.00	\$ 1,450.00
100-4011100-5540	TRAINING	\$ 1,000.00	\$ 2,400.00
100-4011100-5699	LOCAL CONTRIBUTIONS	\$ -	\$ -
100-4011100-5800	MISCELLANEOUS	\$ 1,000.00	\$ 1,000.00
100-4011100-5810	Dues	\$ 3,000.00	\$ 3,000.00
100-4011100-6017	TOWN CODE SUPPLEMENTS	\$ 2,000.00	\$ 3,000.00
100-4011100-6018	STATE CODE SUPPLEMENTS	\$ -	\$ -
TOTAL TOWN COUNCIL		\$ 27,350.00	\$ 29,750.00
TOWN CLERK			

Account Number	Account Description	9/12/2017 AMENDED 2017-2018	4/9/2018 REQUESTED 2018-2019
100-4011200-1114	SALARIES/WAGES/TNCLK	\$ 47,000.00	\$ 43,000.00
100-4011200-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 3,600.00	\$ 3,300.00
100-4011200-5510	MILEAGE	\$ 150.00	\$ 500.00
100-4011200-5540	EDUCATION/TRAINING	\$ 1,000.00	\$ 3,000.00
100-4011200-5810	DUES	\$ 200.00	\$ 100.00
TOTAL TOWN CLERK		\$ 51,950.00	\$ 49,900.00
TOWN MANAGER			
100-4012110-1112	COMPENSATION	\$ 130,100.00	\$ 133,000.00
100-4012110-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 9,950.00	\$ 10,200.00
100-4012110-3399	BLIGHT ABATEMENT	\$ 20,000.00	\$ 17,000.00
100-4012110-5230	TELECOMMUNICATIONS	\$ 600.00	\$ 600.00
100-4012110-5510	MILEAGE	\$ 150.00	\$ 150.00
100-4012110-5540	TRAINING	\$ 8,200.00	\$ 1,500.00
100-4012110-5810	DUES	\$ 300.00	\$ 350.00
TOTAL TOWN MANAGER		\$ 169,300.00	\$ 162,800.00
LEGAL SERVICES			
100-4012210-3150	PROFESSIONAL SERVICES	\$ 35,000.00	\$ 35,000.00
TOTAL LEGAL SERVICES		\$ 35,000.00	\$ 35,000.00
PERSONNEL			
100-4012220-2100	SOCIAL SECURITY	\$ -	\$ -
100-4012220-2210	VRS	\$ 110,380.00	\$ 129,500.00
100-4012220-2220	VMLIP - STD	\$ 600.00	\$ 640.00
100-4012220-2230	VMLIP - LTD	\$ 5,400.00	\$ 5,750.00
100-4012220-2250	Line of Duty Act	\$ 4,500.00	\$ 4,775.00
100-4012220-2300	HEALTH INSURANCE	\$ 165,000.00	\$ 187,500.00
100-4012220-2400	LIFE INSURANCE	\$ 13,085.00	\$ 13,950.00
100-4012220-2600	UNEMPLOYMENT INSURANCE	\$ 225.00	\$ 180.00
100-4012220-2700	WORKER'S COMPENSATION	\$ 16,000.00	\$ 18,500.00
100-4012220-3110	RANDOM DRUG SCREENING	\$ 750.00	\$ 750.00
TOTAL PERSONNEL		\$ 315,940.00	\$ 361,545.00
INDEPENDENT AUDITOR			
100-4012240-3120	CONTRACTUAL SERVICES	\$ 15,150.00	\$ 15,450.00
TOTAL INDEPENDENT AUDITOR		\$ 15,150.00	\$ 15,450.00
TOWN TREASURER			
100-4012410-1113	COMPENSATION	\$ 91,900.00	\$ 92,550.00
100-4012410-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 7,030.00	\$ 7,080.00
100-4012410-3130	PROFESSIONAL SER/TAX CONV	\$ 1,500.00	\$ 5,000.00
100-4012410-3150	PROFESSIONAL SER/VEC	\$ 100.00	\$ -
100-4012410-5306	SURETY BONDS	\$ 275.00	\$ 250.00
100-4012410-5540	TRAINING	\$ 1,500.00	\$ 2,500.00
100-4012410-5810	DUES	\$ 300.00	\$ 300.00
100-4012410-6015	AUTO DECALS	\$ 350.00	\$ -

Account Number	Account Description	9/12/2017 AMENDED 2017-2018	4/9/2018 REQUESTED 2018-2019
100-4012410-6020	CIGARETTE TAX STAMPS	\$ 6,000.00	\$ 6,000.00
TOTAL TOWN TREASURER		\$ 108,955.00	\$ 113,680.00
FINANCE/ACCOUNTING			
100-4012430-1113	COMPENSATION	\$ 101,200.00	\$ 120,780.00
100-4012430-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 7,750.00	\$ 9,240.00
100-4012430-5540	TRAINING	\$ 1,000.00	\$ 2,500.00
TOTAL FINANCE/ACCOUNTING		\$ 109,950.00	\$ 132,520.00
CENTRAL ADM/PURCHASING			
100-4012530-3320	MAINTENANCE CONTRACTS	\$ 25,000.00	\$ 30,000.00
100-4012530-3400	WEB SITE	\$ 2,500.00	\$ 2,500.00
100-4012530-3501	NEWSLETTER	\$ 250.00	\$ 250.00
100-4012530-3600	ADVERTISING	\$ 10,000.00	\$ 10,000.00
100-4012530-5210	POSTAGE	\$ 8,000.00	\$ 8,000.00
100-4012530-5230	TELECOMMUNICATIONS	\$ 1,200.00	\$ 1,200.00
100-4012530-5415	COPIER LEASE	\$ 5,000.00	\$ 5,000.00
100-4012530-5540	TRAINING	\$ 1,500.00	\$ 1,500.00
100-4012530-5810	DUES	\$ 500.00	\$ 500.00
100-4012530-6001	OFFICE SUPPLIES	\$ 11,000.00	\$ 10,000.00
TOTAL CENTRAL ADM/PURCHASING		\$ 64,950.00	\$ 68,950.00
RISK MANAGEMENT			
100-4012550-5304	BLANKET EXCESS LIABILITY	\$ 9,000.00	\$ 10,000.00
100-4012550-5305	AUTOMOBILE INSURANCE	\$ 9,000.00	\$ 8,850.00
100-4012550-5308	SEMI-MULTI PERIL INS	\$ 28,500.00	\$ 29,900.00
100-4012550-5800	INSURANCE DEDUCTABLES	\$ 3,000.00	\$ 3,000.00
TOTAL RISK MANAGEMENT		\$ 49,500.00	\$ 51,750.00
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	\$ 650.00	\$ 650.00
100-4013100-6001	OFFICE SUPPLIES	\$ 2,100.00	\$ 2,100.00
TOTAL ELECTIONS		\$ 2,750.00	\$ 2,750.00
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	\$ 518,500.00	\$ 547,275.00
100-4031100-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 40,000.00	\$ 41,870.00

Account Number	Account Description	9/12/2017 AMENDED 2017-2018	4/9/2018 REQUESTED 2018-2019
100-4031100-3110	MEDICAL EXAMINATIONS	\$ 500.00	\$ 500.00
100-4031100-3115	PRE EMPLOYMENT DRUG SCREEN	\$ 1,000.00	\$ 500.00
100-4031100-3190	INTERPRETER	\$ 400.00	\$ 400.00
100-4031100-3310	REPAIR & MAINTENANCE	\$ 14,000.00	\$ 14,000.00
100-4031100-3320	MAINTENANCE CONTRACTS	\$ 9,850.00	\$ 10,000.00
100-4031100-4082	WILDLIFE MANAGEMENT	\$ 1,000.00	\$ 1,000.00
100-4031100-5210	POSTAGE	\$ 250.00	\$ 250.00
100-4031100-5230	TELECOMMUNICATIONS	\$ 4,125.00	\$ 4,625.00
100-4031100-5415	COPIER LEASE	\$ 3,525.00	\$ 3,525.00
100-4031100-5540	TRAINING	\$ 9,500.00	\$ 9,500.00
100-4031100-5810	DUES	\$ 700.00	\$ 700.00
100-4031100-5815	COMMUNITY RELATIONS	\$ 1,200.00	\$ 1,200.00
100-4031100-6001	OFFICE SUPPLIES	\$ 2,350.00	\$ 2,350.00
100-4031100-6008	GASOLINE & OIL	\$ 14,000.00	\$ 14,000.00
100-4031100-6010	POLICE SUPPLIES	\$ 13,500.00	\$ 13,500.00
100-4031100-6011	UNIFORMS	\$ 4,000.00	\$ 4,000.00
TOTAL POLICE DEPARTMENT		\$ 638,400.00	\$ 669,195.00
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	\$ 2,000.00	\$ 2,000.00
TOTAL EMERGENCY SERVICES		\$ 2,000.00	\$ 2,000.00
VOLUNTEER FIRE DEPARTMENT			
100-4032200-5699	CONTRIBUTION/JHEVFD	\$ 30,000.00	\$ 30,000.00
100-4032200-5707	FIRE FUND PROGRAM	\$ 14,000.00	\$ 14,000.00
100-4032200-88411	CAPITAL PROJECT RESERVE	\$ 10,000.00	\$ 10,000.00
TOTAL VOLUNTEER FIRE DEPT		\$ 54,000.00	\$ 54,000.00
RESCUE SERVICES			
100-4032300-5699	PROFESSIONAL SER "EMT"	\$ 33,000.00	\$ 16,500.00
TOTAL RESCUE SERVICES		\$ 33,000.00	\$ 16,500.00
CORRECTION & DETENTION			
100-4033200-5550	CONFINEMENT OF PRISONERS	\$ 250.00	\$ 250.00
TOTAL CORRECTION & DETENTION		\$ 250.00	\$ 250.00
PUBLIC WORKS ADMINISTRATION			
100-4041100-1140	COMPENSATION	\$ 42,800.00	\$ 41,350.00
100-4041100-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 3,275.00	\$ 3,165.00
100-4041100-3110	MEDICAL EXAMS	\$ 800.00	\$ 800.00
100-4041100-3310	VEHICLE REP & MAINTENANCE	\$ 7,000.00	\$ 7,000.00
100-4041100-5120	FUEL OIL/HEAT	\$ 1,500.00	\$ 1,500.00

Account Number	Account Description		9/12/2017 AMENDED 2017-2018		4/9/2018 REQUESTED 2018-2019
100-4041100-5230	TELECOMMUNICATIONS	\$	4,400.00	\$	4,400.00
100-4041100-5415	COPIER LEASE	\$	2,500.00	\$	2,500.00
100-4041100-5540	TRAINING	\$	500.00	\$	500.00
100-4041100-6001	OFFICE SUPPLIES	\$	500.00	\$	500.00
TOTAL PUBLI WKS ADMINISTRATION		\$	63,275.00	\$	61,715.00
HWYS, STS BRIDGES & SDWLKS					
100-4041200-1183	COMPENSATION	\$	128,000.00	\$	128,300.00
100-4041200-2100	MATCHING FICA EXPENSE (7.65 %)	\$	9,750.00	\$	9,815.00
100-4041200-3310	EQUIPMENT MAINTENANCE	\$	14,000.00	\$	12,000.00
100-4041200-3315	SIDEWALK MAINTENANCE	\$	50,000.00	\$	15,000.00
100-4041200-3316	STREET SIGN MAINTENANCE	\$	250.00	\$	700.00
100-4041200-5425	NORFOLK/SOUTHERN R-O-W'S	\$	1,025.00	\$	1,050.00
100-4041200-6007	MATERIALS & SUPPLIES	\$	4,000.00	\$	4,000.00
100-4041200-6008	GASOLINE & OIL	\$	25,000.00	\$	20,000.00
100-4041200-6011	UNIFORMS	\$	4,000.00	\$	4,000.00
TOTAL HWYS, STS BRIDGES & SWLKS		\$	236,025.00	\$	194,865.00
VDOT STREET MAINTENANCE					
100-4041250-3300	VDOT STREET MAINTENANCE	\$	428,500.00	\$	494,100.00
100-4041250-8801	EQUIPMENT PURCHASE (VDOT)	\$	84,500.00	\$	27,500.00
100-4041250-8803	PUBLIC WORKS IMPROVEMENTS				
TOTAL VDOT STREET MAINTENANCE		\$	513,000.00	\$	521,600.00
STREET LIGHTS					
100-4041320-5110	ELECTRICITY	\$	75,000.00	\$	75,000.00
TOTAL STREET LIGHTS		\$	75,000.00	\$	75,000.00
SNOW REMOVAL					
100-4041330-3220	CONTRACTUAL SERVICES	\$	16,000.00	\$	16,000.00
100-4041330-6007	MATERIALS & SUPPLIES	\$	2,000.00	\$	2,000.00
TOTAL SNOW REMOVAL		\$	18,000.00	\$	18,000.00
PARKING METERS & LOTS					
100-4041340-6007	MATERIALS & SUPPLIES	\$	1,500.00	\$	1,500.00
TOTAL PARKING METERS & LOTS		\$	1,500.00	\$	1,500.00
STREET & ROAD CLEANING					
100-4042200-6007	MATERIALS & SUPPLIES	\$	1,000.00	\$	1,000.00
TOTAL STREET & ROAD CLEANING		\$	1,000.00	\$	1,000.00
REFUSE COLLECTION					
100-4042300-3220	CONTRACTUAL SERVICES	\$	187,700.00	\$	189,200.00
100-4042300-6225	RECYCLING SERVICES	\$	56,200.00	\$	56,000.00

Account Number	Account Description	9/12/2017 AMENDED 2017-2018	4/9/2018 REQUESTED 2018-2019
TOTAL REFUSE COLLECTION		\$ 243,900.00	\$ 245,200.00
REFUSE DISPOSAL			
100-4042400-3800	FCO LANDFILL CHARGES	\$ 30,000.00	\$ 35,000.00
TOTAL REFUSE DISPOSAL		\$ 30,000.00	\$ 35,000.00
GENERAL PROPERTIES			
100-4043200-3310	REPAIR & MAINTENANCE	\$ 40,000.00	\$ 15,000.00
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	\$ 300.00	\$ 500.00
TOTAL GENERAL PROPERTIES		\$ 44,900.00	\$ 20,100.00
BUILDING SERVICES			
100-4064200-3150	PROFESSIONAL SERVICES	\$ 4,000.00	\$ 4,000.00
100-4064200-3200	CONTRACTURAL SERVICES	\$ 16,650.00	\$ 18,000.00
100-4064200-5110	ELECTRICITY	\$ 20,200.00	\$ 22,200.00
100-4064200-5120	NATURAL GAS/HEAT	\$ 3,000.00	\$ 3,000.00
100-4064200-5130	WATER/SEWER	\$ 650.00	\$ 750.00
100-4064200-5230	TELECOMMUNICATIONS	\$ 4,250.00	\$ 4,450.00
100-4064200-5304	LIABILITY INSURANCE	\$ 2,050.00	\$ 2,250.00
100-4064200-7113	IN KIND COSTS	\$ 10,000.00	\$ 10,000.00
100-4064200-7115	SHARED MAINTENANCE	\$ 20,600.00	\$ 22,000.00
100-4064200-8411	CAPITAL ASSET RESERVES	\$ 7,500.00	\$ 11,200.00
TOTAL BUILDING SERVICES		\$ 88,900.00	\$ 97,850.00
PARKS & RECREATION			
100-4071310-3160	CONTRACTURAL SER/JN BLUE	\$ 1,000.00	\$ 1,000.00
100-4071310-5699	CONTRIBUTION/CCP&R	\$ 5,000.00	\$ 5,000.00
100-4071310-6017	CHRISTMAS LIGHTS	\$ 1,450.00	\$ 1,500.00
100-4071310-6018	ROSE HILL PARK MAINTENANCE	\$ 5,000.00	\$ 5,000.00
TOTAL PARKS & RECREATION		\$ 12,450.00	\$ 12,500.00
PLANNING			
100-4081100-1155	COMPENSATION	\$ 80,100.00	\$ 81,700.00
100-4081100-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 6,125.00	\$ 6,250.00
100-4081100-3190	PROFESSIONAL SERVICES	\$ 5,000.00	\$ 5,000.00
100-4081100-3195	PREPAID APPLICATION FEES	\$ -	\$ 5,000.00
100-4081100-3500	PRINTING	\$ 100.00	\$ 100.00
100-4081100-5510	MILEAGE	\$ 750.00	\$ 500.00
100-4081100-5540	TRAINING	\$ 500.00	\$ 500.00
100-4081100-5810	DUES	\$ 500.00	\$ 500.00
100-4081100-6001	OFFICE EQUIPMENT	\$ 100.00	\$ 100.00
100-4081100-6012	PUBLICATIONS	\$ -	\$ 100.00
TOTAL PLANNING		\$ 93,175.00	\$ 99,750.00
BOARD OF ZONING APPEALS			

Account Number	Account Description		9/12/2017 AMENDED 2017-2018		4/9/2018 REQUESTED 2018-2019
100-4081400-1110	EXPENSE COMPENSATION	\$	500.00	\$	500.00
100-4081400-5540	TRAINING	\$	500.00	\$	500.00
TOTAL BOARD OF ZONING APPEALS		\$	1,000.00	\$	1,000.00
ECONOMIC DEVELOPMENT					
100-4081500-5410	TOD SIGNS	\$	5,000.00	\$	-
100-4081500-5411	WAYFINDING SIGNS	\$	-	\$	5,000.00
100-4081500-5695	TOWN/COUNTY ECONOMIC DEV	\$	5,000.00	\$	4,500.00
100-4081500-5696	ECONOMIC DEVELOPMENT RESERVE	\$	2,500.00	\$	2,500.00
100-4081500-5698	GRANT AND MATCHING FUNDS	\$	10,000.00	\$	9,000.00
100-4081500-5699	DBI/ECO DEV PROF SERVICES	\$	20,000.00	\$	20,000.00
TOTAL ECONOMIC DEVELOPMENT		\$	42,500.00	\$	41,000.00
PLANNING COMMISSION					
100-4081600-1111	EXPENSE COMPENSATION	\$	5,220.00	\$	5,000.00
100-4081600-5540	TRAINING	\$	1,000.00	\$	1,000.00
100-4081600-5810	DUES	\$	250.00	\$	250.00
TOTAL PLANNING COMMISSION		\$	6,470.00	\$	6,250.00
B'VILLE AREA DEV AUTHORITY					
100-4081700-1111	EXPENSE COMPENSATION	\$	2,340.00	\$	2,500.00
100-4081700-1111	MATCHING FICA EXPENSE (7.65 %)	\$	180.00	\$	-
100-4081700-5540	TRAINING	\$	250.00	\$	250.00
100-4081700-5810	DUES	\$	125.00	\$	125.00
TOTAL B'VILLE AREA DEV AUTHORITY		\$	2,895.00	\$	2,875.00
ARCHITECTURAL REVIEW BOARD					
100-4081800-5540	TRAINING	\$	500.00	\$	500.00
TOTAL ARCHITECTURAL REVIEW BD		\$	500.00	\$	500.00
CAPITAL OUTLAY					
100-4094200-8207	SOFTWARE UPGRADES	\$	-	\$	12,500.00
100-4094200-8225	COMPUTER REPLACEMENT	\$	5,000.00	\$	3,000.00
100-4094200-8230	REPAIRS TO 23 E MAIN-LS RESERVE			\$	40,000.00
100-4094200-8231	PATROL VEHICLE	\$	50,200.00	\$	51,400.00
100-4094200-8338	ONE TON DUMP				
100-4094200-8411	CAPITAL RESERVE				
100-4094200-8803	PUBLIC WORKS IMPROVEMENTS			\$	182,750.00
100-4094200-8901	LIVERY STABLE EVALUATION	\$	15,000.00	\$	-
100-4094200-8902	PAVE BARNETTE STREET	\$	7,000.00	\$	-
100-4094200-8903	E-CITATION	\$	25,000.00	\$	-
100-4094200-8910	PD BODY CAMERA REPLACEMENTS	\$	-	\$	10,100.00
100-4094200-8911	REPAIR VIRGINIA AVENUE	\$	-	\$	-
100-4094200-8912	POLICE MDT REPLACEMENT	\$	-	\$	17,000.00
100-4094200-8913	POLICE AV EQUIPMENT	\$	-	\$	-
100-4094200-8914	RIXEY MOOR PLAYGROUND IMP	\$	-	\$	-
100-4094200-8915	HOGAN'S ALLEY IMPROVEMENTS	\$	-	\$	-

Account Number	Account Description	9/12/2017 AMENDED 2017-2018	4/9/2018 REQUESTED 2018-2019
100-4094200-8916	RADAR FEEDBACK SIGNS	\$ -	\$ 11,000.00
100-4094200-8918	ROSE HILL PARK MASTERPLAN	\$	\$ 3,000.00
TOTAL CAPITAL OUTLAY		\$ 102,200.00	\$ 330,750.00
CONTINGENCY			
100-4094300-5800	CONTINGENCY (3.02%)	\$ 119,761.70	\$ 97,041.00
TOTAL CONTINGENCY		\$ 119,761.70	\$ 97,041.00
DEBT SERVICE			
100-4095000-9110	RDA PRINCIPAL	\$ 35,910.00	\$ 37,455.00
100-4095000-9120	RDA INTEREST	\$ 85,566.00	\$ 84,021.00
100-4095000-9130	RDA DEBT SER RESERVE	\$ 11,135.30	\$ -
TOTAL DEBT SERVICE		\$ 132,611.30	\$ 121,476.00
TOTAL GENERAL FUND OPERATIONAL		\$ 3,162,435.00	\$ 3,211,245.00
TOTAL GENERAL FUND CONTINGENCY		\$ 119,761.70	\$ 97,041.00
TOTAL GENERAL FUND CAP OUTLAY		\$ 102,200.00	\$ 330,750.00
TOTAL GENERAL FUND DEBT SERVICE		\$ 132,611.30	\$ 121,476.00
TOTAL GENERAL FUND EXPENSES		\$ 3,517,008.00	\$ 3,760,512.00

WATER FUND			
PERSONNEL			
501-4012220-1140	COMPENSATION	\$ 39,500.00	\$ 48,100.00
501-4012220-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 3,025.00	\$ 3,680.00
501-4012220-2210	VRS	\$ 26,450.00	\$ 28,000.00
501-4012220-2220	VMLIP - STD	\$ 145.00	\$ 140.00
501-4012220-2230	VMLIP - LTD	\$ 1,290.00	\$ 1,250.00
501-4012220-2300	HEALTH INSURANCE	\$ 39,500.00	\$ 40,500.00
501-4012220-2400	LIFE INSURANCE	\$ 3,135.00	\$ 3,010.00
501-4012220-2600	UNEMPLOYMENT INSURANCE	\$ 55.00	\$ 40.00
501-4012220-2700	WORKER'S COMPENSATION	\$ 4,000.00	\$ 4,625.00
501-4012220-3170	MISS UTILITY	\$ 2,000.00	\$ 2,000.00
501-4012220-3320	HANDHELD MAINT	\$ 2,500.00	\$ 3,000.00
501-4012220-5210	POSTAGE	\$ 2,500.00	\$ 2,750.00
501-4012220-5540	TRAINING	\$ 1,000.00	\$ 2,500.00
501-4012220-6001	OFFICE SUPPLIES	\$ 1,200.00	\$ 1,500.00
TOTAL PERSONNEL		\$ 126,300.00	\$ 141,095.00
TREATMENT			
501-4012222-1147	COMPENSATION	\$ 139,250.00	\$ 112,125.00
501-4012222-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 10,650.00	\$ 8,600.00
501-4012222-2830	CERTIFICATION FEES	\$ 500.00	\$ 900.00

Account Number	Account Description		9/12/2017 AMENDED 2017-2018		4/9/2018 REQUESTED 2018-2019
501-4012222-2840	STATE CONNECTION FEES	\$	5,200.00	\$	5,300.00
501-4012222-2850	LAB TESTING	\$	22,000.00	\$	8,500.00
501-4012222-3110	MEDICAL EXAMS	\$	200.00	\$	200.00
501-4012222-3145	PROFESSIONAL SERVICES	\$	10,000.00	\$	15,000.00
501-4012222-3146	UTILITY RATE STUDY	\$	10,000.00	\$	10,000.00
501-4012222-3210	SLUDGE REMOVAL	\$	20,000.00	\$	20,000.00
501-4012222-3220	CLEAN RIVER INTAKE	\$	1,500.00	\$	2,000.00
501-4012222-3310	REPAIR & MAINTENANCE	\$	46,000.00	\$	50,000.00
501-4012222-3510	CONSUMER CONFIDENCE RPT	\$	500.00	\$	500.00
501-4012222-5110	ELECTRICITY	\$	59,000.00	\$	59,000.00
501-4012222-5120	PROPANE HEAT WTP	\$	2,700.00	\$	2,800.00
501-4012222-5230	TELECOMMUNICATIONS	\$	2,500.00	\$	2,500.00
501-4012222-5415	COPIER LEASE	\$	750.00	\$	750.00
501-4012222-5540	TRAINING	\$	2,500.00	\$	2,500.00
501-4012222-5690	DISCHARGE PERMIT RENEWAL	\$	2,700.00	\$	-
501-4012222-5810	DUES	\$	1,000.00	\$	1,100.00
501-4012222-6001	OFFICE SUPPLIES	\$	500.00	\$	1,000.00
501-4012222-6004	LAB SUPPLIES	\$	3,800.00	\$	4,000.00
501-4012222-6005	JANITORIAL SUPPLIES	\$	800.00	\$	800.00
501-4012222-6008	GASOLINE & OIL	\$	6,200.00	\$	6,200.00
501-4012222-6011	UNIFORMS	\$	500.00	\$	1,300.00
501-4012222-6014	TOOLS	\$	250.00	\$	500.00
501-4012222-6019	SAFETY EQUIPMENT	\$	2,000.00	\$	2,000.00
501-4012222-6020	PERSONAL EQUIPMENT	\$	600.00	\$	600.00
501-4012222-6025	CHEMICALS	\$	42,000.00	\$	48,000.00
	TOTAL TREATMENT	\$	393,600.00	\$	366,175.00
	DISTRIBUTION & MAINTENANCE				
501-4012224-1183	COMPENSATION	\$	94,250.00	\$	96,000.00
501-4012224-2100	MATCHING FICA EXPENSE (7.65 %)	\$	7,185.00	\$	7,345.00
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	\$	710.00	\$	700.00
501-4012224-6030	NEW SERVICE SUPPLIES	\$	4,000.00	\$	9,000.00
	TOTAL DISTRIBUTION & MAINT	\$	186,145.00	\$	193,045.00
	CAPITAL OUTLAY				
501-4094200-8102	TANK REPAIR & MAINT	\$	450,000.00	\$	85,000.00
501-4094200-8167	SCADA	\$	-	\$	15,000.00
501-4094200-8200	PW SITE PALN	\$	25,000.00		
501-4094200-8210	DEPRECIATION EXPENSE				
501-4094200-8211	CAPITAL RESERVES	\$	85,795.00	\$	77,095.00
501-4094200-8345	PW ONE TON DUMP TRUCK	\$	-	\$	13,750.00
501-4094200-8361	WATER DIST SYSTEM UPGRADES	\$	85,000.00	\$	85,000.00
501-4094200-8368	LEAK DETECTOR				
501-4094200-8550	EQUIPMENT REPAIR RESERVE	\$	25,000.00	\$	25,000.00
501-4094200-8605	WTP BUILDING MAINTENANCE	\$	10,000.00		
501-4094200-8703	PICKUP (1/2)				
501-4094200-8704	WATER FINISH PUMP REPLACEMENT	\$	-	\$	200,000.00
501-4094200-8904	JD BACKHOE (25%)	\$	27,250.00		

Account Number	Account Description	9/12/2017 AMENDED 2017-2018	4/9/2018 REQUESTED 2018-2019
501-4094200-8905	INFLATABLE TRENCHBOX (50%)	\$ 4,000.00	
	TOTAL CAPITAL OUTLAY	\$ 712,045.00	\$ 500,845.00
	CONTINGENCY		
501-4094300-5800	CONTINGENCY (3.00%)	\$ 34,725.00	\$ 21,000.00
	TOTAL CONTINGENCY	\$ 34,725.00	\$ 21,000.00
	TOTAL WATER FUND OPERATIONAL	\$ 706,045.00	\$ 700,315.00
	TOTAL WATER FUND CONTINGENCY	\$ 34,725.00	\$ 21,000.00
	TOTAL WATER FUND CAP OUTLAY	\$ 712,045.00	\$ 500,845.00
	TOTAL WATER FUND EXPENSES	\$ 1,452,815.00	\$ 1,222,160.00

SEWER FUND

PERSONNEL

502-4012220-1114	COMPENSATION	\$ 39,500.00	\$ 48,100.00
502-4012220-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 3,025.00	\$ 3,680.00
502-4012220-2210	VRS	\$ 34,000.00	\$ 43,250.00
502-4012220-2220	VMLIP - STD	\$ 185.00	\$ 215.00
502-4012220-2230	VMLIP - LTD	\$ 1,660.00	\$ 1,935.00
502-4012220-2300	HEALTH INSURANCE	\$ 50,710.00	\$ 62,700.00
502-4012220-2400	LIFE INSURANCE	\$ 4,030.00	\$ 4,665.00
502-4012220-2600	UNEMPLOYMENT INSURANCE	\$ 70.00	\$ 60.00
502-4012220-2700	WORKER'S COMPENSATION	\$ 5,300.00	\$ 6,125.00
502-4012220-3320	HANDHELD MAINT	\$ 2,500.00	\$ 3,000.00
502-4012220-5210	POSTAGE	\$ 7,000.00	\$ 7,150.00
502-4012220-6001	OFFICE SUPPLIES	\$ 1,500.00	\$ 2,000.00
	TOTAL PERSONNEL	\$ 149,480.00	\$ 182,880.00

TREATMENT

502-4012222-1147	COMPENSATION	\$ 217,200.00	\$ 252,900.00
502-4012222-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 16,620.00	\$ 19,350.00
502-4012222-2830	CERTIFICATION FEES	\$ 900.00	\$ 500.00
502-4012222-2850	LAB TESTING	\$ 25,000.00	\$ 25,000.00
502-4012222-3145	PROFESSIONAL SERVICES	\$ 15,000.00	\$ 15,000.00
502-4012222-3146	UTILITY RATE STUDY	\$ 10,000.00	\$ 10,000.00
502-4012222-3210	LANDFILL-SOLIDS DISPOSAL	\$ 43,000.00	\$ 47,000.00
502-4012222-3310	REPAIR & MAINTENANCE	\$ 90,000.00	\$ 105,000.00
502-4012222-5110	ELECTRICITY	\$ 130,000.00	\$ 130,000.00
502-4012222-5230	TELECOMMUNICATIONS	\$ 5,200.00	\$ 5,200.00
502-4012222-5415	COPIER LEASE	\$ 3,000.00	\$ 3,000.00
502-4012222-5540	TRAINING	\$ 4,000.00	\$ 4,000.00
502-4012222-5690	Discharge Permit Renewal	\$ 3,100.00	\$ 3,000.00
502-4012222-5810	DUES	\$ 500.00	\$ 500.00

Account Number	Account Description	9/12/2017 AMENDED 2017-2018	4/9/2018 REQUESTED 2018-2019
502-4012222-6001	OFFICE SUPPLIES	\$ 2,500.00	\$ 1,000.00
502-4012222-6004	LAB SUPPLIES	\$ 5,200.00	\$ 5,200.00
502-4012222-6005	JANITORIAL SUPPLIES	\$ 1,000.00	\$ 1,000.00
502-4012222-6008	GASOLINE & DIESEL FUEL	\$ 8,000.00	\$ 8,000.00
502-4012222-6011	UNIFORMS	\$ 800.00	\$ 1,300.00
502-4012222-6014	TOOLS	\$ 500.00	\$ 1,500.00
502-4012222-6019	SAFETY EQUIPMENT	\$ 2,000.00	\$ 2,000.00
502-4012222-6020	PERSONAL EQUIPMENT	\$ -	\$ 800.00
502-4012222-6025	CHEMICALS	\$ 90,000.00	\$ 90,000.00
	TOTAL TREATMENT	\$ 673,520.00	\$ 731,250.00
DISTRIBUTION & MAINTENANCE			
502-4012224-1183	COMPENSATION	\$ 94,250.00	\$ 96,000.00
502-4012224-1183	MATCHING FICA EXPENSE (7.65 %)	\$ 7,185.00	\$ 7,345.00
502-4012224-3310	EQUIPMENT MAINTENANCE	\$ 5,800.00	\$ 5,000.00
502-4012224-3330	REPAIR & MAINTENANCE	\$ 8,000.00	\$ 10,000.00
502-4012224-6007	MATERIALS & SUPPLIES	\$ 2,500.00	\$ 2,500.00
502-4012224-6019	SAFETY EQUIPMENT	\$ 285.00	\$ 285.00
502-4012224-6030	NEW SERVICE SUPPLIES	\$ -	\$ -
	TOTAL DISTRIBUTION & MAINT	\$ 118,020.00	\$ 121,130.00
CAPITAL PROJECTS			
502-4094100-8001	OUTFALL LINE	\$ -	\$ -
502-4094100-8003	NEW WWTP	\$ -	\$ -
	TOTAL CAPITAL PROJECTS	\$ -	\$ -
CAPITAL OUTLAY			
502-4094200-8110	WWTP UPGRADES		
502-4094200-8123	SCADA	\$ -	\$ 15,000.00
502-4094200-8134	Sewer Collection Sys Rehab	\$ 110,000.00	\$ 110,000.00
502-4094200-8200	PW SITE PLAN	\$ 25,000.00	
502-4094200-8345	PW ONE TON DUMP TRUCK	\$ -	\$ 13,750.00
502-4094200-8367	SEWER JET RODDER		
502-4094200-8411	CAPITAL RESERVES	\$ 239,000.00	\$ 24,475.00
502-4094200-8540	MEMBRANE REPLACEMENT RESERVE	\$ 10,000.00	\$ 10,000.00
502-4094200-8545	MEMBRANE PRE-PURCHASE	\$ 90,000.00	\$ 90,000.00
502-4094200-8550	EQUIPMENT REPAIR RESERVE	\$ 25,000.00	\$ 25,000.00
502-4094200-8602	3/4 TON PICKUP (1/2 VDOT)		
502-4094200-8604	STORM SEWER CAMERA (1/2 VDOT)		
502-4094200-8703	PICKUP (1/2)		
502-4094200-8904	JD BACKHOE (25%)	\$ 27,250.00	
502-4094200-8905	INFLATABLE TRENCHBOX (50%)	\$ 4,000.00	
502-4094200-8907	Tractor (50%)	\$ 30,000.00	
502-4094200-8908	WWTP COMPUTER UPGRADES	\$ 25,000.00	
502-4094200-8909	WWTP AIR MONITORS	\$ 6,000.00	
502-4094200-8917	HYPOCHLORITE PUMP REPLACEMENT	\$ -	\$ 12,000.00
	TOTAL CAPITAL OUTLAY	\$ 591,250.00	\$ 300,225.00

Account Number	Account Description	9/12/2017 AMENDED 2017-2018	4/9/2018 REQUESTED 2018-2019
CONTINGENCY			
502-4094300-5800	CONTINGENCY (3.00%)	\$ 46,550.00	\$ 31,050.00
	TOTAL CONTINGENCY	\$ 46,550.00	\$ 31,050.00
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	\$ 941,020.00	\$ 1,035,260.00
	TOTAL SEWER FUND CONTINGENCY	\$ 46,550.00	\$ 31,050.00
	TOTAL SEWER FUND CAP OUTLAY	\$ 591,250.00	\$ 300,225.00
	TOTAL SEWER FUND DEBT SERVICE	\$ 470,000.00	\$ 470,000.00
	TOTAL SEWER FUND EXPENSES	\$ 2,048,820.00	\$ 1,836,535.00
	TOTAL EXPENSES ALL FUNDS	\$ 7,018,643.00	\$ 6,819,207.00

This page is intentionally left blank

Supplemental Data



Descriptions of General Fund Revenues

A. General Property Taxes

Real Estate Tax – Current: A tax imposed on the assessed valuation of real estate (includes mobile homes) appraised at 100 percent of its fair market value. Assessment information is provided by Clarke County. The tax year 2018 tax rate was adopted at \$0.19 per \$100 valuation. Taxes are billed semi-annually and are due by June 5 and December 5 each year. The Town provides real property tax relief for the elderly and disabled.

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

Personal Property Tax – Current: A tax imposed on the assessed valuation of personal property appraised at 100 percent of the fair market value of cars, vans, motorcycles, and trailers. Assessment information is provided by Clarke County. The tax rate adopted for tax year 2018 is \$1.25 per \$100 valuation. Taxes are billed semi-annually and are due by June 5 and December 5 each year.

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

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

Machinery & Tools Tax – Current: A tax imposed on the assessed valuation of business machinery and tools. Assessment information is provided by Clarke County. The tax year 2018 tax rate was adopted at \$1.30 per \$100 valuation. Taxes are billed semi-annually and are due by June 5 and December 5 each year.

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

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

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

B. Other Local Taxes

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

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

- ❖ **Electrical Service** - The rate for residential electrical customers is \$0.00354 per kilowatt-hour delivered monthly not to exceed \$3.00 per month. The rate for commercial electrical customers is \$0.00195 per kilowatt-hour delivered monthly not to exceed \$10.00 per month and the rate for industrial customers is \$0.000065 per kilowatt-hour delivered monthly not to exceed \$10.00 per month.
- ❖ **Natural Gas Service** - The rate for residential natural gas service at the rate of \$0.210 per hundred cubic feet (CCF) delivered monthly not to exceed \$3.00 per month. For commercial and industrial customers, the rate is \$0.055 per CCF delivered monthly not to exceed \$10.00 per month for commercial and \$10.00 per month for industrial.

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

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

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

Cigarette Taxes: A tax of \$0.15 per pack of twenty cigarettes or less. The tax is evidenced through the use of cigarette stamps that are affixed to each cigarette pack. Stamps are purchased in bulk (i.e., a roll of 15,000).

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

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

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

C. Permits and Licenses

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

- ❖ For contractors and persons constructing for their own account for sale, \$0.12 per \$100.00 of gross receipts;
- ❖ For retailers, \$0.12 per \$100.00 of gross receipts;
- ❖ For financial \$0.20 per \$100.00 of gross receipts;
- ❖ For real estate and professional services \$0.25 per \$100.00 of gross receipts;
- ❖ For repair services, \$0.10 per \$100.00 of gross receipts;

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

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

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

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

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

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

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

D. Fines and Forfeitures

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

Parking Fines: Fines paid for violations of the parking ordinance. The Town charges a \$3.00 expired meter parking fine.

E. Use of Money and Property

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

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

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

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

F. Charges for Services

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

G. Miscellaneous Revenue

Sale of Surplus: Revenue from sale of excess items.

Miscellaneous Receipts: Miscellaneous revenues received by the Town such as fees for non-sufficient funds (i.e., the Town charges \$25.00 fee for all returned checks). This account also includes any rebates or refunds the Town may receive.

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

Recovered Costs: Reimbursable fees.

H. State Revenues

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

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

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

Communication Taxes: The Commonwealth of Virginia levies and imposes on the customers of communications services. The Town receives the distribution on a monthly basis.

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

Law Enforcement Assistance Grant: Reimbursement from the Commonwealth to localities with police departments to help defray the cost of providing public safety services. The distribution is based on the

number of sworn officers and the most recent census of population.

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

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

Litter Control Grant: Grant funds received from the Commonwealth of Virginia to support local government litter control and recycling programs.

Commission for the Arts: Grant received from the Virginia Commission for the Arts, intended to build and strengthen the cultural infrastructure through supporting Virginia's individual artists, arts entrepreneurs, businesses and institutions. The funds received are paid to Berryville Main Street.

I. Federal Revenues

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

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

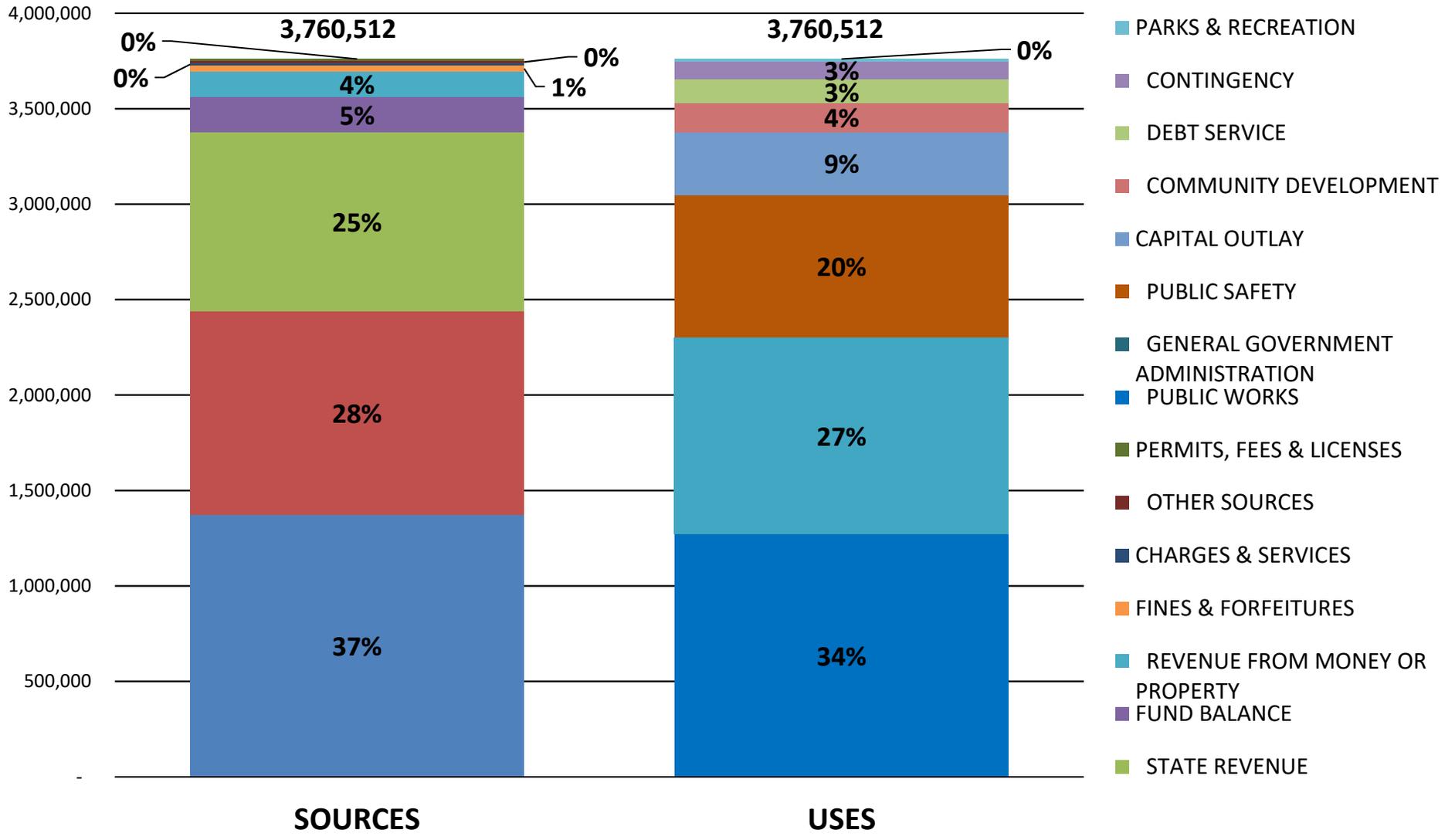
Basis of Revenue Projections

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

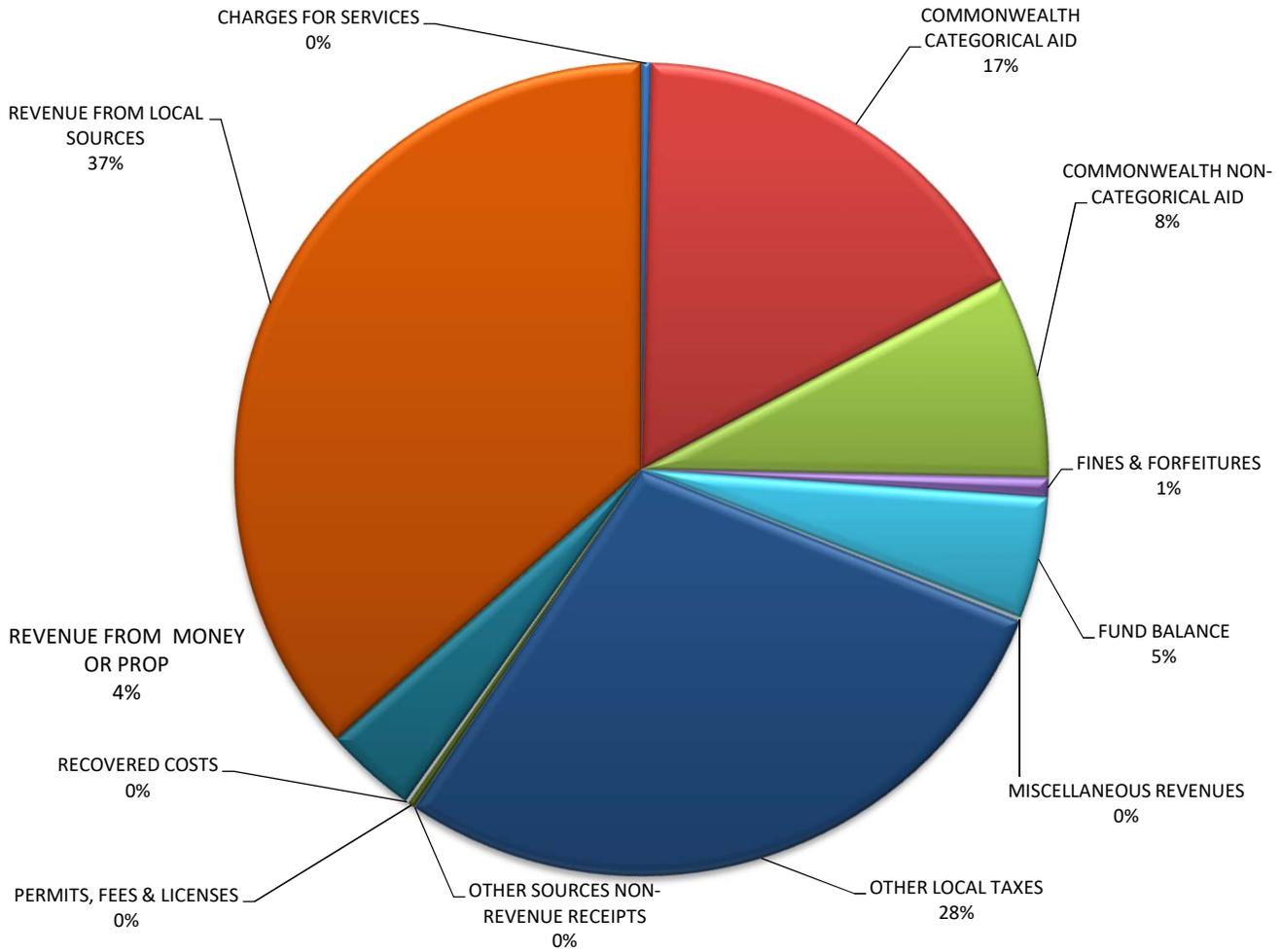
- ❖ **Informed/Experienced Judgment:** Prepared in consultation with the Town's department heads and leadership team to identify trends and other conditions.
- ❖ **Pass-Through:** Estimates are received from the revenue source (e.g., Commonwealth of Virginia).
- ❖ **Mathematical/Statistical:** Revenues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

This page is intentionally left blank

GENERAL FUND - SOURCES AND USES



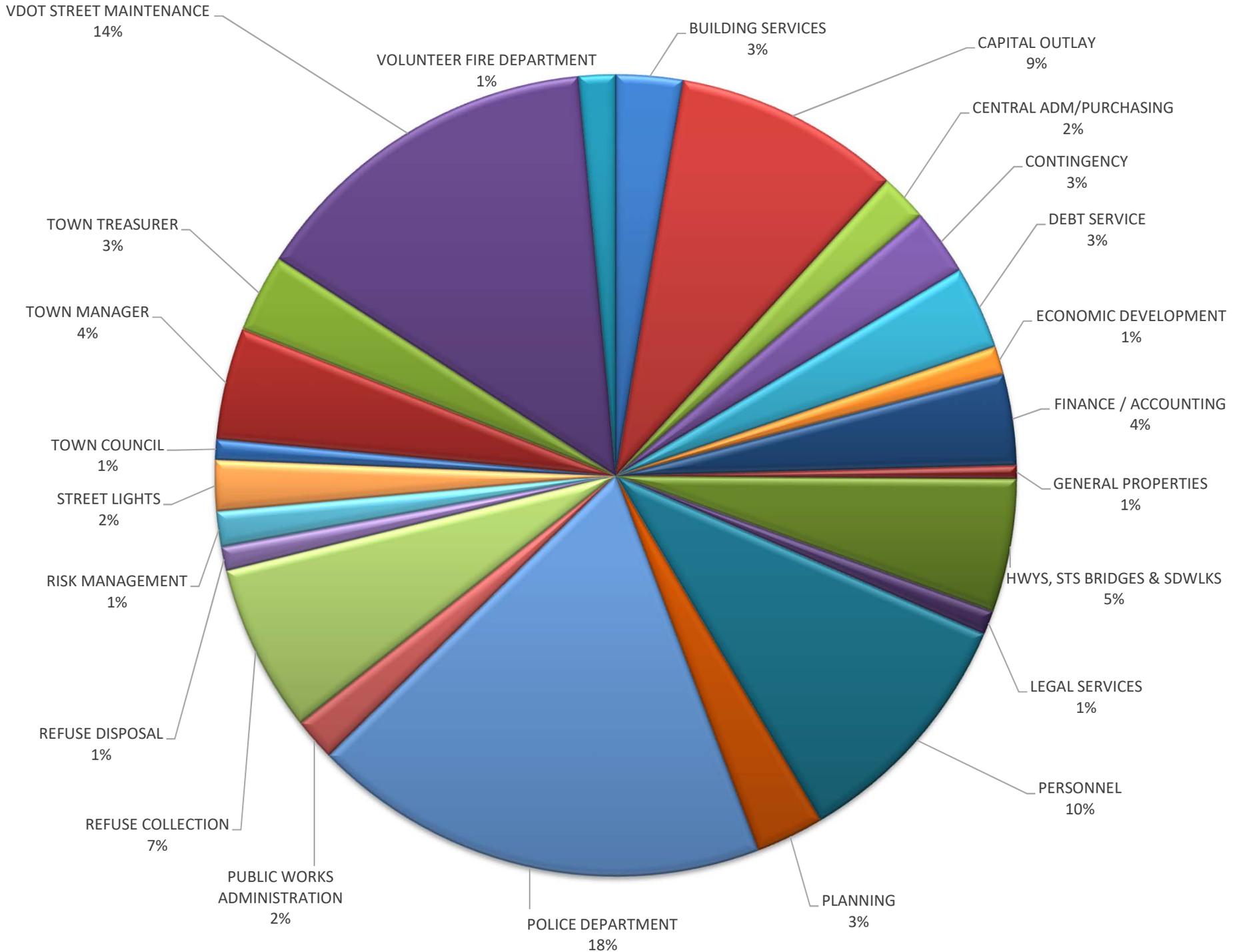
General Fund Revenue



General Fund Revenue

Source	Amount	Percentage
CHARGES FOR SERVICES	\$ 14,000.00	0%
COMMONWEALTH CATEGORICAL AID	\$ 636,395.00	17%
COMMONWEALTH NON-CATEGORICAL AID	\$ 301,767.00	8%
FINES & FORFEITURES	\$ 29,000.00	1%
FUND BALANCE	\$ 182,750.00	5%
MISCELLANEOUS REVENUES	\$ 5,000.00	0%
OTHER LOCAL TAXES	\$ 1,064,500.00	28%
OTHER SOURCES NON-REVENUE RECEIPTS	\$ 1,000.00	0%
PERMITS, FEES & LICENSES	\$ 10,750.00	0%
RECOVERED COSTS	\$ 5,000.00	0%
REVENUE FROM MONEY OR PROP	\$ 136,500.00	4%
REVENUE FROM LOCAL SOURCES	\$ 1,373,850.00	37%
Grand Total	\$ 3,760,512.00	100%

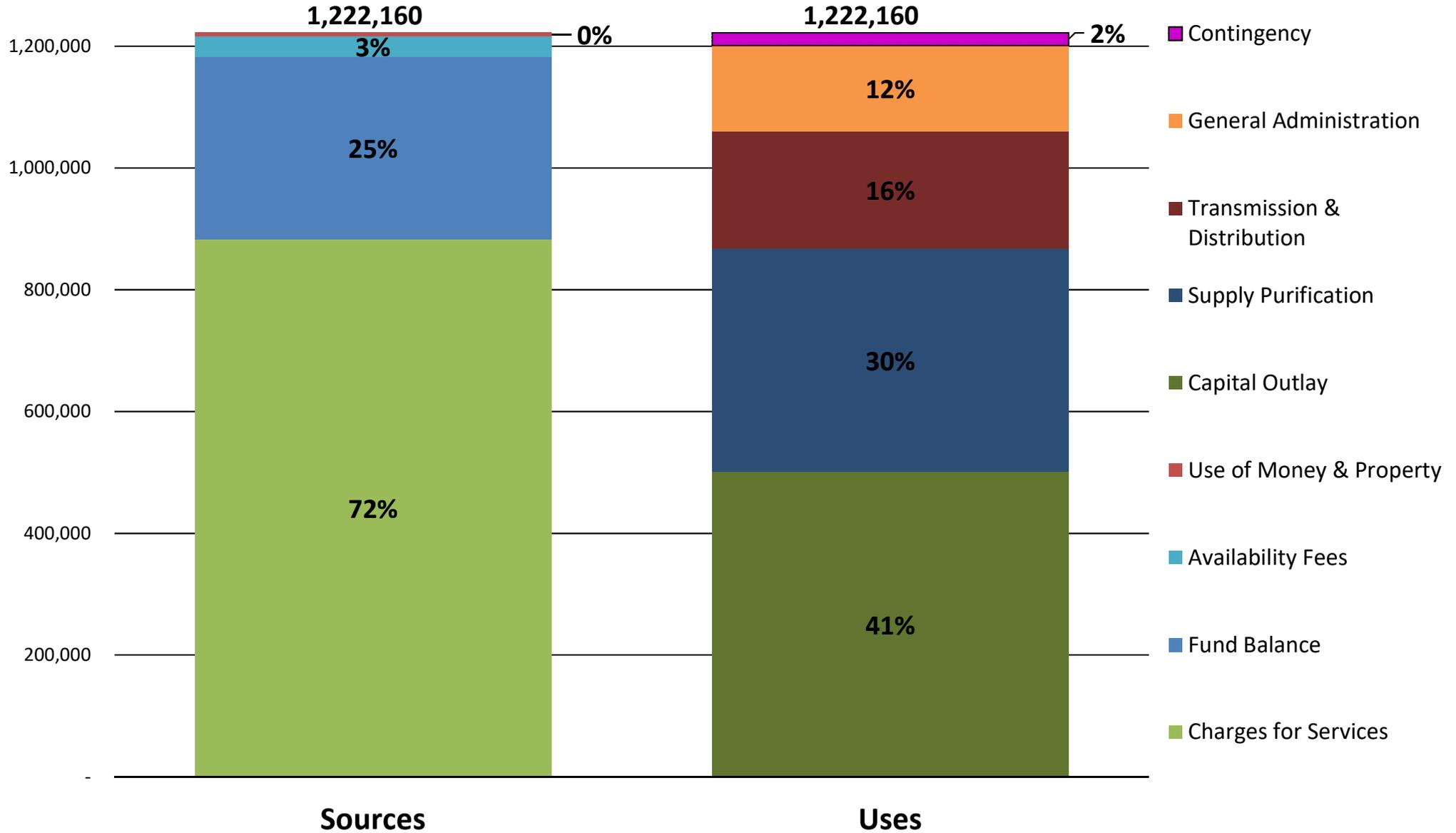
General Fund Expense



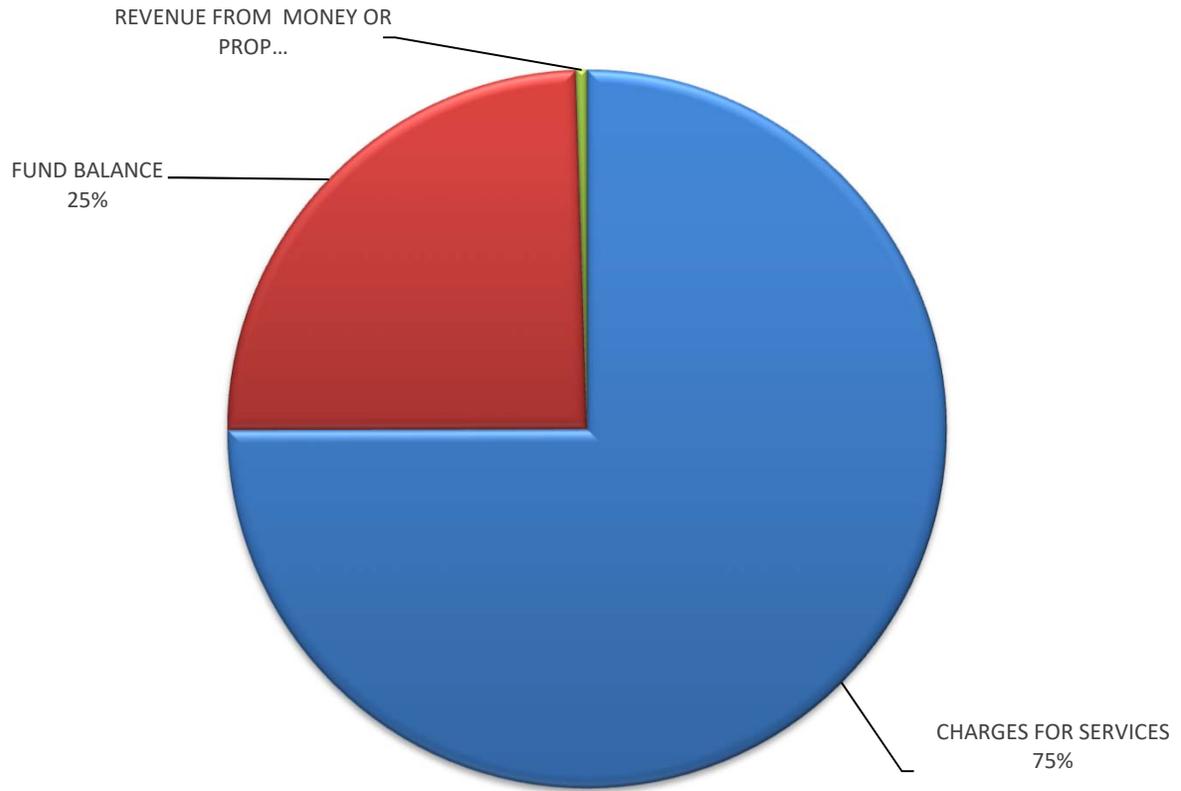
General Fund Expense

Uses	Amount	Percentage
ARCHITECTURAL REVIEW BOARD	500	0%
BOARD OF ZONING APPEALS	1000	0%
BUILDING SERVICES	97850	3%
B'VILLE AREA DEV AUTHORITY	2875	0%
CAPITAL OUTLAY	330750	9%
CENTRAL ADM/PURCHASING	68950	2%
CONTINGENCY	97041	3%
CORRECTION & DETENTION	250	0%
DEBT SERVICE	121476	3%
ECONOMIC DEVELOPMENT	41000	1%
ELECTIONS	2750	0%
EMERGENCY SERVICES	2000	0%
ENGINEERING SERVICES	5000	0%
FINANCE / ACCOUNTING	132520	4%
GENERAL PROPERTIES	20100	1%
HWYS, STS BRIDGES & SDWLKS	194865	5%
INDEPENDENT AUDITOR	15450	0%
LEGAL SERVICES	35000	1%
PARKING METERS & LOTS	1500	0%
PARKS & RECREATION	12500	0%
PERSONNEL	361545	10%
PLANNING	99750	3%
PLANNING COMMISSION	6250	0%
POLICE DEPARTMENT	669195	18%
PUBLIC DEFENDER FEES	2000	0%
PUBLIC WORKS ADMINISTRATION	61715	2%
REFUSE COLLECTION	245200	7%
REFUSE DISPOSAL	35000	1%
RESCUE SERVICES	16500	0%
RISK MANAGEMENT	51750	1%
SNOW REMOVAL	18000	0%
STREET & ROAD CLEANING	1000	0%
STREET LIGHTS	75000	2%
TOWN CLERK	49900	1%
TOWN COUNCIL	29750	1%
TOWN MANAGER	162800	4%
TOWN TREASURER	113680	3%
TRAFFIC CONTROL	2500	0%
VDOT STREET MAINTENANCE	521600	14%
VOLUNTEER FIRE DEPARTMENT	54000	1%
Grand Total	3760512	100%

WATER FUND - SOURCES AND USES



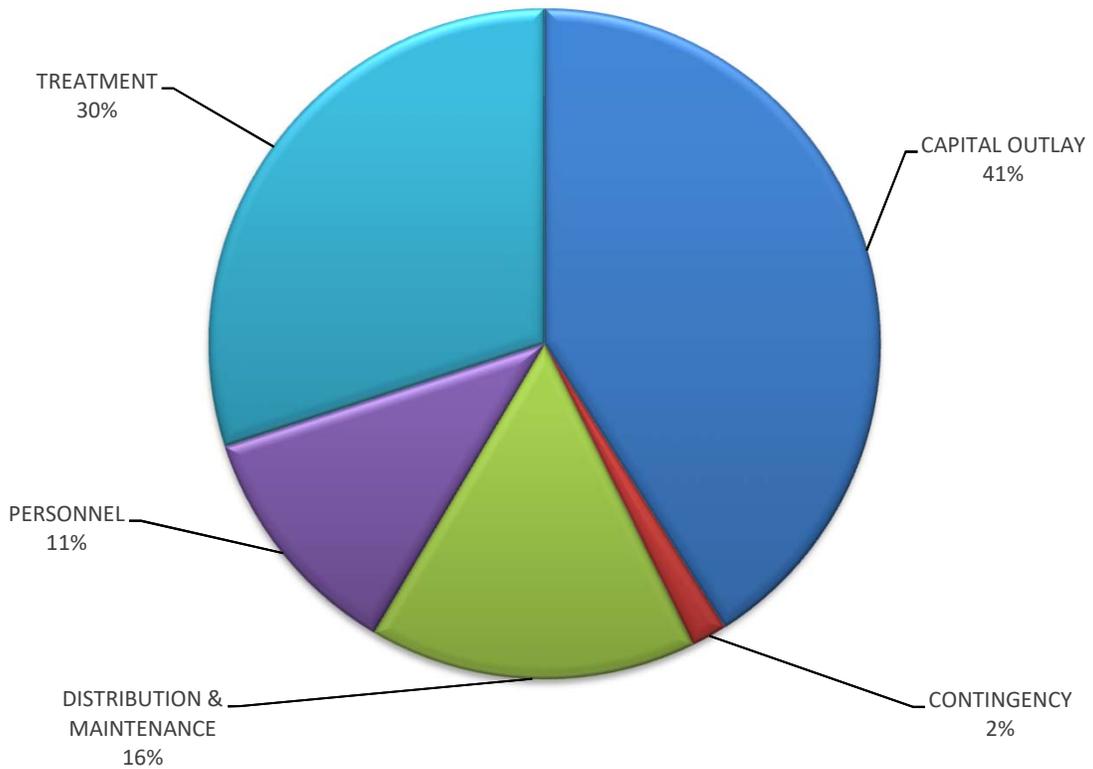
Water Fund Revenue



Water Fund Revenue

Source	Amount	Percentage
CHARGES FOR SERVICES	\$ 916,160.00	75%
FUND BALANCE	\$ 300,000.00	25%
REVENUE FROM MONEY OR PROP	\$ 6,000.00	0%
Grand Total	\$ 1,222,160.00	100%

Water Fund Expense

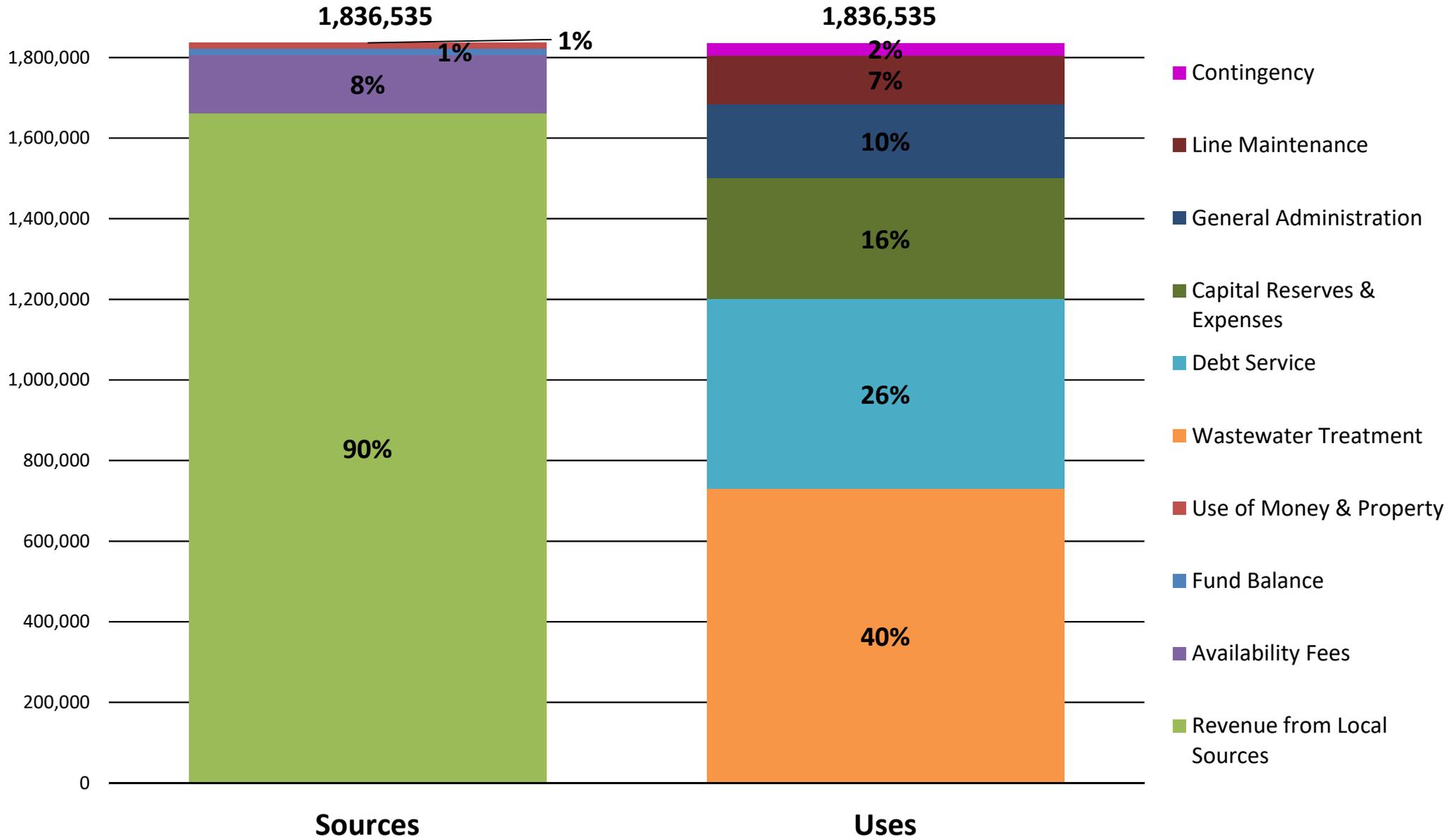


Water Fund Expense

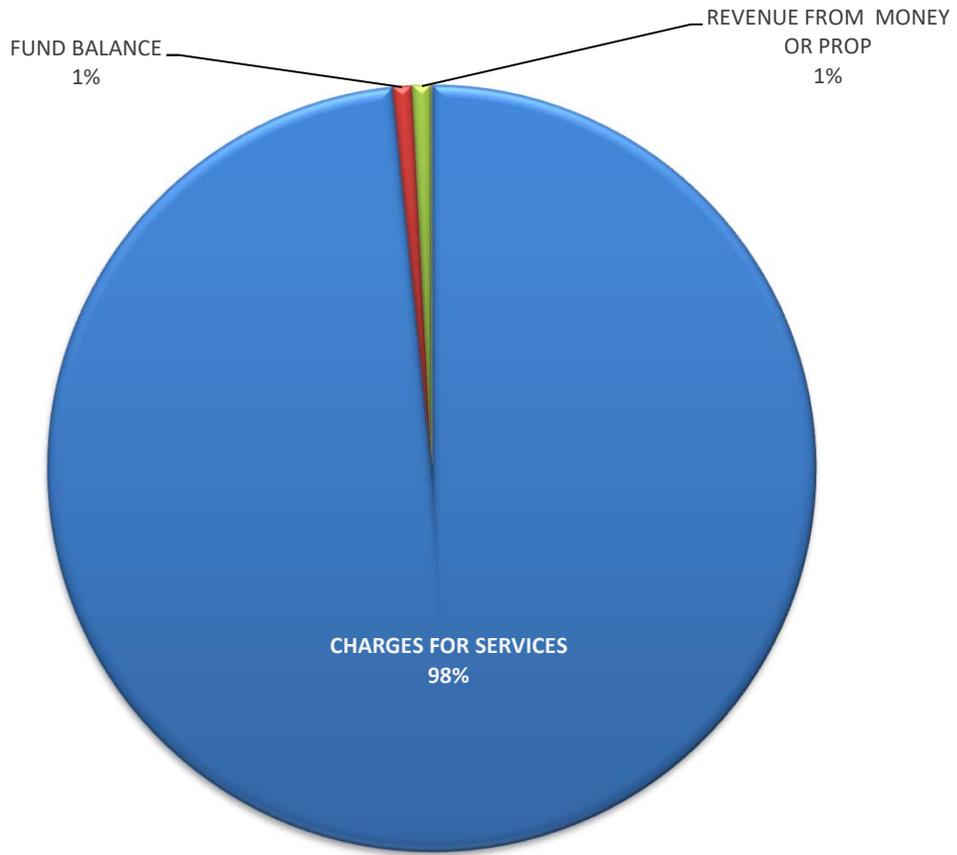
Source	Amount	Percentage
CAPITAL OUTLAY	\$ 500,845.00	41%
CONTINGENCY	\$ 21,000.00	2%
DISTRIBUTION & MAINTENANCE	\$ 193,045.00	16%
PERSONNEL	\$ 141,095.00	12%
TREATMENT	\$ 366,175.00	30%
Grand Total	\$ 1,222,160.00	100%

This page is intentionally left blank

SEWER FUND - SOURCES AND USES



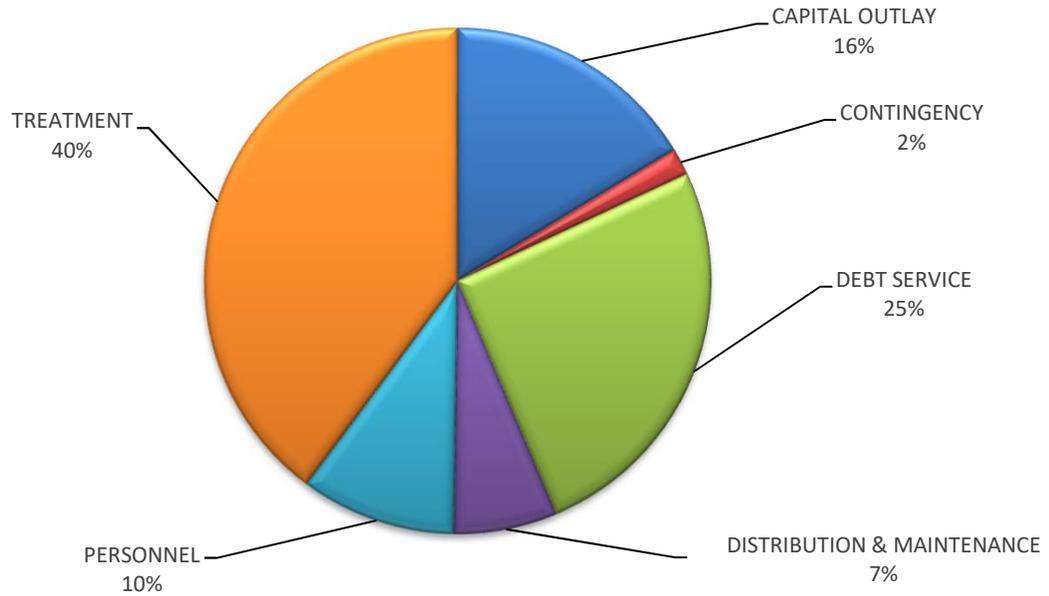
Sewer Fund Revenue



Sewer Fund Revenue

Source	Amount	Percentage
CHARGES FOR SERVICES	\$ 1,805,035.00	98%
FUND BALANCE	\$ 15,000.00	1%
REVENUE FROM MONEY OR PROP	\$ 15,000.00	1%
NON-REVENUE RECEIPTS	\$ 1,500.00	0%
Grand Total	\$ 1,836,535.00	100%

Sewer Fund Expense



Sewer Fund Expense

Source	Amount	Percentage
CAPITAL OUTLAY	\$ 300,225.00	16%
CAPITAL PROJECTS	-	0%
CONTINGENCY	\$ 31,050.00	2%
DEBT SERVICE	\$ 470,000.00	26%
DISTRIBUTION & MAINTENANCE	\$ 121,130.00	7%
PERSONNEL	\$ 182,880.00	10%
TREATMENT	\$ 731,250.00	40%
Grand Total	\$ 1,836,535.00	100%

This page is intentionally left blank

FY 18-19

Personnel Expenditures	General Fund	Water Fund	Sewer Fund	TOTAL ALL FUNDS
Full Time Salaries	\$ 1,037,175.00	\$ 227,581.00	\$ 356,316.00	\$ 1,621,072.00
Overtime/Comptime	\$ 101,750.00	\$ 22,900.00	\$ 30,590.00	\$ 155,240.00
Certifications		\$ 2,000.00	\$ 6,000.00	\$ 8,000.00
Employee Appreciation	\$ 1,350.00		\$ 350.00	\$ 1,700.00
Part Time Salaries	\$ 17,680.00	\$ 3,744.00	\$ 3,744.00	\$ 25,168.00
Town Council	\$ 18,900.00	\$ -	\$ -	\$ 18,900.00
Social Security & Medicare (FICA)	\$ 92,370.00	\$ 19,625.00	\$ 30,375.00	\$ 142,370.00
Retirement (VRS)	\$ 129,500.00	\$ 28,000.00	\$ 43,250.00	\$ 200,750.00
Life Insurance (VRS)	\$ 13,950.00	\$ 3,010.00	\$ 4,665.00	\$ 21,625.00
Short Term Disability	\$ 640.00	\$ 140.00	\$ 215.00	\$ 995.00
Long Term Disability	\$ 5,750.00	\$ 1,250.00	\$ 1,935.00	\$ 8,935.00
Line of Duty Act Coverage	\$ 4,775.00			\$ 4,775.00
Employee Medical	\$ 187,500.00	\$ 40,500.00	\$ 62,700.00	\$ 290,700.00
Unemployment (VEC)	\$ 180.00	\$ 40.00	\$ 60.00	\$ 280.00
Worker's Compensation	\$ 18,500.00	\$ 4,625.00	\$ 6,125.00	\$ 29,250.00
	\$ 1,630,020.00	\$ 353,415.00	\$ 546,325.00	\$ 2,529,760.00

This page is intentionally left blank

Capital Improvement Plan
Fiscal Year 2019to 2023



5 YEAR CAPITAL IMPROVEMENTS PROGRAM SUMMARY

Town of Berryville

FY 2018-2019/FY 2022-2023

EXPENDITURE SUMMARY - ALL FUNDS

Uses	FY19	FY20	FY21	FY22	FY23	Total for 5 Yr CIP
General Fund	358,250	242,600	300,500	20,000	64,500	985,850
Water Fund	500,845	215,000	200,000	1,750,000	120,000	2,785,845
Sewer Fund	300,225	255,000	240,000	810,000	250,000	1,855,225
Total	1,159,320	712,600	740,500	2,580,000	434,500	5,626,920

FINANCING SUMMARY - ALL FUNDS

Sources	FY19	FY20	FY21	FY22	FY23	Total for 5 Yr CIP	% Total 5 Yr CIP
Local Revenues	148,000	242,600	148,250	20,000	64,500	623,350	11%
Reimbursement	-	-	13,250			13,250	0%
User Fees	307,565	329,000	339,000	309,000	259,000	1,543,565	27%
Availability Fees	178,505	56,000	56,000	56,000	56,000	402,505	7%
VDOT Reimbursement	27,500	-	139,000	-		166,500	3%
CIP Reserve Funds	497,750	85,000	45,000	670,000	55,000	1,352,750	24%
Unidentified			-	1,525,000	-	1,525,000	27%
Total	1,159,320	712,600	740,500	2,580,000	434,500	5,626,920	

CIP CASH BALANCES - ALL FUNDS

	FY19	FY20	FY21	FY22	FY23
Beginning Balance	4,307,408	4,206,653	4,241,653	4,321,653	3,716,653
Public Works Facility Improvements	(182,750)				
Storage Tank Repair	(85,000)	(45,000)			
Membrane Replacement Reserve	10,000	10,000	10,000	(670,000)	
Equip Repair Reserve (Water)	25,000	25,000	25,000	25,000	25,000
Equip Repair Reserve (Sewer)	25,000	25,000	25,000	25,000	25,000
Radio Replacement Reserve		20,000	20,000	15,000	(55,000)
Capital Reserve (Water)	79,285				
Capital Reserve (Sewer)	27,710				
Ending Balance	4,206,653	4,241,653	4,321,653	3,716,653	3,711,653

5 YEAR CAPITAL IMPROVEMENTS PROGRAM
Town of Berryville
FY 2018-2019/FY 2022-2023

Expenditures	2018-2019			2019-2020			2020-2021			2021-2022			2022-2023		
	General	Water	Sewer	General	Water	Sewer	General	Water	Sewer	General	Water	Sewer	General	Water	Sewer
Computer Replacements	3,000			7,500			7,500			5,000			5,000		
FMS Analytical Software	12,500			-											
Hogan's Alley Improvements	-			6,000											
Rixey Moore Playground Improvements	-			50,000											
Livery Stable/23 E Main St Reserve	40,000			46,500			53,000								
Public Works Facility Improvements	182,750														
Pave Crow Street Parking Lot							25,000								
Repair Virginia Avenue	-			22,000											
Ton Dump Truck (GF 100% VDOT)	27,500	13,750	13,750												
Zero Turn Mower				10,000											
Four-Wheeler				11,000											
Dump Truck/Snow Plow (GF 100% VDOT)							120,000								
Hydraulic Salt Spreader (GF 100% VDOT)							19,000								
Radar Feedback Signs	11,000			11,000											
Police Patrol Vehicle	51,400			52,600			50,000						51,000		
Police Camera Equipment	-			6,000											
Body Camera Replacement 10	10,100														
Mobile Data Terminal Replacement	17,000														
Police Radio Replacement - Reserve				20,000			20,000			15,000					
Police Department Server Replacement							6,000								
Police Department Pistols													8,500		
Rose Hill Park Master Plan	3,000														
Water Distribution System Upgrade		85,000			90,000			90,000			615,000			95,000	
Meter Replacement											400,000				
Storage Tank Repair		85,000			85,000			85,000							
Equipment Repair Reserve		25,000			25,000			25,000			25,000			25,000	
Capital Reserves		77,095	24,475												
WTP Disinfection Upgrade															
WTP Filter Maintenance											510,000				
SCADA		15,000	15,000												
Pick-up Truck					15,000	15,000									
WTP Finish Pump Replacement		200,000													
Pre-sedimentation Basin Repair											200,000				
Collection System Upgrades			110,000			115,000			115,000			115,000			115,000
Membrane Replacement			100,000			100,000			100,000			670,000			110,000
Hypochlorite Pump Replacement			12,000												
Equipment Repair - Reserve			25,000			25,000			25,000			25,000			25,000
Total	358,250	500,845	300,225	242,600	215,000	255,000	300,500	200,000	240,000	20,000	1,750,000	810,000	64,500	120,000	250,000

Capital Improvement Narrative Fiscal Year 2019

General Fund FY19

Ton Dump Truck \$27,500

Public Works Department

The Public Works Department maintains 2 ton dump trucks (2004 GMC and 2009 Ford). These trucks serve many functions, including snow removal, street maintenance, brush collection, water collection system maintenance and repair, and sewer collection system maintenance.

This vehicle would replace the Department's 2004 GMC ton dump truck.

The funding for the purchase would be as follows:

General Fund (100% from VDOT Reimbursement)	\$27,500
Water Fund	\$13,750
Sewer Fund	\$13,750
Total	\$55,000

The cost of this purchase was adjusted and the portion of the purchase to be taken out of the general, water, and sewer funds was adjusted.

Patrol Vehicle \$51,400

Police Department

The Police Department maintains a fleet of 5 patrol vehicles. Currently, three of the vehicles are marked all-wheel drive sport utility vehicles, one is a marked patrol car, and one is an unmarked patrol car.

The requested vehicle, an SUV, would replace a 2011 Ford Crown Victoria. Additional items purchased include emergency lighting, interior console, rear seat, security partition, radar unit, and in car camera.

2018 Vehicle and Equipment costs are:

Base SUV	29,178
Equipment purchase and installation	19,522
Total	48,700

Body Camera Replacement 10 \$10,100

Police Department

The Police Department maintains 10 body cameras for its sworn personnel. The body cameras currently in use, which are the second version that have been deployed by the Police Department, were purchased in 3/2015. These body cameras are essential equipment in law enforcement and technology is moving very quickly in this area.

This project provides for the purchase of 10 cameras and associated equipment.

This request has been modified to provide for the purchase of new equipment and enter into an annual contract for repair/replacement/support/data storage and management at an annual cost of \$5,500 (current contract that does not provide for replacements is \$2,800 annually). If this approach is approved the annual cost will be blended into the Police Department operating budget.

Mobile Data Terminal Replacement \$17,000

Police Department

Each patrol vehicle contains a mobile data terminal. Sworn officers use the mobile data terminals to communicate with Clarke County Communications and complete many of their required reports while in the field. The equipment currently in use was purchased 10/2014.

This project would provide for the purchase of 5 mobile data terminals in cooperation with the Clarke County Sherriff's Office.

Request is modified to provide for purchase of convertible laptops instead of standard laptops. The convertible allows for the detachment of the screen for use as a tablet. A tablet would provide many advantages including use for photography, signature capture, and on scene reporting.

Computer Replacement \$3,000

Administration

This item provides for the purchase of replacement computers within the Town's departments.

Livery Stable Stabilization/ 23 East Main Street Reserve \$40,000

Administration

This reserve will be increased to provide funding for stabilization of the livery stable located at 23 East Main Street (estimated at \$150,500) and unspecified repairs/improvements to the main building at 23 East Main Street (30,000). At present, the reserve contains \$41,000. Funds would be reserved in the following manner:

FY19 \$40,000

FY20 \$46,500

FY21 \$53,000

With FY21 funds, reserve would contain \$180,500. The livery stable structural evaluation recommends that stabilization occur within three years.

Public Works Facility Improvements \$182,750

Public Works Department

This item provides for:

- installation of a concrete floor in public works facility's bays
- insulation on the walls and doors
- installation of means to heat (minimally) the bays
- installation of cabinetry and latent print processing hood in "Police bay"
- expansion of finished "office area" within the existing building envelope

The Public Works Building is comprised of 5 fully enclosed bays and four open bays. Two of the fully enclosed bays are heated. One-half of a heated bay contains the Public Work Department offices. Two of the enclosed bays have a concrete floor that covers approximately two thirds of the floor space. The other enclosed bay floor is all gravel (this bay is separated from the other two enclosed by a wall – this bay will be referred to as the Police bay). All of the enclosed bays have their ceilings insulated.

Expansion of the office area would provide for additional office space, locker room, shower, and plan/file storage. This expansion would eliminate heated bay space that can be used for equipment storage/maintenance.

The Police bay will be used for Police Department related storage, vehicle storage/cover during inclement weather, and evidence processing area. \$ 6,000 of the estimated cost of the work is attributed to this completing fit out of this Police bay after the floor, insulation, and heating work is accomplished.

This work would be funded by use of reserve funds set aside for improvement of the Public Works Facility. The reserve fund currently contains \$182,750.

Staff is of the opinion that this work will leave the possibility of two major projects that will have to be done in the coming years. As the Town grows, at some point second salt building will be needed. The only other project that may be considered in the future may be the expansion of parking facilities (additional property would have to be acquired).

Master Plan for Rose Hill Park \$3,000

Planning

This project would provide for development of a master plan for Rose Hill Park. The master plan would then be used as a guide for future improvements and maintenance in the park. Much of the work will be completed by Town staff but funds will be needed for professional services.

FMS Analytical Software \$12,500

Administration

The Town purchased financial management software (for ADMIN) from Southern Software in 2015. The Town also purchased records management software (for the PD) in 2017.

This proposal provides for the purchase of a suite of budgeting, reporting, planning, and analysis software.

Radar Feedback Signs \$11,000

Public Works

This item would provide for the purchase and installation of two permanently sited radar feedback speed signs.

The Town Council has expressed interest in having radar feedback signs on East Main Street and South Buckmarsh Street to calm traffic and reduce vehicle speeds. This item is requested in both FY2019 and FY2020.

Water Fund FY19

Water Distribution System Upgrades \$85,000

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 CIP Fund.

Ton Dump Truck \$13,750

Public Works Department

For Details See General Fund

Storage Tank Repair \$85,000

Public Utilities Department

The Public Utilities Department maintains three water storage structures. Those structures are the ground reservoir, northwest elevated tank, and the southeast elevated tank. All three structures are in need of exterior maintenance, interior maintenance, and installation of mixing equipment. The majority of work is expected to occur during FY 18 but will likely be completed in FY19. The cost of the work, including annual inspections is proposed to be spread over 4 years. After those three years the Town would participate in an annual maintenance contract with an initial cost of \$10,000 annually.

Payment for the rehabilitation of the three tanks will be made in accordance with the following schedule:

FY 18	\$450,000
FY19	\$ 85,000
FY20	\$ 85,000
FY21	\$ 85,000
FY22	\$ 85,000

The Water Fund Ground Reservoir rehabilitation reserve fund contains \$580,000 and would be used to fund this project in FY18, FY19, and a portion of what will be needed in FY20. New funds (not currently in reserve) will have to be allocated in FY20 (\$70,000), FY21 (\$85,000), and FY22 (\$85,000).

Equipment Repair Reserve \$25,000

Public Utilities Department

This reserve was established to provide funds for costly repairs in the Town's water system. These funds would be available to pay for unexpected repairs. A reserve of at least \$150,000 is desired.

SCADA \$15,000

Public Utilities Department

The Public Utilities Department's Supervisory Control and Data Acquisition (SCADA) system has been in service for nearly 15 years. The SCADA monitors and reports conditions in the Town's water storage facilities as well as the booster building. The existing analog system is becoming increasingly difficult to maintain.

This acquisition would provide for the purchase and installation of a digital system that will provide for more dependable service.

Finish Pump Replacement WTP \$200,000

Public Utilities Department

The Town's Water Treatment Plant utilizes two finish pumps to pump water into the distribution system. The WTP's finish pumps have been in service since 1984 and should be scheduled for replacement.

This project would provide for the purchase and installation of two finish pumps and a more robust HVAC system to address heat created by the variable frequency drives (VFDs) on the new pumps.

Sewer Fund FY19

Collection System Upgrades \$110,000

Public Works Department

These funds are utilized to complete sewer collection system upgrades during the subject fiscal year. Funds that remain unspent at the end of the fiscal year are placed in the Sewer Fund CIP Fund.

Ton Dump Truck \$13,750

Public Works Department

For Details See General Fund

Membrane Replacement \$100,000

Public Utilities Department

The Wastewater Treatment Plant (WWTP) utilizes membranes in its treatment process. The membranes must be replaced every 8-12 years. The Town has entered into a pre-purchase agreement to secure the membranes. The agreement also provides for an upgrade to the system. In accordance with the pre-purchase agreement, the membrane replacement will have to be funded as follows:

FY17	\$90,000 pre-purchase	
FY18	\$90,000 pre-purchase	\$10,000 reserve
FY19	\$90,000 pre-purchase	\$10,000 reserve
FY20	\$90,000 pre-purchase	\$10,000 reserve
FY21	\$90,000 pre-purchase	\$10,000 reserve
FY22	\$670,000 purchase	

The Membrane Replacement Reserve Fund contains \$60,000 (\$90,000 was utilized for 2017 payment) plus \$470,000 that was released from a required VRA reserve. With \$100,000 allocated for this expense each year, \$90,000 will be paid to Suez and \$10,000 will be placed in the Membrane Replacement Reserve Fund for the final year payment.

SCADA \$15,000

Public Utilities Department

The Public Utilities Department's Supervisory Control and Data Acquisition (SCADA) system has been in service for nearly 15 years. The SCADA monitors and reports conditions in the Town's pump stations.

The existing analog system is becoming increasingly difficult to maintain.

This acquisition would provide for the purchase and installation of a digital system that will provide for more dependable service.

Equipment Repair Reserve \$25,000

Public Utilities Department

This reserve was established to provide funds for costly repairs in the Town's sewer system. These funds would be available to pay for unexpected repairs. A reserve of at least \$200,000 is desired.

Hypochlorite pump replacement \$12,000

Public Utilities Department

This item provides funds for the purchase of a hypochlorite pump for the WWTP. At present, one of the two pumps is in operation.

These pumps are an integral part of the membrane cleaning system at the WWTP.

Capital Improvement Narrative Fiscal Year 2020

General Fund FY20

Zero Turn Mower \$10,000

Public Works Department

The Public Works Department maintains two riding mowers. The primary mower is used to mow Rose Hill Park, BCCGC, and the Public Works facility. The second mower is used when Public Works mows private property in accordance with § 13-32 and as a backup/supplement when mowing Town properties. The Town has worked to replace this mower (the primary) every 5 to 8 years in order to keep a safe and dependable mower available and to preserve good trade-in value.

This acquisition would provide for replacement of the primary mower, a 2014 model.

Four-wheeler \$11,000

Public Works Department

The Public Works Department maintains a four-wheeler equipped with a plow and salt spreader. The four-wheeler was purchased in 2006. This unit is used for clearing sidewalks for which the Town is responsible as well as work in the Town Run and the Hermitage Storm Water Management Area.

This acquisition would provide for the purchase of a four-wheeler, lights, plow, and salt spreader. The 2006 units will be sold with the proceeds of the sale being returned to the General Fund.

Patrol Vehicle \$52,600

Police Department

The Police Department maintains a fleet of 5 patrol vehicles. Five of the vehicles are marked all-wheel drive sport utility vehicles and one is an unmarked patrol car.

The requested vehicle, a SUV, would replace a 2008 Chevrolet Impala (unmarked). Additional items purchased include emergency lighting, interior console, rear seat, security partition, radar unit, and in car camera.

2018 Vehicle and Equipment costs are:

Base SUV	29,178
----------	--------

FY 2020

Equipment purchase and installation	19,522
Total	48,700

Police Radio Replacement Reserve \$20,000

Police Department

The Police Department maintains 5 mobile (in vehicle) and 10 portable (officer issued) radios.

The radios being used currently will no longer be serviced by the manufacturer as of November 2019. It is expected that these radios will be able to remain in service for some time after November 2019. Further, the existing radio equipment will continue to work on the Clarke County Emergency Communications infrastructure.

This reserve is established (and funded over three years (FY20, FY21, and FY22)) to provide funds to purchase radios as they fail. New mobile radios will cost approximately \$5,000 each and new portable radios will cost approximately \$3,000 each. Accordingly, the total cost of replacement is expected to be approximately \$55,000.

Computer Replacement \$7,500

Administration

This item provides for the purchase of replacement computers within the Town's departments.

Livery Stable Stabilization/ 23 East Main Street Reserve \$46,500

Administration

This reserve will be increased to provide funding for stabilization of the livery stable located at 23 East Main Street (estimated at \$150,500) and unspecified repairs/improvements to the main building at 23 East Main Street (30,000). If funded in accordance with the schedule below, then reserve will contain \$81,000 (includes FY19 funds). Funds would be reserved in the following manner:

FY19	\$40,000
FY20	\$46,500
FY21	\$53,000

With FY21 funds, reserve would contain \$180,500. The livery stable structural evaluation recommends that stabilization occur within three years.

Radar Feedback Signs \$11,000

Public Works

This item would provide for the purchase and installation of two permanently sited radar feedback speed signs.

The Town Council has expressed interest in having radar feedback signs on East Main Street and South Buckmarsh Street to calm traffic and reduce vehicle speeds.

Repair Virginia Avenue \$22,000

Public Works Department

Virginia Avenue is a Town Street that was not in the Virginia Secondary Street System. Its maintenance costs are to be paid from the Town's general fund. Portions of street's pavement and shoulder are in poor condition.

This project provides for base repairs in several trouble areas, pavement overlay of trouble areas, and installation of a stone shoulder as needed.

This request is modified to provide additional funding that would be used to create a hammerhead turnaround area at the southern terminus of the street. To complete this aspect of the project easements must be secured from at least one property owner.

Camera Equipment \$6,000

Police Department

This item would provide for the purchase of surveillance equipment that the department would be able to deploy in areas of concern to enhance enforcement efforts and serve as a force multiplier.

Improvement of John R. Hogan Alley \$6,000

Public Works

These funds would be used to support Berryville Main Street's efforts to improve the space in question. Town funds would be used to repair asphalt in the area where bollards are currently installed (bollards will be removed), to direct storm water from the alley, and replace sidewalk along the Main Street frontage of the space (a portion of this area would be disturbed in order to re-direct storm water).

Improvements to John Rixey Moore Playground

\$50,000

Public Works Department

The John Rixey Moore Playground, which is located in Rose Hill Park, last saw a major renovation in 1998.

The master plan for Rose Hill Park which was completed in FY19 provides for improvements to the playground.

This project would provide for the replacement of the playset, refurbishing of the swings, buck a bout, and the spring riders, expansion of the fall zone and installation of new equipment sized for smaller children, and the construction of a shade structure.

Water Fund FY20

Water Distribution System Upgrades \$90,000

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 CIP Fund.

Storage Tank Repair \$85,000

Public Utilities Department

The Public Utilities Department maintains three water storage structures. Those structures are the ground reservoir, northwest elevated tank, and the southeast elevated tank. All three structures are in need of exterior maintenance, interior maintenance, and installation of mixing equipment. The majority of work is expected to occur during FY 18 but will likely be completed in FY19. The cost of the work, including annual inspections is proposed to be spread over 4 years. After those three years the Town would participate in an annual maintenance contact with an initial cost of \$10,000 annually.

Payment for the rehabilitation of the three tanks will be made in accordance with the following schedule:

FY 18	\$450,000
FY19	\$ 85,000
FY20	\$ 85,000
FY21	\$ 85,000
FY22	\$ 85,000

The Water Fund Ground Reservoir rehabilitation reserve fund contains \$580,000 and would be used to fund this project in FY18, FY19, and a portion of what will be needed in FY20. New funds (not currently in reserve) will have to be allocated in FY20 (\$70,000), FY21 (\$85,000), and FY22 (\$85,000).

Pickup Truck \$15,000

Public Utilities Department

The Public Utilities Department maintains 3 vehicles. Each of the vehicles is a four-wheel drive ½ ton pickup. This purchase would replace the 2010 truck.

The funding for this purchase would be as follows:

Water Fund	\$15,000
------------	----------

FY 2020

Sewer Fund	\$15,000
Total	\$30,000

Equipment Repair Reserve \$25,000

Public Utilities Department

This reserve was established to provide funds for costly repairs in the Town's water system. These funds would be available to pay for unexpected repairs. A reserve of at least \$150,000 is desired.

Sewer Fund FY20

Collection System Upgrades \$115,000

Public Works Department

These funds are utilized to complete sewer collection system upgrades during the subject fiscal year. Funds that remain unspent at the end of the fiscal year are placed in the Sewer Fund CIP Fund.

Membrane Replacement \$100,000

Public Utilities Department

The Wastewater Treatment Plant (WWTP) utilizes membranes in its treatment process. The membranes must be replaced every 8-12 years. The Town has entered into a pre-purchase agreement to secure the membranes. The agreement also provides for an upgrade to the system. In accordance with the pre-purchase agreement, the membrane replacement will have to be funded as follows:

FY17	\$90,000 pre-purchase	
FY18	\$90,000 pre-purchase	\$10,000 reserve
FY19	\$90,000 pre-purchase	\$10,000 reserve
FY20	\$90,000 pre-purchase	\$10,000 reserve
FY21	\$90,000 pre-purchase	\$10,000 reserve
FY22	\$670,000 purchase	

The Membrane Replacement Reserve Fund contains \$60,000 (\$90,000 was utilized for 2017 payment) plus \$470,000 that was released from a required VRA reserve. With \$100,000 allocated for this expense each year, \$90,000 will be paid to Suez and \$10,000 will be placed in the Membrane Replacement Reserve Fund for the final year payment.

Pickup Truck \$15,000

Public Utilities Department

For Details See Water Fund

Equipment Repair Reserve \$25,000

Public Utilities Department

This reserve was established to provide funds for costly repairs in the Town's sewer system. These funds would be available to pay for unexpected repairs. A reserve of at least \$200,000 is desired.

Capital Improvement Narrative Fiscal Year 2021

General Fund FY21

Single-Axle Dump Truck and Snow Plow \$120,000

Public Works

The Public Works Department maintains a fleet of three single-axle dump trucks (2001 GMC, 2013 International, and 2017 International). This truck would replace the 2001 GMC.

These large dump trucks are used for snow removal and material hauling. During snow operations the department typically outfits two large dump trucks with plows and salt spreaders. The third truck is outfitted with a plow serves as a reserve vehicle to be used as a plow truck if one of the primary trucks has to be taken off of the road. That truck is also available for use to haul snow or material from water or sewer repair work. As the secondary street network expands the third truck may acquire a primary role in snow operations.

This acquisition will be funded with VDOT Secondary Street Maintenance Funds.

Hydraulic Salt Spreader (for Single Axle Dump Truck) \$19,000

Public Works

The Public Works Department maintains one large salt spreader (another unit is provided by VDOT because the Town serves as a VDOT contractor) for spreading salt and chip on streets during snow removal operations. That spreader, which is gasoline powered, was purchased in 2012.

Hydraulic units are approximately 2X the cost of a gas powered spreader but provides benefits such as less salt and chip waste, modern trucks are equipped for hydraulic units, crews are not required to climb ladders in tough conditions to fill gas tanks.

This project would provide for the purchase of a hydraulic salt spreader to replace the gas salt spreader purchased in 2012. The gas spreader will be sold and the proceeds of the sale will be returned to the General Fund.

This acquisition will be funded with VDOT Secondary Street Maintenance Funds.

Pave Crow Street Parking Lot \$25,000

Public Works Department

The Crow Street parking lot pavement is failing. Staff estimates that the pavement is at least twenty years old. The parking lot needs to be re-paved.

The property that comprises the parking lot is owned by two parties and the property of a third party accesses private parking via the parking lot property. In 2013, the three parties (Town of Berryville, John and Page Carter, and 19 West Main Street LLC) entered into the Crow Street Parking Lot Access and Maintenance Agreement.

In accordance with the Agreement, agreed upon maintenance costs are to be split as follows: Town of Berryville 47%, Carter 47%, and 19 West Main Street 6%. The estimated cost of re-paving (including re-establishing pavement markings) is \$25,000. The Town would be responsible for getting the work completed and the other parties would reimburse the Town. The Town would ultimately be responsible for 47% or \$11,750 of the cost.

This project would provide for spot repair of problem areas, installation of at least 1.5” of top coat, and re-establishment of pavement markings.

Patrol Vehicle \$50,000

Police Department

The Police Department maintains a fleet of 5 patrol vehicles. Four of the vehicles are marked all-wheel drive sport utility vehicles and one is an unmarked all-wheel drive sport utility vehicle.

The requested vehicle, an SUV, would replace a 2014 Ford Explorer (marked). Additional items purchased include radar unit, and in car camera.

2018 Vehicle and Equipment costs are:

Base SUV	29,178
Equipment purchase and installation	16,500 (adjusted for this purchase)
Total	45,678

Police Radio Replacement Reserve \$20,000

Police Department

The Police Department maintains 5 mobile (in vehicle) and 10 portable (officer issued) radios.

The radios being used currently will no longer be serviced by the manufacturer as of November 2019. It is expected that these radios will be able to remain in service for some time after November 2019. Further, the existing radio equipment will continue to work on the Clarke County Emergency Communications infrastructure.

This reserve is established (and funded over three years (FY20, FY21, and FY22)) to provide funds to purchase radios as they fail. New mobile radios will cost approximately \$5,000 each and new portable radios will cost approximately \$3,000 each. Accordingly, the total cost of replacement is expected to be approximately \$55,000.

Computer Replacement \$7,500

Administration

This item provides for the purchase of replacement computers within the Town's departments.

Server Replacement \$6,000

Police Department

The Police Department maintains its own server because of security requirements. This item provides for replacement of the server.

Livery Stable Stabilization/ 23 East Main Street Reserve \$53,000

Administration

This reserve will be increased to provide funding for stabilization of the livery stable located at 23 East Main Street (estimated at \$150,500) and unspecified repairs/improvements to the main building at 23 East Main Street (30,000). If funded in accordance with the schedule below, then this reserve will contain \$127,500 (includes FY20 funds). Funds would be reserved in the following manner:

FY19 \$40,000

FY20 \$46,500

FY21 \$53,000

With FY21 funds, reserve would contain \$180,500. The livery stable structural evaluation recommends that stabilization occur within three years.

Water Fund FY21

Water Distribution System Upgrades \$90,000

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 CIP Fund.

Storage Tank Repair \$85,000

Public Utilities Department

The Public Utilities Department maintains three water storage structures. Those structures are the ground reservoir, northwest elevated tank, and the southeast elevated tank. All three structures are in need of exterior maintenance, interior maintenance, and installation of mixing equipment. The majority of work is expected to occur during FY 18 but will likely be completed in FY19. The cost of the work, including annual inspections is proposed to be spread over 4 years. After those three years the Town would participate in an annual maintenance contact with an initial cost of \$10,000 annually.

Payment for the rehabilitation of the three tanks will be made in accordance with the following schedule:

FY 18	\$450,000
FY19	\$ 85,000
FY20	\$ 85,000
FY21	\$ 85,000
FY22	\$ 85,000

The Water Fund Ground Reservoir rehabilitation reserve fund contains \$580,000 and would be used to fund this project in FY18, FY19, and a portion of what will be needed in FY20. New funds (not currently in reserve) will have to be allocated in FY20 (\$70,000), FY21 (\$85,000), and FY22 (\$85,000).

Equipment Repair Reserve \$25,000

Public Utilities

This reserve was established to provide funds for costly repairs in the Town's water system. These funds would be available to pay for unexpected repairs. A reserve of at least \$150,000 is desired.

Sewer Fund FY21

Collection System Upgrades \$115,000

Public Works Department

These funds are utilized to complete sewer collection system upgrades during the subject fiscal year. Funds that remain unspent at the end of the fiscal year are placed in the Sewer Fund CIP Fund.

Membrane Replacement \$100,000

Public Utilities Department

The Wastewater Treatment Plant (WWTP) utilizes membranes in its treatment process. The membranes must be replaced every 8-12 years. The Town has entered into a pre-purchase agreement to secure the membranes. The agreement also provides for an upgrade to the system. In accordance with the pre-purchase agreement, the membrane replacement will have to be funded as follows:

FY17	\$90,000 pre-purchase	
FY18	\$90,000 pre-purchase	\$10,000 reserve
FY19	\$90,000 pre-purchase	\$10,000 reserve
FY20	\$90,000 pre-purchase	\$10,000 reserve
FY21	\$90,000 pre-purchase	\$10,000 reserve
FY22	\$670,000 purchase	

The Membrane Replacement Reserve Fund contains \$60,000 (\$90,000 was utilized for 2017 payment) plus \$470,000 that was released from a required VRA reserve. With \$100,000 allocated for this expense each year, \$90,000 will be paid to Suez and \$10,000 will be placed in the Membrane Replacement Reserve Fund for the final year payment.

Equipment Repair Reserve \$25,000

Public Utilities Department

This reserve was established to provide funds for costly repairs in the Town's sewer system. These funds would be available to pay for unexpected repairs. A reserve of at least \$200,000 is desired.

This page is intentionally left blank

Capital Improvement Narrative Fiscal Year 2022

General Fund FY22

Police Radio Replacement Reserve \$15,000

Police Department

The Police Department maintains 5 mobile (in vehicle) and 10 portable (officer issued) radios.

The radios being used currently will no longer be serviced by the manufacturer as of November 2019. It is expected that these radios will be able to remain in service for some time after November 2019. Further, the existing radio equipment will continue to work on the Clarke County Emergency Communications infrastructure.

This reserve is established (and funded over three years (FY20, FY21, and FY22)) to provide funds to purchase radios as they fail. New mobile radios will cost approximately \$5,000 each and new portable radios will cost approximately \$3,000 each. Accordingly, the total cost of replacement is expected to be approximately \$55,000.

Computer Replacement \$5,000

Administration

This item provides for the purchase of replacement computers within the Town's departments.

Water Fund FY22

Water Distribution System Upgrades \$615,000

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 CIP Fund.

This item has been modified to provide funds for two projects. Those projects are: water main and lateral replacement on Josephine Street, water main and lateral replacement on Bel Voi Drive, and yet to be determined water distribution projects (\$150,000 set aside).

Storage Tank Repair \$85,000

Public Utilities Department

The Public Utilities Department maintains three water storage structures. Those structures are the ground reservoir, northwest elevated tank, and the southeast elevated tank. All three structures are in need of exterior maintenance, interior maintenance, and installation of mixing equipment. The majority of work is expected to occur during FY 18 but will likely be completed in FY19. The cost of the work, including annual inspections is proposed to be spread over 4 years. After those three years the Town would participate in an annual maintenance contract with an initial cost of \$10,000 annually.

Payment for the rehabilitation of the three tanks will be made in accordance with the following schedule:

FY 18	\$450,000
FY19	\$ 85,000
FY20	\$ 85,000
FY21	\$ 85,000
FY22	\$ 85,000

The Water Fund Ground Reservoir rehabilitation reserve fund contains \$580,000 and would be used to fund this project in FY18, FY19, and a portion of what will be needed in FY20. New funds (not currently in reserve) will have to be allocated in FY20 (\$70,000), FY21 (\$85,000), and FY22 (\$85,000).

Equipment Repair Reserve \$25,000

Public Utilities Department

This reserve was established to provide funds for costly repairs in the Town's water system. These funds would be available to pay for unexpected repairs. A reserve of at least \$150,000 is desired.

Meter Replacement \$400,000

Public Works

The Town maintains approximately 5/8" 1,700 water meters. Approximately 380 of those meters are radio read while the remaining meters are touch read. The touch read meters are nearing 20 years of age and need to be replaced. Other large meters also need to be replaced.

As meters age they tend to slow down and under read usage. Meter replacement is necessary to ensure accurate accounting of water usage.

Filter Maintenance \$510,000

Public Utilities Department

The Water Treatment Plant utilizes two mixed media filters to treat the Town's potable water. The filters were installed when the Water Treatment Plant was constructed in 1984. The media was replaced approximately 15 years ago. The flocculators were upgraded approximately 8 years ago. The air scour equipment, underdrains, and settling tubes are original.

This project would include the following work on the Water Treatment Plant Filters: media replacement, air scour and underdrain repair/replacement, settling tubes replacement, and coating of the interior of the filter tankage.

Then each of the two filters are taken out of service, the media will be removed and necessary part replacement and filter repair will be completed. After that work has been completed the media will be replaced and upgraded filter will be placed in service allowing the second filter to be upgraded in the same fashion.

Various pumps (original from 1984) would be replaced at this time.

Pre-sedimentation Basin Repair

\$200,000

Public Utilities

The Water Treatment Plant utilizes two Pre-sedimentation basins to treat the Town's potable water. Water is pumped from the river into these basins where silt and the like settle from the water prior to being pumped into the next phase of the treatment process. These tanks were constructed with the WTP in 1984.

Both tanks have developed leaks are require repair and maintenance

The repair will be accomplished by that application of a coating on the interior of the tanks.

Sewer Fund FY22

Collection System Upgrades \$115,000

Public Works Department

These funds are utilized to complete sewer collection system upgrades during the subject fiscal year. Funds that remain unspent at the end of the fiscal year are placed in the Sewer Fund CIP Fund.

Membrane Replacement \$670,000

Public Utilities Department

The Wastewater Treatment Plant (WWTP) utilizes membranes in its treatment process. The membranes must be replaced every 8-12 years. The Town has entered into a pre-purchase agreement to secure the membranes. The agreement also provides for an upgrade to the system. In accordance with the pre-purchase agreement, the membrane replacement will have to be funded as follows:

FY17	\$90,000 pre-purchase	
FY18	\$90,000 pre-purchase	\$10,000 reserve
FY19	\$90,000 pre-purchase	\$10,000 reserve
FY20	\$90,000 pre-purchase	\$10,000 reserve
FY21	\$90,000 pre-purchase	\$10,000 reserve
FY22	\$670,000 purchase	

The Membrane Replacement Reserve Fund contains \$60,000 (\$90,000 was utilized for 2017 payment) plus \$470,000 that was released from a required VRA reserve. With \$100,000 allocated for this expense each year, \$90,000 will be paid to Suez and \$10,000 will be placed in the Membrane Replacement Reserve Fund for the final year payment.

Equipment Repair Reserve \$25,000

Public Utilities Department

This reserve was established to provide funds for costly repairs in the Town's sewer system. These funds would be available to pay for unexpected repairs. A reserve of at least \$200,000 is desired.

This page is intentionally left blank

Capital Improvement Narrative Fiscal Year 2023

General Fund FY23

Computer Replacement \$5,000

Administration

This item provides for the purchase of replacement computers within the Town's departments.

Police Department Pistols \$8,500

Police Department

The Police Department maintains 10 pistols. The pistols currently in service were purchased in 2010.

This acquisition would provide for the purchase of 10 new pistols. The pistols currently in service would be traded in to reduce the cost of the new units.

This item was moved from FY21.

Patrol Vehicle \$51,000

Police Department

The Police Department maintains a fleet of 5 patrol vehicles. Four of the vehicles are marked all-wheel drive sport utility vehicles and one is an unmarked all-wheel drive sport utility vehicle.

The requested vehicle, an SUV, would replace a 2017 Ford Explorer (marked). Additional items purchased include radar unit, and in car camera.

2018 Vehicle and Equipment costs are:

Base SUV	29,178
Equipment purchase and installation	16,500 (adjusted for this purchase)
Total	45,678

Water Fund FY23

Water Distribution System Upgrades \$95,000

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 CIP Fund.

Equipment Repair Reserve \$25,000

Public Utilities Department

This reserve was established to provide funds for costly repairs in the Town's water system. These funds would be available to pay for unexpected repairs. A reserve of at least \$150,000 is desired.

Sewer Fund FY23

Collection System Upgrades \$115,000

Public Works Department

These funds are utilized to complete sewer collection system upgrades during the subject fiscal year. Funds that remain unspent at the end of the fiscal year are placed in the Sewer Fund CIP Fund.

Membrane Replacement Reserve/Pre-purchase \$110,000

Public Utilities Department

The Wastewater Treatment Plant (WWTP) utilizes membranes in its treatment process. The membranes must be replaced every 8-12 years. It is expected that the membrane replacement will have to be funded in accordance with the schedule below.

- FY23 \$110,000
- FY24 \$110,000
- FY25 \$110,000
- FY26 \$110,000
- FY27 \$110,000
- FY28 \$110,000
- FY29 \$110,000
- FY30 \$110,000
- FY31 \$110,000
- FY32 \$110,000

Equipment Repair Reserve \$25,000

Public Utilities Department

This reserve was established to provide funds for costly repairs in the Town's sewer system. These funds would be available to pay for unexpected repairs. A reserve of at least \$200,000 is desired.

This page is intentionally left blank

Budget Worksheets



BUDGET WORKSHEET

Town of Berryville
04/16/2018 01:01 PM

Page: 1 of 65

Batch: 7271 Operator: 4 Current Date: 12/31/2017 P/Y Dates: 7/1/2016 - 6/30/2017 11:59:59 PM N/Y Dates: 7/1/2018 - 6/30/2019 11:59:59 PM

GL Account/Description	Current Act	P/Y Actual	Current Bgt	P/Y Budget	Estimated	Requested	Recommended	Approved
100-3000000-0000 FUND BALANCE FORWA	\$0.00	\$0.00	\$75,000.00	\$0.00	\$75,000.00	\$182,750.00	\$0.00	\$0.00
100-3110101-0000 CURRENT REAL ESTATE	\$484,529.70	\$922,558.53	\$900,000.00	\$885,000.00	\$910,000.00	\$922,000.00	\$0.00	\$0.00
100-3110102-0000 DEL REAL ESTATE TAXES	\$0.00	\$4,811.76	\$5,000.00	\$2,500.00	\$5,000.00	\$5,000.00	\$0.00	\$0.00
100-3110201-0000 UTILITY REAL ESTATE T	\$0.00	\$0.00	\$11,375.00	\$11,200.00	\$11,650.00	\$11,650.00	\$0.00	\$0.00
100-3110203-0000 UTILITY PERS PROP TAX	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-3110301-0000 CURRENT PERS PROP TA	\$267,636.27	\$251,102.89	\$238,000.00	\$230,000.00	\$260,000.00	\$260,000.00	\$0.00	\$0.00
100-3110302-0000 DEL PERS PROP TAXES	(\$729.08)	(\$2,011.16)	\$3,000.00	\$3,000.00	\$3,500.00	\$3,500.00	\$0.00	\$0.00
100-3110401-0000 MACHINERY & TOOLS	\$161,696.70	\$167,998.47	\$155,000.00	\$207,000.00	\$161,696.00	\$161,700.00	\$0.00	\$0.00
100-3110402-0000 DEL MACHINERY & TOO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-3110601-0000 TAX PENALTIES	\$4,051.00	\$8,032.55	\$6,000.00	\$3,000.00	\$6,000.00	\$6,000.00	\$0.00	\$0.00
100-3110602-0000 TAX INTEREST	\$2,006.78	\$4,360.98	\$6,000.00	\$5,000.00	\$4,000.00	\$4,000.00	\$0.00	\$0.00
100-3120101-0000 LOCAL SALES TAX	\$103,835.86	\$205,428.43	\$185,000.00	\$190,000.00	\$206,000.00	\$200,000.00	\$0.00	\$0.00
100-3120201-0000 CONSUMER UTILITY TA	\$49,235.79	\$98,470.29	\$95,000.00	\$90,000.00	\$98,000.00	\$100,000.00	\$0.00	\$0.00
100-3120300-0000 BUSINESS LICENSE	\$4,735.68	\$255,132.30	\$200,000.00	\$185,000.00	\$200,000.00	\$200,000.00	\$0.00	\$0.00
100-3120402-0000 REC FRANCHISE FEES	\$17,352.70	\$29,737.43	\$32,000.00	\$35,000.00	\$34,000.00	\$32,000.00	\$0.00	\$0.00
100-3120501-0000 AUTO LICENSE	\$89,693.56	\$105,683.63	\$90,000.00	\$90,000.00	\$90,000.00	\$90,000.00	\$0.00	\$0.00
100-3120601-0000 BANK FRANCHISE TAXE	\$0.00	\$121,840.00	\$125,000.00	\$145,000.00	\$125,000.00	\$125,000.00	\$0.00	\$0.00
100-3120801-0000 CIGARETTE TAX	\$22,735.00	\$43,701.60	\$50,000.00	\$42,500.00	\$45,000.00	\$45,000.00	\$0.00	\$0.00
100-3121001-0000 LODGING TAX	\$4,639.52	\$8,382.18	\$7,500.00	\$9,000.00	\$7,500.00	\$7,500.00	\$0.00	\$0.00
100-3121101-0000 MEALS TAX	\$113,826.17	\$203,949.25	\$240,000.00	\$190,000.00	\$225,000.00	\$265,000.00	\$0.00	\$0.00
100-3130304-0000 Land Use Application Fees	\$510.00	\$210.00	\$500.00	\$500.00	\$750.00	\$750.00	\$0.00	\$0.00
100-3130307-0000 ZONING & SUBDIVISION	\$7,350.00	\$51,933.25	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$0.00	\$0.00
100-3140101-0000 COURT FINES	\$21,722.11	\$28,500.36	\$20,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$0.00	\$0.00
100-3140102-0000 PARKING METER FINES	\$1,166.00	\$4,450.00	\$4,000.00	\$3,300.00	\$2,500.00	\$2,500.00	\$0.00	\$0.00
100-3140103-0000 ESUMMONS	\$806.00	\$369.00	\$0.00	\$0.00	\$1,500.00	\$1,500.00	\$0.00	\$0.00
100-3150101-0000 INTEREST ON DEPOSITS	\$30,150.82	\$33,127.30	\$20,000.00	\$6,000.00	\$50,000.00	\$40,000.00	\$0.00	\$0.00
100-3150201-0000 RENTAL OF PROPERTY	\$5,500.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	\$0.00	\$0.00
100-3150205-0000 WATER TANK SITE LEAS	\$36,376.68	\$69,306.47	\$68,750.00	\$66,250.00	\$72,000.00	\$74,000.00	\$0.00	\$0.00

BUDGET WORKSHEET

Town of Berryville
04/16/2018 01:01 PM

Page: 2 of 65

Batch: 7271 Operator: 4 Current Date: 12/31/2017 P/Y Dates: 7/1/2016 - 6/30/2017 11:59:59 PM N/Y Dates: 7/1/2018 - 6/30/2019 11:59:59 PM

GL Account/Description	Current Act	P/Y Actual	Current Bgt	P/Y Budget	Estimated	Requested	Recommended	Approved
100-3150206-0000 CHARGE CARD REBATE	\$10,528.75	\$0.00	\$10,000.00	\$0.00	\$10,500.00	\$10,500.00	\$0.00	\$0.00
100-3160703-0000 PARKING METERS	\$7,125.97	\$14,403.56	\$12,000.00	\$11,000.00	\$14,000.00	\$14,000.00	\$0.00	\$0.00
100-3189905-0000 SALE OF SURPLUS	\$16,110.00	\$34,838.00	\$5,000.00	\$1,000.00	\$17,000.00	\$5,000.00	\$0.00	\$0.00
100-3189999-0000 PPTRA	\$209,916.73	\$209,916.73	\$209,917.00	\$209,917.00	\$209,917.00	\$209,917.00	\$0.00	\$0.00
100-3190203-0000 REIMBURSABLE FEES	(\$52,420.77)	(\$4,278.75)	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00	\$0.00
100-3220107-0000 ROLLING STOCK TAX	\$1,846.39	\$1,855.10	\$2,000.00	\$2,000.00	\$1,846.00	\$1,850.00	\$0.00	\$0.00
100-3220108-0000 599 LAW ENFORCEMENT	\$38,218.00	\$57,327.00	\$76,436.00	\$74,052.00	\$76,436.00	\$79,265.00	\$0.00	\$0.00
100-3220109-0000 INSURANCE RECOVERY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-3220110-0000 CAR RENTAL DISTRIBUT	\$0.00	\$444.47	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-3220201-0000 Communication Tax	\$43,408.61	\$88,412.40	\$90,000.00	\$90,000.00	\$87,000.00	\$90,000.00	\$0.00	\$0.00
100-3240102-0000 FIRE FUND PROGRAM	\$0.00	\$13,581.00	\$14,000.00	\$14,000.00	\$14,000.00	\$14,000.00	\$0.00	\$0.00
100-3240103-0000 LE BLOCK GRANT	\$2,948.20	\$23,447.60	\$2,500.00	\$10,000.00	\$5,000.00	\$5,000.00	\$0.00	\$0.00
100-3240110-0000 POLICE DMV GRANTS	\$0.00	\$699.79	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-3240300-0000 VDOT LANE MILE ALLO	\$260,815.60	\$513,043.48	\$513,000.00	\$474,787.00	\$521,600.00	\$521,600.00	\$0.00	\$0.00
100-3240301-0000 VDOT ROAD MAINTENA	\$6,373.75	\$11,875.44	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$0.00	\$0.00
100-3240302-0000 LITTER CONTROL GRAN	\$1,794.00	\$1,840.00	\$2,000.00	\$2,000.00	\$1,794.00	\$2,000.00	\$0.00	\$0.00
100-3240311-0000 ST EMERGENCY R&R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-3240312-0000 Va Commission for the Arts	\$4,500.00	\$5,000.00	\$5,000.00	\$5,000.00	\$4,500.00	\$4,500.00	\$0.00	\$0.00
100-3240710-0000 DMV ANIMAL FR PLATES	\$0.00	\$15.28	\$30.00	\$30.00	\$30.00	\$30.00	\$0.00	\$0.00
100-3240901-0000 CDBG	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-3340102-0000 Fire Fund Program - Federal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-3340311-0000 Fed Em Resp & Recovery	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-3340350-0000 Fed Trans Revenue - Barns	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-3410101-0000 SALE OF LAND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-3410201-0000 MISCELLANEOUS REVE	\$44,446.14	\$131,517.99	\$1,000.00	\$1,000.00	\$45,000.00	\$1,000.00	\$0.00	\$0.00
Revenues	\$2,024,438.63	\$3,733,014.60	\$3,517,008.00	\$3,356,036.00	\$3,664,719.00	\$3,760,512.00	\$0.00	\$0.00

BUDGET WORKSHEET

Town of Berryville
04/16/2018 01:01 PM

Page: 3 of 65

Batch: 7271 Operator: 4 Current Date: 12/31/2017 P/Y Dates: 7/1/2016 - 6/30/2017 11:59:59 PM N/Y Dates: 7/1/2018 - 6/30/2019 11:59:59 PM

GL Account/Description	Current Act	P/Y Actual	Current Bgt	P/Y Budget	Estimated	Requested	Recommended	Approved
4011100 TOWN COUNCIL								
100-4011100-1111 EXPENSE COMPENSATIO	\$9,450.00	\$18,900.00	\$18,900.00	\$18,900.00	\$18,900.00	\$18,900.00	\$0.00	\$0.00
100-4011100-2100 MATCHING FICA	\$723.06	\$602.55	\$1,450.00	\$0.00	\$1,450.00	\$1,450.00	\$0.00	\$0.00
100-4011100-5540 TRAINING	\$2,206.21	\$780.66	\$1,000.00	\$1,000.00	\$3,000.00	\$2,400.00	\$0.00	\$0.00
100-4011100-5699 LOCAL CONTRIBUTIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-4011100-5700 Barns Donation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-4011100-5800 MISCELLANEOUS	\$85.00	\$1,242.77	\$1,000.00	\$1,000.00	\$500.00	\$1,000.00	\$0.00	\$0.00
100-4011100-5810 Dues	\$2,412.00	\$2,983.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$0.00	\$0.00
100-4011100-6017 TOWN CODE SUPPLEME	\$1,769.39	\$900.00	\$2,000.00	\$2,000.00	\$1,770.00	\$3,000.00	\$0.00	\$0.00
100-4011100-6018 STATE CODE SUPPLEME	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4011100 TOWN COUNCIL	\$16,645.66	\$25,408.98	\$27,350.00	\$25,900.00	\$28,620.00	\$29,750.00	\$0.00	\$0.00

BUDGET WORKSHEET

Town of Berryville
04/16/2018 01:01 PM

Page: 4 of 65

Batch: 7271 Operator: 4 Current Date: 12/31/2017 P/Y Dates: 7/1/2016 - 6/30/2017 11:59:59 PM N/Y Dates: 7/1/2018 - 6/30/2019 11:59:59 PM

GL Account/Description	Current Act	P/Y Actual	Current Bgt	P/Y Budget	Estimated	Requested	Recommended	Approved
4011200 TOWN CLERK								
100-4011200-1114 SALARIES/WAGES/TNCL	\$22,576.25	\$46,994.62	\$47,000.00	\$40,300.00	\$40,000.00	\$43,000.00	\$0.00	\$0.00
100-4011200-2100 MATCHING FICA EXPENS	\$1,268.67	\$3,601.71	\$3,600.00	\$3,080.00	\$3,100.00	\$3,300.00	\$0.00	\$0.00
100-4011200-5510 MILEAGE	\$331.71	\$0.00	\$150.00	\$0.00	\$400.00	\$500.00	\$0.00	\$0.00
100-4011200-5540 EDUCATION/TRAINING	\$1,153.25	\$959.48	\$1,000.00	\$1,000.00	\$2,000.00	\$3,000.00	\$0.00	\$0.00
100-4011200-5810 DUES	\$0.00	\$50.00	\$200.00	\$200.00	\$100.00	\$100.00	\$0.00	\$0.00
4011200 TOWN CLERK	\$25,329.88	\$51,605.81	\$51,950.00	\$44,580.00	\$45,600.00	\$49,900.00	\$0.00	\$0.00

BUDGET WORKSHEET

Town of Berryville
04/16/2018 01:01 PM

Page: 5 of 65

Batch: 7271 Operator: 4 Current Date: 12/31/2017 P/Y Dates: 7/1/2016 - 6/30/2017 11:59:59 PM N/Y Dates: 7/1/2018 - 6/30/2019 11:59:59 PM

GL Account/Description	Current Act	P/Y Actual	Current Bgt	P/Y Budget	Estimated	Requested	Recommended	Approved
4012110 TOWN MANAGER								
100-4012110-1112 COMPENSATION	\$72,094.10	\$128,551.98	\$130,100.00	\$129,000.00	\$130,000.00	\$133,000.00	\$0.00	\$0.00
100-4012110-2100 MATCHING FICA EXPENS	\$5,002.19	\$9,215.80	\$9,950.00	\$9,850.00	\$9,950.00	\$10,200.00	\$0.00	\$0.00
100-4012110-3399 Blight Abatement	\$0.00	\$0.00	\$20,000.00	\$0.00	\$0.00	\$17,000.00	\$0.00	\$0.00
100-4012110-5230 TELECOMMUNICATIONS	\$300.00	\$650.00	\$600.00	\$600.00	\$600.00	\$600.00	\$0.00	\$0.00
100-4012110-5510 MILEAGE	\$0.00	\$100.56	\$150.00	\$150.00	\$100.00	\$150.00	\$0.00	\$0.00
100-4012110-5540 TRAINING	\$0.00	\$682.52	\$8,200.00	\$1,000.00	\$8,200.00	\$1,500.00	\$0.00	\$0.00
100-4012110-5810 DUES	\$300.33	\$298.11	\$300.00	\$300.00	\$300.00	\$350.00	\$0.00	\$0.00
4012110 TOWN MANAGER	\$77,696.62	\$139,498.97	\$169,300.00	\$140,900.00	\$149,150.00	\$162,800.00	\$0.00	\$0.00

BUDGET WORKSHEET

Town of Berryville
 04/16/2018 01:01 PM

Batch: 7271 Operator: 4 Current Date: 12/31/2017 P/Y Dates: 7/1/2016 - 6/30/2017 11:59:59 PM N/Y Dates: 7/1/2018 - 6/30/2019 11:59:59 PM

GL Account/Description	Current Act	P/Y Actual	Current Bgt	P/Y Budget	Estimated	Requested	Recommended	Approved
4012210 LEGAL SERVICES								
100-4012210-3150 PROFESSIONAL SERVICE	\$17,377.50	\$25,262.50	\$35,000.00	\$20,000.00	\$35,000.00	\$35,000.00	\$0.00	\$0.00
4012210 LEGAL SERVICES	\$17,377.50	\$25,262.50	\$35,000.00	\$20,000.00	\$35,000.00	\$35,000.00	\$0.00	\$0.00

BUDGET WORKSHEET

Town of Berryville
04/16/2018 01:01 PM

Page: 7 of 65

Batch: 7271 Operator: 4 Current Date: 12/31/2017 P/Y Dates: 7/1/2016 - 6/30/2017 11:59:59 PM N/Y Dates: 7/1/2018 - 6/30/2019 11:59:59 PM

GL Account/Description	Current Act	P/Y Actual	Current Bgt	P/Y Budget	Estimated	Requested	Recommended	Approved
4012220 PERSONNEL								
100-4012220-2210 RETIREMENT	\$52,213.68	\$100,893.36	\$110,380.00	\$116,350.00	\$110,380.00	\$129,500.00	\$0.00	\$0.00
100-4012220-2220 VMLIP - STD	\$291.99	\$469.44	\$600.00	\$570.00	\$600.00	\$640.00	\$0.00	\$0.00
100-4012220-2230 VMLIP - LTD	\$2,957.43	\$4,763.54	\$5,400.00	\$5,145.00	\$6,000.00	\$5,750.00	\$0.00	\$0.00
100-4012220-2250 Line of Duty Act	\$4,341.19	\$4,038.00	\$4,500.00	\$3,750.00	\$4,345.00	\$4,775.00	\$0.00	\$0.00
100-4012220-2300 HEALTH INSURANCE	\$68,022.00	\$132,058.20	\$165,000.00	\$154,650.00	\$150,000.00	\$187,500.00	\$0.00	\$0.00
100-4012220-2400 LIFE INSURANCE	\$6,141.21	\$11,679.86	\$13,085.00	\$11,320.00	\$12,500.00	\$13,950.00	\$0.00	\$0.00
100-4012220-2600 UNEMPLOYMENT INSUR	\$20.28	\$258.80	\$225.00	\$270.00	\$225.00	\$180.00	\$0.00	\$0.00
100-4012220-2700 WORKER'S COMPENSATI	\$16,815.00	\$15,778.00	\$16,000.00	\$21,750.00	\$16,815.00	\$18,500.00	\$0.00	\$0.00
100-4012220-3110 RANDOM DRUG SCREEN	\$382.00	\$0.00	\$750.00	\$750.00	\$750.00	\$750.00	\$0.00	\$0.00
4012220 PERSONNEL	\$151,184.78	\$269,939.20	\$315,940.00	\$314,555.00	\$301,615.00	\$361,545.00	\$0.00	\$0.00

BUDGET WORKSHEET

Town of Berryville
 04/16/2018 01:01 PM

Batch: 7271 Operator: 4 Current Date: 12/31/2017 P/Y Dates: 7/1/2016 - 6/30/2017 11:59:59 PM N/Y Dates: 7/1/2018 - 6/30/2019 11:59:59 PM

GL Account/Description	Current Act	P/Y Actual	Current Bgt	P/Y Budget	Estimated	Requested	Recommended	Approved
<u>4012240 INDEPENDENT AUDITOR</u>								
100-4012240-3120 CONTRACTUAL SERVICE	\$0.00	\$14,900.00	\$15,150.00	\$16,000.00	\$15,000.00	\$15,450.00	\$0.00	\$0.00
4012240 INDEPENDENT AUDITOR	\$0.00	\$14,900.00	\$15,150.00	\$16,000.00	\$15,000.00	\$15,450.00	\$0.00	\$0.00

BUDGET WORKSHEET

Town of Berryville
04/16/2018 01:01 PM

Page: 9 of 65

Batch: 7271 Operator: 4 Current Date: 12/31/2017 P/Y Dates: 7/1/2016 - 6/30/2017 11:59:59 PM N/Y Dates: 7/1/2018 - 6/30/2019 11:59:59 PM

GL Account/Description	Current Act	P/Y Actual	Current Bgt	P/Y Budget	Estimated	Requested	Recommended	Approved
4012410 TOWN TREASURER								
100-4012410-1113 COMPENSATION	\$50,541.48	\$93,348.52	\$91,900.00	\$92,800.00	\$91,900.00	\$92,550.00	\$0.00	\$0.00
100-4012410-2100 MATCHING FICA EXPENS	\$3,904.49	\$7,186.28	\$7,030.00	\$7,000.00	\$7,030.00	\$7,080.00	\$0.00	\$0.00
100-4012410-3130 PROFESSIONAL SER/TAX	\$2,075.00	\$1,500.00	\$1,500.00	\$2,000.00	\$4,000.00	\$5,000.00	\$0.00	\$0.00
100-4012410-3150 PROFESSIONAL SER/VEC	\$0.00	\$0.00	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00
100-4012410-5306 SURETY BONDS	\$222.00	\$234.00	\$275.00	\$300.00	\$225.00	\$250.00	\$0.00	\$0.00
100-4012410-5540 TRAINING	\$175.00	\$549.53	\$1,500.00	\$1,500.00	\$1,500.00	\$2,500.00	\$0.00	\$0.00
100-4012410-5810 DUES	\$0.00	\$175.00	\$300.00	\$300.00	\$300.00	\$300.00	\$0.00	\$0.00
100-4012410-6015 AUTO DECALS	\$0.00	\$330.00	\$350.00	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00
100-4012410-6020 CIGARETTE TAX STAMPS	\$0.00	\$0.00	\$6,000.00	\$0.00	\$3,000.00	\$6,000.00	\$0.00	\$0.00
4012410 TOWN TREASURER	\$56,917.97	\$103,323.33	\$108,955.00	\$104,250.00	\$107,955.00	\$113,680.00	\$0.00	\$0.00

BUDGET WORKSHEET

Town of Berryville
04/16/2018 01:01 PM

Batch: 7271 Operator: 4 Current Date: 12/31/2017 P/Y Dates: 7/1/2016 - 6/30/2017 11:59:59 PM N/Y Dates: 7/1/2018 - 6/30/2019 11:59:59 PM

GL Account/Description	Current Act	P/Y Actual	Current Bgt	P/Y Budget	Estimated	Requested	Recommended	Approved
4012430 FINANCE/ACCOUNTING								
100-4012430-1113 COMPENSATION	\$33,861.20	\$67,317.64	\$101,200.00	\$64,400.00	\$90,000.00	\$120,780.00	\$0.00	\$0.00
100-4012430-2100 MATCHING FICA EXPENS	\$2,393.41	\$5,183.53	\$7,750.00	\$4,900.00	\$7,000.00	\$9,240.00	\$0.00	\$0.00
100-4012430-5540 TRAINING	\$0.00	\$183.92	\$1,000.00	\$500.00	\$1,000.00	\$2,500.00	\$0.00	\$0.00
4012430 FINANCE/ACCOUNTING	\$36,254.61	\$72,685.09	\$109,950.00	\$69,800.00	\$98,000.00	\$132,520.00	\$0.00	\$0.00

BUDGET WORKSHEET

Town of Berryville
04/16/2018 01:01 PM

Page: 11 of 65

Batch: 7271 Operator: 4 Current Date: 12/31/2017 P/Y Dates: 7/1/2016 - 6/30/2017 11:59:59 PM N/Y Dates: 7/1/2018 - 6/30/2019 11:59:59 PM

GL Account/Description	Current Act	P/Y Actual	Current Bgt	P/Y Budget	Estimated	Requested	Recommended	Approved
4012530 CENTRAL ADMIN/PURCHASING								
100-4012530-3320 MAINTENANCE CONTRA	\$19,039.18	\$31,259.51	\$25,000.00	\$25,000.00	\$25,000.00	\$30,000.00	\$0.00	\$0.00
100-4012530-3400 WEB SITE	\$3.69	\$4,836.82	\$2,500.00	\$5,000.00	\$2,500.00	\$2,500.00	\$0.00	\$0.00
100-4012530-3501 NEWSLETTER	\$0.00	\$0.00	\$250.00	\$250.00	\$250.00	\$250.00	\$0.00	\$0.00
100-4012530-3600 ADVERTISING	\$3,676.53	\$10,416.29	\$10,000.00	\$7,000.00	\$10,000.00	\$10,000.00	\$0.00	\$0.00
100-4012530-5210 POSTAGE	\$3,806.60	\$6,606.66	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00	\$0.00	\$0.00
100-4012530-5230 TELECOMMUNICATIONS	\$581.25	\$1,151.19	\$1,200.00	\$400.00	\$1,200.00	\$1,200.00	\$0.00	\$0.00
100-4012530-5415 COPIER LEASE	\$1,622.51	\$2,578.41	\$5,000.00	\$3,000.00	\$5,000.00	\$5,000.00	\$0.00	\$0.00
100-4012530-5540 TRAINING	\$0.00	\$689.52	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$0.00	\$0.00
100-4012530-5810 DUES	\$0.00	\$395.00	\$500.00	\$500.00	\$500.00	\$500.00	\$0.00	\$0.00
100-4012530-6001 OFFICE SUPPLIES	\$4,054.83	\$12,289.18	\$11,000.00	\$11,000.00	\$10,000.00	\$10,000.00	\$0.00	\$0.00
4012530 CENTRAL ADMIN/PURCHASING	\$32,784.59	\$70,222.58	\$64,950.00	\$61,650.00	\$63,950.00	\$68,950.00	\$0.00	\$0.00

BUDGET WORKSHEET

Town of Berryville
 04/16/2018 01:01 PM

Batch: 7271 Operator: 4 Current Date: 12/31/2017 P/Y Dates: 7/1/2016 - 6/30/2017 11:59:59 PM N/Y Dates: 7/1/2018 - 6/30/2019 11:59:59 PM

GL Account/Description	Current Act	P/Y Actual	Current Bgt	P/Y Budget	Estimated	Requested	Recommended	Approved
4012550 RISK MANAGEMENT								
100-4012550-5301 FIRE BOILER INSURANC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-4012550-5304 BLANKET EXCESS LIABI	\$9,105.00	\$8,009.00	\$9,000.00	\$11,000.00	\$9,105.00	\$10,000.00	\$0.00	\$0.00
100-4012550-5305 AUTOMOBILE INSURAN	\$8,008.00	\$7,229.00	\$9,000.00	\$9,000.00	\$8,010.00	\$8,850.00	\$0.00	\$0.00
100-4012550-5308 SEMI-MULTI PERIL INS	\$27,169.00	\$25,710.00	\$28,500.00	\$29,150.00	\$27,170.00	\$29,900.00	\$0.00	\$0.00
100-4012550-5800 INSURANCE DEDUCTAB	\$0.00	\$0.00	\$3,000.00	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00
4012550 RISK MANAGEMENT	\$44,282.00	\$40,948.00	\$49,500.00	\$52,150.00	\$44,285.00	\$51,750.00	\$0.00	\$0.00

BUDGET WORKSHEET

Town of Berryville
 04/16/2018 01:01 PM

Batch: 7271 Operator: 4 Current Date: 12/31/2017 P/Y Dates: 7/1/2016 - 6/30/2017 11:59:59 PM N/Y Dates: 7/1/2018 - 6/30/2019 11:59:59 PM

GL Account/Description	Current Act	P/Y Actual	Current Bgt	P/Y Budget	Estimated	Requested	Recommended	Approved
4012600 ENGINEERING SERVICES								
100-4012600-3140 ENGINEERING SERVICES	\$0.00	\$0.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00	\$0.00
4012600 ENGINEERING SERVICES	\$0.00	\$0.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00	\$0.00

BUDGET WORKSHEET

Town of Berryville
 04/16/2018 01:01 PM

Batch: 7271 Operator: 4 Current Date: 12/31/2017 P/Y Dates: 7/1/2016 - 6/30/2017 11:59:59 PM N/Y Dates: 7/1/2018 - 6/30/2019 11:59:59 PM

GL Account/Description	Current Act	P/Y Actual	Current Bgt	P/Y Budget	Estimated	Requested	Recommended	Approved
4013100 ELECTIONS								
100-4013100-1125 ELECTION OFFICIALS	\$0.00	\$0.00	\$650.00	\$500.00	\$650.00	\$650.00	\$0.00	\$0.00
100-4013100-6001 OFFICE SUPPLIES	\$0.00	\$0.00	\$2,100.00	\$1,000.00	\$2,100.00	\$2,100.00	\$0.00	\$0.00
4013100 ELECTIONS	\$0.00	\$0.00	\$2,750.00	\$1,500.00	\$2,750.00	\$2,750.00	\$0.00	\$0.00

BUDGET WORKSHEET

Town of Berryville
 04/16/2018 01:01 PM

Batch: 7271 Operator: 4 Current Date: 12/31/2017 P/Y Dates: 7/1/2016 - 6/30/2017 11:59:59 PM N/Y Dates: 7/1/2018 - 6/30/2019 11:59:59 PM

GL Account/Description	Current Act	P/Y Actual	Current Bgt	P/Y Budget	Estimated	Requested	Recommended	Approved
4021500 PUBLIC DEFENDER FEES								
100-4021500-3150 PUBLIC DEFENDER FEES	\$120.00	\$480.00	\$2,000.00	\$2,000.00	\$800.00	\$2,000.00	\$0.00	\$0.00
4021500 PUBLIC DEFENDER FEES	\$120.00	\$480.00	\$2,000.00	\$2,000.00	\$800.00	\$2,000.00	\$0.00	\$0.00

BUDGET WORKSHEET

Town of Berryville
04/16/2018 01:01 PM

Page: 16 of 65

Batch: 7271 Operator: 4 Current Date: 12/31/2017 P/Y Dates: 7/1/2016 - 6/30/2017 11:59:59 PM N/Y Dates: 7/1/2018 - 6/30/2019 11:59:59 PM

GL Account/Description	Current Act	P/Y Actual	Current Bgt	P/Y Budget	Estimated	Requested	Recommended	Approved
4031100 POLICE DEPARTMENT								
100-4031100-1139 COMPENSATION	\$243,329.36	\$484,766.43	\$518,500.00	\$534,600.00	\$500,000.00	\$547,275.00	\$0.00	\$0.00
100-4031100-2100 MATCHING FICA EXPENS	\$17,715.86	\$37,130.99	\$40,000.00	\$40,900.00	\$38,250.00	\$41,870.00	\$0.00	\$0.00
100-4031100-3110 MEDICAL EXAMINATION	\$600.00	\$45.00	\$500.00	\$500.00	\$600.00	\$500.00	\$0.00	\$0.00
100-4031100-3115 PRE EMPLOYMENT DRU	\$0.00	\$1,271.18	\$1,000.00	\$1,000.00	\$0.00	\$500.00	\$0.00	\$0.00
100-4031100-3190 INTERPRETER	\$0.00	\$0.00	\$400.00	\$400.00	\$200.00	\$400.00	\$0.00	\$0.00
100-4031100-3310 REPAIR & MAINTENANC	\$5,295.78	\$11,162.22	\$14,000.00	\$14,000.00	\$10,000.00	\$14,000.00	\$0.00	\$0.00
100-4031100-3320 MAINTENANCE CONTRA	\$2,160.42	\$11,596.31	\$9,850.00	\$9,850.00	\$9,850.00	\$10,000.00	\$0.00	\$0.00
100-4031100-4082 WILDLIFE MANAGEMEN	\$0.00	\$0.00	\$1,000.00	\$1,000.00	\$400.00	\$1,000.00	\$0.00	\$0.00
100-4031100-5210 POSTAGE	\$89.41	\$150.99	\$250.00	\$250.00	\$200.00	\$250.00	\$0.00	\$0.00
100-4031100-5230 TELECOMMUNICATIONS	\$2,043.91	\$4,367.86	\$4,125.00	\$4,044.00	\$4,125.00	\$4,625.00	\$0.00	\$0.00
100-4031100-5415 COPIER LEASE	\$1,622.51	\$2,975.22	\$3,525.00	\$3,000.00	\$3,500.00	\$3,525.00	\$0.00	\$0.00
100-4031100-5540 TRAINING	\$6,821.63	\$9,954.12	\$9,500.00	\$9,500.00	\$9,500.00	\$9,500.00	\$0.00	\$0.00
100-4031100-5810 DUES	\$325.00	\$775.00	\$700.00	\$700.00	\$700.00	\$700.00	\$0.00	\$0.00
100-4031100-5815 COMMUNITY RELATION	\$860.00	\$1,344.21	\$1,200.00	\$1,200.00	\$1,200.00	\$1,200.00	\$0.00	\$0.00
100-4031100-6001 OFFICE SUPPLIES	\$410.75	\$1,607.10	\$2,350.00	\$2,350.00	\$1,800.00	\$2,350.00	\$0.00	\$0.00
100-4031100-6008 GASOLINE & OIL	\$5,663.88	\$10,201.76	\$14,000.00	\$14,000.00	\$12,000.00	\$14,000.00	\$0.00	\$0.00
100-4031100-6010 POLICE SUPPLIES	\$6,132.35	\$11,419.47	\$13,500.00	\$13,500.00	\$13,000.00	\$13,500.00	\$0.00	\$0.00
100-4031100-6011 UNIFORMS	\$4,980.94	\$2,458.17	\$4,000.00	\$4,000.00	\$4,200.00	\$4,000.00	\$0.00	\$0.00
4031100 POLICE DEPARTMENT	\$298,051.80	\$591,226.03	\$638,400.00	\$654,794.00	\$609,525.00	\$669,195.00	\$0.00	\$0.00

BUDGET WORKSHEET

Town of Berryville
 04/16/2018 01:01 PM

Batch: 7271 Operator: 4 Current Date: 12/31/2017 P/Y Dates: 7/1/2016 - 6/30/2017 11:59:59 PM N/Y Dates: 7/1/2018 - 6/30/2019 11:59:59 PM

GL Account/Description	Current Act	P/Y Actual	Current Bgt	P/Y Budget	Estimated	Requested	Recommended	Approved
4031300 TRAFFIC CONTROL								
100-4031300-5699 COUNTY CONT/CROSSIN	\$0.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$0.00	\$0.00
4031300 TRAFFIC CONTROL	\$0.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$0.00	\$0.00

BUDGET WORKSHEET

Town of Berryville
 04/16/2018 01:01 PM

Batch: 7271 Operator: 4 Current Date: 12/31/2017 P/Y Dates: 7/1/2016 - 6/30/2017 11:59:59 PM N/Y Dates: 7/1/2018 - 6/30/2019 11:59:59 PM

GL Account/Description	Current Act	P/Y Actual	Current Bgt	P/Y Budget	Estimated	Requested	Recommended	Approved
4031400 EMERGENCY SERVICES								
100-4031400-5699 CONTRIBUTION/CC CEN	\$0.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00	\$0.00
4031400 EMERGENCY SERVICES	\$0.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00	\$0.00

BUDGET WORKSHEET

Town of Berryville
 04/16/2018 01:01 PM

Batch: 7271 Operator: 4 Current Date: 12/31/2017 P/Y Dates: 7/1/2016 - 6/30/2017 11:59:59 PM N/Y Dates: 7/1/2018 - 6/30/2019 11:59:59 PM

GL Account/Description	Current Act	P/Y Actual	Current Bgt	P/Y Budget	Estimated	Requested	Recommended	Approved
4032200 VOLUNTEER FIRE DEPARTMENT								
100-4032200-5699 CONTRIBUTION/JHEVFD	\$0.00	\$25,000.00	\$30,000.00	\$25,000.00	\$30,000.00	\$30,000.00	\$0.00	\$0.00
100-4032200-5707 FIRE FUND PROGRAM	\$0.00	\$13,581.00	\$14,000.00	\$14,000.00	\$14,000.00	\$14,000.00	\$0.00	\$0.00
100-4032200-8411 ENDERS CAPITAL PROJE	\$0.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00	\$10,000.00	\$0.00	\$0.00
4032200 VOLUNTEER FIRE DEPARTMENT	\$0.00	\$38,581.00	\$54,000.00	\$39,000.00	\$54,000.00	\$54,000.00	\$0.00	\$0.00

BUDGET WORKSHEET

Town of Berryville
 04/16/2018 01:01 PM

Batch: 7271 Operator: 4 Current Date: 12/31/2017 P/Y Dates: 7/1/2016 - 6/30/2017 11:59:59 PM N/Y Dates: 7/1/2018 - 6/30/2019 11:59:59 PM

GL Account/Description	Current Act	P/Y Actual	Current Bgt	P/Y Budget	Estimated	Requested	Recommended	Approved
4032300 RESCUE SERVICES								
100-4032300-5699 PROFESSIONAL SER EM	\$0.00	\$50,000.00	\$33,000.00	\$50,000.00	\$33,000.00	\$16,500.00	\$0.00	\$0.00
4032300 RESCUE SERVICES	\$0.00	\$50,000.00	\$33,000.00	\$50,000.00	\$33,000.00	\$16,500.00	\$0.00	\$0.00

BUDGET WORKSHEET

Town of Berryville
 04/16/2018 01:01 PM

Batch: 7271 Operator: 4 Current Date: 12/31/2017 P/Y Dates: 7/1/2016 - 6/30/2017 11:59:59 PM N/Y Dates: 7/1/2018 - 6/30/2019 11:59:59 PM

GL Account/Description	Current Act	P/Y Actual	Current Bgt	P/Y Budget	Estimated	Requested	Recommended	Approved
4033200 CORRECTION AND DETENTION								
100-4033200-5550 CONFINEMENT OF PRISO	\$0.00	\$0.00	\$250.00	\$250.00	\$250.00	\$250.00	\$0.00	\$0.00
4033200 CORRECTION AND DETENTION	\$0.00	\$0.00	\$250.00	\$250.00	\$250.00	\$250.00	\$0.00	\$0.00

BUDGET WORKSHEET

Town of Berryville
04/16/2018 01:01 PM

Page: 22 of 65

Batch: 7271 Operator: 4 Current Date: 12/31/2017 P/Y Dates: 7/1/2016 - 6/30/2017 11:59:59 PM N/Y Dates: 7/1/2018 - 6/30/2019 11:59:59 PM

GL Account/Description	Current Act	P/Y Actual	Current Bgt	P/Y Budget	Estimated	Requested	Recommended	Approved
4041100 PUBLIC WORKS ADMINISTRATION								
100-4041100-1140 Compensation	\$21,748.82	\$44,444.24	\$42,800.00	\$44,450.00	\$42,800.00	\$41,350.00	\$0.00	\$0.00
100-4041100-2100 MATCHING FICA EXPENS	\$1,728.26	\$3,516.74	\$3,275.00	\$3,400.00	\$3,275.00	\$3,165.00	\$0.00	\$0.00
100-4041100-3110 MEDICAL EXAMS	\$496.00	\$943.35	\$800.00	\$525.00	\$800.00	\$800.00	\$0.00	\$0.00
100-4041100-3310 VEHICLE REP & MAINT	\$2,022.01	\$1,567.93	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00	\$0.00	\$0.00
100-4041100-5120 FUEL OIL/HEAT	\$274.83	\$1,192.33	\$1,500.00	\$3,325.00	\$1,500.00	\$1,500.00	\$0.00	\$0.00
100-4041100-5230 TELECOMMUNICATIONS	\$2,430.08	\$5,024.07	\$4,400.00	\$3,800.00	\$4,400.00	\$4,400.00	\$0.00	\$0.00
100-4041100-5415 COPIER LEASE	\$1,298.03	\$2,380.27	\$2,500.00	\$2,250.00	\$2,500.00	\$2,500.00	\$0.00	\$0.00
100-4041100-5540 TRAINING	\$0.00	\$292.00	\$500.00	\$500.00	\$500.00	\$500.00	\$0.00	\$0.00
100-4041100-6001 OFFICE SUPPLIES	\$25.10	\$198.98	\$500.00	\$500.00	\$500.00	\$500.00	\$0.00	\$0.00
4041100 PUBLIC WORKS ADMINISTRATION	\$30,023.13	\$59,559.91	\$63,275.00	\$65,750.00	\$63,275.00	\$61,715.00	\$0.00	\$0.00

BUDGET WORKSHEET

Town of Berryville
04/16/2018 01:01 PM

Page: 23 of 65

Batch: 7271 Operator: 4 Current Date: 12/31/2017 P/Y Dates: 7/1/2016 - 6/30/2017 11:59:59 PM N/Y Dates: 7/1/2018 - 6/30/2019 11:59:59 PM

GL Account/Description	Current Act	P/Y Actual	Current Bgt	P/Y Budget	Estimated	Requested	Recommended	Approved
4041200 HWYS, STRTS, BRIDGES & SDWLKS								
100-4041200-1183 COMPENSATION	\$61,572.39	\$124,876.67	\$128,000.00	\$127,500.00	\$125,000.00	\$128,300.00	\$0.00	\$0.00
100-4041200-2100 MATCHING FICA EXPENS	\$4,643.08	\$9,586.49	\$9,750.00	\$9,750.00	\$9,560.00	\$9,815.00	\$0.00	\$0.00
100-4041200-3310 EQUIPMENT MAINTENA	\$5,197.35	\$9,691.35	\$14,000.00	\$10,000.00	\$12,000.00	\$12,000.00	\$0.00	\$0.00
100-4041200-3315 SIDEWALK MAINTENAN	\$29,247.54	\$0.00	\$50,000.00	\$6,000.00	\$50,000.00	\$15,000.00	\$0.00	\$0.00
100-4041200-3316 STREET SIGN MAINTENA	\$643.30	\$1,230.95	\$250.00	\$500.00	\$700.00	\$700.00	\$0.00	\$0.00
100-4041200-5230 TELECOMMUNICATIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-4041200-5425 NORFOLK/SOUTHERN R-	\$0.00	\$1,046.78	\$1,025.00	\$950.00	\$1,050.00	\$1,050.00	\$0.00	\$0.00
100-4041200-6007 MATERIALS & SUPPLIES	\$2,287.67	\$5,001.56	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	\$0.00	\$0.00
100-4041200-6008 GASOLINE & OIL	\$11,923.88	\$19,336.34	\$25,000.00	\$37,400.00	\$20,000.00	\$20,000.00	\$0.00	\$0.00
100-4041200-6011 UNIFORMS	\$1,122.06	\$2,463.87	\$4,000.00	\$3,000.00	\$4,000.00	\$4,000.00	\$0.00	\$0.00
4041200 HWYS, STRTS, BRIDGES & SDWLKS	\$116,637.27	\$173,234.01	\$236,025.00	\$199,100.00	\$226,310.00	\$194,865.00	\$0.00	\$0.00

BUDGET WORKSHEET

Town of Berryville
04/16/2018 01:01 PM

Page: 24 of 65

Batch: 7271 Operator: 4 Current Date: 12/31/2017 P/Y Dates: 7/1/2016 - 6/30/2017 11:59:59 PM N/Y Dates: 7/1/2018 - 6/30/2019 11:59:59 PM

GL Account/Description	Current Act	P/Y Actual	Current Bgt	P/Y Budget	Estimated	Requested	Recommended	Approved
4041250 VDOT STREET MAINTENANCE								
100-4041250-3140 ENGINEERING (VDOT)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-4041250-3300 VDOT STREET MAINTEN	\$219,934.90	\$122,244.29	\$428,500.00	\$287,037.00	\$320,335.00	\$494,100.00	\$0.00	\$0.00
100-4041250-3310 EQUIPMENT MAINTENA	\$235.00	\$20,289.09	\$0.00	\$0.00	\$235.00	\$0.00	\$0.00	\$0.00
100-4041250-3311 STORM SEWER MT (VDO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-4041250-3316 STREET SIGN MAINTENA	\$0.00	\$196.96	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-4041250-6007 MATERIALS & SUPPLIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-4041250-6050 ASPHALT (VDOT)	\$0.00	\$201,871.05	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-4041250-6060 CONCRETE (VDOT)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-4041250-6130 TREE REMOVAL (VDOT)	\$0.00	\$3,800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-4041250-6135 MOWING (VDOT)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-4041250-6145 STRIPING (VDOT)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-4041250-6207 STREET CLEANING (VDO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-4041250-6307 SNOW REMOVAL (VDOT)	\$0.00	\$4,900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-4041250-8801 Equipment Purchase	\$80,761.97	\$118,969.35	\$84,500.00	\$125,500.00	\$80,800.00	\$27,500.00	\$0.00	\$0.00
100-4041250-8803 PUBLIC WORKS IMPROV	\$450.00	\$0.00	\$0.00	\$62,250.00	\$120,230.00	\$0.00	\$0.00	\$0.00
4041250 VDOT STREET MAINTENANCE	\$301,381.87	\$472,270.74	\$513,000.00	\$474,787.00	\$521,600.00	\$521,600.00	\$0.00	\$0.00

BUDGET WORKSHEET

Town of Berryville
 04/16/2018 01:01 PM

Batch: 7271 Operator: 4 Current Date: 12/31/2017 P/Y Dates: 7/1/2016 - 6/30/2017 11:59:59 PM N/Y Dates: 7/1/2018 - 6/30/2019 11:59:59 PM

GL Account/Description	Current Act	P/Y Actual	Current Bgt	P/Y Budget	Estimated	Requested	Recommended	Approved
4041320 STREET LIGHTS								
100-4041320-5110 ELECTRICITY	\$31,440.93	\$72,649.29	\$75,000.00	\$79,000.00	\$75,000.00	\$75,000.00	\$0.00	\$0.00
4041320 STREET LIGHTS	\$31,440.93	\$72,649.29	\$75,000.00	\$79,000.00	\$75,000.00	\$75,000.00	\$0.00	\$0.00

BUDGET WORKSHEET

Town of Berryville
 04/16/2018 01:01 PM

Batch: 7271 Operator: 4 Current Date: 12/31/2017 P/Y Dates: 7/1/2016 - 6/30/2017 11:59:59 PM N/Y Dates: 7/1/2018 - 6/30/2019 11:59:59 PM

GL Account/Description	Current Act	P/Y Actual	Current Bgt	P/Y Budget	Estimated	Requested	Recommended	Approved
4041330 SNOW REMOVAL								
100-4041330-3220 CONTRACTUAL SERVICE	\$0.00	\$0.00	\$16,000.00	\$0.00	\$0.00	\$16,000.00	\$0.00	\$0.00
100-4041330-6007 MATERIALS & SUPPLIES	\$0.00	\$0.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00	\$0.00
4041330 SNOW REMOVAL	\$0.00	\$0.00	\$18,000.00	\$2,000.00	\$2,000.00	\$18,000.00	\$0.00	\$0.00

BUDGET WORKSHEET

Town of Berryville
 04/16/2018 01:01 PM

Batch: 7271 Operator: 4 Current Date: 12/31/2017 P/Y Dates: 7/1/2016 - 6/30/2017 11:59:59 PM N/Y Dates: 7/1/2018 - 6/30/2019 11:59:59 PM

GL Account/Description	Current Act	P/Y Actual	Current Bgt	P/Y Budget	Estimated	Requested	Recommended	Approved
4041340 PARKING METERS AND LOTS								
100-4041340-6007 MATERIALS & SUPPLIES	\$0.00	\$1,090.59	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$0.00	\$0.00
4041340 PARKING METERS AND LOTS	\$0.00	\$1,090.59	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$0.00	\$0.00

BUDGET WORKSHEET

Town of Berryville
04/16/2018 01:01 PM

Batch: 7271 Operator: 4 Current Date: 12/31/2017 P/Y Dates: 7/1/2016 - 6/30/2017 11:59:59 PM N/Y Dates: 7/1/2018 - 6/30/2019 11:59:59 PM

GL Account/Description	Current Act	P/Y Actual	Current Bgt	P/Y Budget	Estimated	Requested	Recommended	Approved
4042200 STREET & ROAD CLEANING								
100-4042200-3210 STREET CLEANING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-4042200-6007 MATERIALS & SUPPLIES	\$0.00	\$0.00	\$1,000.00	\$4,000.00	\$1,000.00	\$1,000.00	\$0.00	\$0.00
4042200 STREET & ROAD CLEANING	\$0.00	\$0.00	\$1,000.00	\$4,000.00	\$1,000.00	\$1,000.00	\$0.00	\$0.00

BUDGET WORKSHEET

Town of Berryville
 04/16/2018 01:01 PM

Batch: 7271 Operator: 4 Current Date: 12/31/2017 P/Y Dates: 7/1/2016 - 6/30/2017 11:59:59 PM N/Y Dates: 7/1/2018 - 6/30/2019 11:59:59 PM

GL Account/Description	Current Act	P/Y Actual	Current Bgt	P/Y Budget	Estimated	Requested	Recommended	Approved
4042300 REFUSE COLLECTION								
100-4042300-3220 CONTRACTUAL SERVICE	\$91,134.66	\$196,740.94	\$187,700.00	\$182,300.00	\$183,000.00	\$189,200.00	\$0.00	\$0.00
100-4042300-6225 RECYCLING SERVICES	\$26,948.82	\$58,123.98	\$56,200.00	\$54,600.00	\$54,000.00	\$56,000.00	\$0.00	\$0.00
4042300 REFUSE COLLECTION	\$118,083.48	\$254,864.92	\$243,900.00	\$236,900.00	\$237,000.00	\$245,200.00	\$0.00	\$0.00

BUDGET WORKSHEET

Town of Berryville
 04/16/2018 01:01 PM

Batch: 7271 Operator: 4 Current Date: 12/31/2017 P/Y Dates: 7/1/2016 - 6/30/2017 11:59:59 PM N/Y Dates: 7/1/2018 - 6/30/2019 11:59:59 PM

GL Account/Description	Current Act	P/Y Actual	Current Bgt	P/Y Budget	Estimated	Requested	Recommended	Approved
4042400 REFUSE DISPOSAL								
100-4042400-3800 FCO LANDFILL CHARGE	\$15,906.60	\$28,071.14	\$30,000.00	\$20,000.00	\$32,000.00	\$35,000.00	\$0.00	\$0.00
4042400 REFUSE DISPOSAL	\$15,906.60	\$28,071.14	\$30,000.00	\$20,000.00	\$32,000.00	\$35,000.00	\$0.00	\$0.00

BUDGET WORKSHEET

Town of Berryville
04/16/2018 01:01 PM

Page: 31 of 65

Batch: 7271 Operator: 4 Current Date: 12/31/2017 P/Y Dates: 7/1/2016 - 6/30/2017 11:59:59 PM N/Y Dates: 7/1/2018 - 6/30/2019 11:59:59 PM

GL Account/Description	Current Act	P/Y Actual	Current Bgt	P/Y Budget	Estimated	Requested	Recommended	Approved
4043200 GENERAL PROPERTIES								
100-4043200-3310 REPAIR & MAINTENANC	\$17,441.90	\$9,057.50	\$40,000.00	\$9,000.00	\$22,000.00	\$15,000.00	\$0.00	\$0.00
100-4043200-3325 HERMITAGE SWPOND M	\$3,025.00	\$4,125.00	\$4,100.00	\$4,100.00	\$4,100.00	\$4,100.00	\$0.00	\$0.00
100-4043200-6007 MATERIALS & SUPPLIES	\$0.00	\$54.84	\$500.00	\$1,000.00	\$500.00	\$500.00	\$0.00	\$0.00
100-4043200-6017 CHRISTMAS WREATHS	\$0.00	\$1,587.28	\$300.00	\$1,200.00	\$0.00	\$500.00	\$0.00	\$0.00
4043200 GENERAL PROPERTIES	\$20,466.90	\$14,824.62	\$44,900.00	\$15,300.00	\$26,600.00	\$20,100.00	\$0.00	\$0.00

BUDGET WORKSHEET

Town of Berryville
04/16/2018 01:01 PM

Page: 32 of 65

Batch: 7271 Operator: 4 Current Date: 12/31/2017 P/Y Dates: 7/1/2016 - 6/30/2017 11:59:59 PM N/Y Dates: 7/1/2018 - 6/30/2019 11:59:59 PM

GL Account/Description	Current Act	P/Y Actual	Current Bgt	P/Y Budget	Estimated	Requested	Recommended	Approved
4064200 BUILDING SERVICES								
100-4064200-3150 PROFESSIONAL SERVICE	\$1,664.00	\$8,705.63	\$4,000.00	\$3,000.00	\$3,500.00	\$4,000.00	\$0.00	\$0.00
100-4064200-3200 CONTRACTURAL SERVIC	\$8,325.00	\$16,650.00	\$16,650.00	\$16,650.00	\$16,650.00	\$18,000.00	\$0.00	\$0.00
100-4064200-5110 ELECTRICITY	\$10,092.00	\$24,995.97	\$20,200.00	\$18,000.00	\$20,200.00	\$22,200.00	\$0.00	\$0.00
100-4064200-5120 NATURAL GAS/HEAT	\$1,283.00	\$2,826.00	\$3,000.00	\$3,200.00	\$3,000.00	\$3,000.00	\$0.00	\$0.00
100-4064200-5130 WATER/SEWER	\$360.00	\$653.00	\$650.00	\$650.00	\$720.00	\$750.00	\$0.00	\$0.00
100-4064200-5230 TELECOMMUNICATIONS	\$4,039.00	\$4,251.00	\$4,250.00	\$4,000.00	\$4,039.00	\$4,450.00	\$0.00	\$0.00
100-4064200-5304 LIABILITY INSURANCE	\$1,005.00	\$2,011.00	\$2,050.00	\$2,000.00	\$2,050.00	\$2,250.00	\$0.00	\$0.00
100-4064200-7113 IN KIND COSTS	\$4,814.00	\$9,359.70	\$10,000.00	\$10,000.00	\$9,600.00	\$10,000.00	\$0.00	\$0.00
100-4064200-7115 SHARED MAINTENANCE	\$9,781.00	\$30,837.41	\$20,600.00	\$15,000.00	\$20,000.00	\$22,000.00	\$0.00	\$0.00
100-4064200-8411 CAPITAL ASSET RESERV	\$10,173.00	\$9,042.62	\$7,500.00	\$6,150.00	\$10,173.00	\$11,200.00	\$0.00	\$0.00
4064200 BUILDING SERVICES	\$51,536.00	\$109,332.33	\$88,900.00	\$78,650.00	\$89,932.00	\$97,850.00	\$0.00	\$0.00

BUDGET WORKSHEET

Town of Berryville
04/16/2018 01:01 PM

Page: 33 of 65

Batch: 7271 Operator: 4 Current Date: 12/31/2017 P/Y Dates: 7/1/2016 - 6/30/2017 11:59:59 PM N/Y Dates: 7/1/2018 - 6/30/2019 11:59:59 PM

GL Account/Description	Current Act	P/Y Actual	Current Bgt	P/Y Budget	Estimated	Requested	Recommended	Approved
4071310 PARKS & RECREATION								
100-4071310-3160 CONTRACTURAL SER/JN	\$492.00	\$1,148.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00	\$0.00
100-4071310-5699 CONTRIBUTION/CCP&R	\$0.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00	\$0.00
100-4071310-6017 CHRISTMAS LIGHTS	\$792.72	\$181.48	\$1,450.00	\$400.00	\$800.00	\$1,500.00	\$0.00	\$0.00
100-4071310-6018 ROSE HILL PARK MAINT	\$1,062.98	\$7,925.89	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00	\$0.00
4071310 PARKS & RECREATION	\$2,347.70	\$14,255.37	\$12,450.00	\$11,400.00	\$11,800.00	\$12,500.00	\$0.00	\$0.00

BUDGET WORKSHEET

Town of Berryville
04/16/2018 01:01 PM

Page: 34 of 65

Batch: 7271 Operator: 4 Current Date: 12/31/2017 P/Y Dates: 7/1/2016 - 6/30/2017 11:59:59 PM N/Y Dates: 7/1/2018 - 6/30/2019 11:59:59 PM

GL Account/Description	Current Act	P/Y Actual	Current Bgt	P/Y Budget	Estimated	Requested	Recommended	Approved
4081100 PLANNING								
100-4081100-1155 COMPENSATION	\$42,753.52	\$79,266.31	\$80,100.00	\$79,500.00	\$80,100.00	\$81,700.00	\$0.00	\$0.00
100-4081100-2100 MATCHING FICA EXPENS	\$3,292.00	\$6,092.22	\$6,125.00	\$6,000.00	\$6,125.00	\$6,250.00	\$0.00	\$0.00
100-4081100-3145 REIMBURSABLE CONST	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-4081100-3190 PROFESSIONAL SERVICE	\$7,234.88	\$8,915.60	\$5,000.00	\$5,000.00	\$10,000.00	\$5,000.00	\$0.00	\$0.00
100-4081100-3195 PREPAID APPLICATION R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00
100-4081100-3500 PRINTING	\$61.56	\$0.00	\$100.00	\$100.00	\$100.00	\$100.00	\$0.00	\$0.00
100-4081100-5510 MILEAGE	\$160.29	\$425.49	\$750.00	\$750.00	\$500.00	\$500.00	\$0.00	\$0.00
100-4081100-5540 TRAINING	\$0.00	\$233.42	\$500.00	\$500.00	\$500.00	\$500.00	\$0.00	\$0.00
100-4081100-5810 DUES	\$0.00	\$0.00	\$500.00	\$500.00	\$500.00	\$500.00	\$0.00	\$0.00
100-4081100-6001 OFFICE EQUIPMENT	\$135.09	\$163.74	\$100.00	\$100.00	\$100.00	\$100.00	\$0.00	\$0.00
100-4081100-6012 PUBLICATIONS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00
4081100 PLANNING	\$53,637.34	\$95,096.78	\$93,175.00	\$92,450.00	\$97,925.00	\$99,750.00	\$0.00	\$0.00

BUDGET WORKSHEET

Town of Berryville
04/16/2018 01:01 PM

Batch: 7271 Operator: 4 Current Date: 12/31/2017 P/Y Dates: 7/1/2016 - 6/30/2017 11:59:59 PM N/Y Dates: 7/1/2018 - 6/30/2019 11:59:59 PM

GL Account/Description	Current Act	P/Y Actual	Current Bgt	P/Y Budget	Estimated	Requested	Recommended	Approved
4081400 BOARD OF ZONING APPEALS								
100-4081400-1110 EXPENSE COMPENSATIO	\$0.00	\$0.00	\$500.00	\$750.00	\$200.00	\$500.00	\$0.00	\$0.00
100-4081400-5540 TRAINING	\$0.00	\$0.00	\$500.00	\$750.00	\$500.00	\$500.00	\$0.00	\$0.00
4081400 BOARD OF ZONING APPEALS	\$0.00	\$0.00	\$1,000.00	\$1,500.00	\$700.00	\$1,000.00	\$0.00	\$0.00

BUDGET WORKSHEET

Town of Berryville
 04/16/2018 01:01 PM

Batch: 7271 Operator: 4 Current Date: 12/31/2017 P/Y Dates: 7/1/2016 - 6/30/2017 11:59:59 PM N/Y Dates: 7/1/2018 - 6/30/2019 11:59:59 PM

GL Account/Description	Current Act	P/Y Actual	Current Bgt	P/Y Budget	Estimated	Requested	Recommended	Approved
4081500 ECONOMIC DEVELOPMENT								
100-4081500-5410 TOD SIGNS	\$0.00	\$5,000.00	\$5,000.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$0.00
100-4081500-5411 WAYFINDING SIGNS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00
100-4081500-5695 TOWN/COUNTY ECONO	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00	\$4,500.00	\$0.00	\$0.00
100-4081500-5696 ECONOMIC DEVELOPME	\$0.00	\$0.00	\$2,500.00	\$9,000.00	\$2,500.00	\$2,500.00	\$0.00	\$0.00
100-4081500-5698 GRANT AND MATCHING	\$9,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$9,000.00	\$9,000.00	\$0.00	\$0.00
100-4081500-5699 DBI/ECO DEV PROF SERV	\$5,000.00	\$18,000.00	\$20,000.00	\$18,000.00	\$20,000.00	\$20,000.00	\$0.00	\$0.00
4081500 ECONOMIC DEVELOPMENT	\$14,000.00	\$33,000.00	\$42,500.00	\$40,000.00	\$36,500.00	\$41,000.00	\$0.00	\$0.00

BUDGET WORKSHEET

Town of Berryville
 04/16/2018 01:01 PM

Batch: 7271 Operator: 4 Current Date: 12/31/2017 P/Y Dates: 7/1/2016 - 6/30/2017 11:59:59 PM N/Y Dates: 7/1/2018 - 6/30/2019 11:59:59 PM

GL Account/Description	Current Act	P/Y Actual	Current Bgt	P/Y Budget	Estimated	Requested	Recommended	Approved
4081600 PLANNING COMMISSION								
100-4081600-1111 EXPENSE COMPENSATIO	\$1,450.00	\$3,420.00	\$5,220.00	\$5,000.00	\$3,000.00	\$5,000.00	\$0.00	\$0.00
100-4081600-5540 TRAINING	\$365.84	\$500.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00	\$0.00
100-4081600-5810 DUES	\$0.00	\$0.00	\$250.00	\$250.00	\$250.00	\$250.00	\$0.00	\$0.00
4081600 PLANNING COMMISSION	\$1,815.84	\$3,920.00	\$6,470.00	\$6,250.00	\$4,250.00	\$6,250.00	\$0.00	\$0.00

BUDGET WORKSHEET

Town of Berryville
 04/16/2018 01:01 PM

Batch: 7271 Operator: 4 Current Date: 12/31/2017 P/Y Dates: 7/1/2016 - 6/30/2017 11:59:59 PM N/Y Dates: 7/1/2018 - 6/30/2019 11:59:59 PM

GL Account/Description	Current Act	P/Y Actual	Current Bgt	P/Y Budget	Estimated	Requested	Recommended	Approved
4081700 BVILLE AREA DEV AUTHORITY								
100-4081700-1111 EXPENSE COMPENSATIO	\$650.00	\$1,260.00	\$2,340.00	\$2,500.00	\$2,340.00	\$2,500.00	\$0.00	\$0.00
100-4081700-2100 MATCHING FICA	\$40.56	\$31.76	\$180.00	\$0.00	\$85.00	\$0.00	\$0.00	\$0.00
100-4081700-5540 TRAINING	\$0.00	\$500.00	\$250.00	\$250.00	\$250.00	\$250.00	\$0.00	\$0.00
100-4081700-5810 DUES	\$0.00	\$0.00	\$125.00	\$125.00	\$125.00	\$125.00	\$0.00	\$0.00
4081700 BVILLE AREA DEV AUTHORITY	\$690.56	\$1,791.76	\$2,895.00	\$2,875.00	\$2,800.00	\$2,875.00	\$0.00	\$0.00

BUDGET WORKSHEET

Town of Berryville
04/16/2018 01:01 PM

Batch: 7271 Operator: 4 Current Date: 12/31/2017 P/Y Dates: 7/1/2016 - 6/30/2017 11:59:59 PM N/Y Dates: 7/1/2018 - 6/30/2019 11:59:59 PM

GL Account/Description	Current Act	P/Y Actual	Current Bgt	P/Y Budget	Estimated	Requested	Recommended	Approved
4081800 ARCHITECHURAL REVIEW BOARD								
100-4081800-5540 TRAINING	\$65.20	\$43.62	\$500.00	\$500.00	\$500.00	\$500.00	\$0.00	\$0.00
4081800 ARCHITECHURAL REVIEW BOARD	\$65.20	\$43.62	\$500.00	\$500.00	\$500.00	\$500.00	\$0.00	\$0.00

BUDGET WORKSHEET

Town of Berryville
 04/16/2018 01:01 PM

Batch: 7271 Operator: 4 Current Date: 12/31/2017 P/Y Dates: 7/1/2016 - 6/30/2017 11:59:59 PM N/Y Dates: 7/1/2018 - 6/30/2019 11:59:59 PM

GL Account/Description	Current Act	P/Y Actual	Current Bgt	P/Y Budget	Estimated	Requested	Recommended	Approved
4092000								
100-4092000-5800 MISCELLANEOUS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4092000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

BUDGET WORKSHEET

Town of Berryville
04/16/2018 01:01 PM

Page: 41 of 65

Batch: 7271 Operator: 4 Current Date: 12/31/2017 P/Y Dates: 7/1/2016 - 6/30/2017 11:59:59 PM N/Y Dates: 7/1/2018 - 6/30/2019 11:59:59 PM

GL Account/Description	Current Act	P/Y Actual	Current Bgt	P/Y Budget	Estimated	Requested	Recommended	Approved
4094200 CAPITAL OUTLAY								
100-4094200-8201 CHRISTMAS DECORATIO	\$1,086.63	\$0.00	\$0.00	\$0.00	\$1,090.00	\$0.00	\$0.00	\$0.00
100-4094200-8207 SOFTWARE UPGRADES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,500.00	\$0.00	\$0.00
100-4094200-8208 POLICE COMM UPGRAD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-4094200-8209 POLICE CRUISER CAMER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-4094200-8225 COMPUTER REPLACEME	\$5,870.96	\$3,513.56	\$5,000.00	\$4,000.00	\$6,000.00	\$3,000.00	\$0.00	\$0.00
100-4094200-8230 REPAIRS TO 23 E MAIN/LI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$40,000.00	\$0.00	\$0.00
100-4094200-8231 PATROL VEHICLE	\$48,699.62	\$46,492.96	\$50,200.00	\$43,530.00	\$48,550.00	\$51,400.00	\$0.00	\$0.00
100-4094200-8335 BULLET PROOF VEST RE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-4094200-8336 SPEED DISPLAY SIGNS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-4094200-8337 PW BAY UPGRADES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-4094200-8339 SALT BOX/SNOW PLOW	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-4094200-8340 MOWER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-4094200-8341 B-BALL COURT REPAIRS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-4094200-8342 REPAVE RIXEY MOORE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-4094200-8345 PW TON DUMP BED	\$0.00	\$4,444.35	\$0.00	\$4,500.00	\$0.00	\$0.00	\$0.00	\$0.00
100-4094200-8351 FOLDER/INSERTER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-4094200-8353 F350 PICKUP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-4094200-8362 Service Weapons	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-4094200-8366 TOWN OFFICE SERVER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-4094200-8411 CAPITAL RESERVE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-4094200-8421 PD IN CAR CAMERA REP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-4094200-8500 PPTRA RESERVE	\$0.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00
100-4094200-8550 EQUIPMENT REPAIR RES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-4094200-8601 PD SOFTWARE UPGRADE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-4094200-8603 PD SERVER REPLACEME	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-4094200-8702 WAYFINDING SIGNS	\$0.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00
100-4094200-8803 PUBLIC WORKS IMPROV	\$0.00	\$625.00	\$0.00	\$24,750.00	\$0.00	\$182,750.00	\$0.00	\$0.00

BUDGET WORKSHEET

Town of Berryville
04/16/2018 01:01 PM

Page: 42 of 65

Batch: 7271 Operator: 4 Current Date: 12/31/2017 P/Y Dates: 7/1/2016 - 6/30/2017 11:59:59 PM N/Y Dates: 7/1/2018 - 6/30/2019 11:59:59 PM

GL Account/Description	Current Act	P/Y Actual	Current Bgt	P/Y Budget	Estimated	Requested	Recommended	Approved
100-4094200-8901 LIVERY STABLE EVALUA	\$0.00	\$0.00	\$15,000.00	\$0.00	\$13,000.00	\$0.00	\$0.00	\$0.00
100-4094200-8902 PAVE BARNETT STREET	\$5,146.00	\$0.00	\$7,000.00	\$0.00	\$5,150.00	\$0.00	\$0.00	\$0.00
100-4094200-8903 E-CITATION	\$11,400.00	\$0.00	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$0.00	\$0.00
100-4094200-8910 BODY CAMERA REPLAC	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,100.00	\$0.00	\$0.00
100-4094200-8911 REPAIR VIRGINIA AVENU	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-4094200-8912 POLICE MDT REPLACEM	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$17,000.00	\$0.00	\$0.00
100-4094200-8913 POLICE CAMERA EQUIP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-4094200-8914 RIXEY MOORE PLAYGRO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-4094200-8915 HOGAN'S ALLEY IMPRO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
100-4094200-8916 RADAR FEEDBACK SIGN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,000.00	\$0.00	\$0.00
100-4094200-8918 ROSE HILL PARK MASTE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$0.00
4094200 CAPITAL OUTLAY	\$72,203.21	\$55,075.87	\$102,200.00	\$96,780.00	\$108,790.00	\$330,750.00	\$0.00	\$0.00

BUDGET WORKSHEET

Town of Berryville
 04/16/2018 01:01 PM

Batch: 7271 Operator: 4 Current Date: 12/31/2017 P/Y Dates: 7/1/2016 - 6/30/2017 11:59:59 PM N/Y Dates: 7/1/2018 - 6/30/2019 11:59:59 PM

GL Account/Description	Current Act	P/Y Actual	Current Bgt	P/Y Budget	Estimated	Requested	Recommended	Approved
4094300 CONTINGENCY								
100-4094300-5800 CONTINGENCY	\$568.45	\$9,885.50	\$119,761.70	\$186,838.00	\$10,000.00	\$97,041.00	\$0.00	\$0.00
4094300 CONTINGENCY	\$568.45	\$9,885.50	\$119,761.70	\$186,838.00	\$10,000.00	\$97,041.00	\$0.00	\$0.00

BUDGET WORKSHEET

Town of Berryville
04/16/2018 01:01 PM

Page: 44 of 65

Batch: 7271 Operator: 4 Current Date: 12/31/2017 P/Y Dates: 7/1/2016 - 6/30/2017 11:59:59 PM N/Y Dates: 7/1/2018 - 6/30/2019 11:59:59 PM

GL Account/Description	Current Act	P/Y Actual	Current Bgt	P/Y Budget	Estimated	Requested	Recommended	Approved
4095000 DEBT SERVICE								
100-4095000-9110 RDA PRINCIPAL	\$17,778.03	\$34,500.72	\$35,910.00	\$35,000.00	\$35,910.00	\$37,455.00	\$0.00	\$0.00
100-4095000-9120 RDA INTEREST	\$42,959.97	\$79,702.86	\$85,566.00	\$86,480.00	\$85,666.00	\$84,021.00	\$0.00	\$0.00
100-4095000-9130 RDA DEBT SER RESERVE	\$0.00	\$0.00	\$11,135.30	\$12,147.00	\$11,135.00	\$0.00	\$0.00	\$0.00
4095000 DEBT SERVICE	\$60,738.00	\$114,203.58	\$132,611.30	\$133,627.00	\$132,711.00	\$121,476.00	\$0.00	\$0.00

BUDGET WORKSHEET

Town of Berryville
 04/16/2018 01:01 PM

Batch: 7271 Operator: 4 Current Date: 12/31/2017 P/Y Dates: 7/1/2016 - 6/30/2017 11:59:59 PM N/Y Dates: 7/1/2018 - 6/30/2019 11:59:59 PM

GL Account/Description	Current Act	P/Y Actual	Current Bgt	P/Y Budget	Estimated	Requested	Recommended	Approved
Expenses	(\$1,648,187.89)	(\$3,011,751.52)	(\$3,517,008.00)	(\$3,356,036.00)	(\$3,281,193.00)	(\$3,760,512.00)	\$0.00	\$0.00
Revenues Over/Under	\$376,250.74	\$721,263.08	\$0.00	\$0.00	\$383,526.00	\$0.00	\$0.00	
Expenses								

BUDGET WORKSHEET

Town of Berryville
04/16/2018 01:01 PM

Page: 46 of 65

Batch: 7271 Operator: 4 Current Date: 12/31/2017 P/Y Dates: 7/1/2016 - 6/30/2017 11:59:59 PM N/Y Dates: 7/1/2018 - 6/30/2019 11:59:59 PM

GL Account/Description	Current Act	P/Y Actual	Current Bgt	P/Y Budget	Estimated	Requested	Recommended	Approved
501-3000000-0000 FUND BALANCE	\$0.00	\$0.00	\$485,000.00	\$70,000.00	\$485,000.00	\$300,000.00	\$0.00	\$0.00
501-3150102-0000 INTEREST ON INVESTME	\$6,870.85	\$7,283.73	\$4,000.00	\$3,000.00	\$10,000.00	\$6,000.00	\$0.00	\$0.00
501-3160110-0000 TREATMENT FEES	\$422,166.60	\$860,349.44	\$860,000.00	\$825,000.00	\$850,000.00	\$850,000.00	\$0.00	\$0.00
501-3160111-0000 DELINQUENT ACCT PEN	\$16,022.65	\$31,683.93	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$0.00	\$0.00
501-3160112-0000 SECURITY DEPOSITS	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00
501-3160113-0000 AVAILABILITY CHARGES	\$47,250.00	\$147,000.00	\$72,190.00	\$78,050.00	\$47,250.00	\$33,470.00	\$0.00	\$0.00
501-3160115-0000 METER FEES	\$5,705.00	\$9,100.00	\$1,625.00	\$4,550.00	\$5,705.00	\$2,690.00	\$0.00	\$0.00
Revenues	\$498,015.10	\$1,055,417.10	\$1,452,815.00	\$1,010,700.00	\$1,427,955.00	\$1,222,160.00	\$0.00	\$0.00

BUDGET WORKSHEET

Town of Berryville
04/16/2018 01:01 PM

Page: 47 of 65

Batch: 7271 Operator: 4 Current Date: 12/31/2017 P/Y Dates: 7/1/2016 - 6/30/2017 11:59:59 PM N/Y Dates: 7/1/2018 - 6/30/2019 11:59:59 PM

GL Account/Description	Current Act	P/Y Actual	Current Bgt	P/Y Budget	Estimated	Requested	Recommended	Approved
4012220 PERSONNEL								
501-4012220-1140 COMPENSATION	\$18,824.90	\$37,888.03	\$39,500.00	\$40,100.00	\$29,500.00	\$48,100.00	\$0.00	\$0.00
501-4012220-2100 SOCIAL SECURITY	\$1,440.18	\$2,898.30	\$3,025.00	\$3,100.00	\$3,025.00	\$3,680.00	\$0.00	\$0.00
501-4012220-2210 RETIREMENT	\$10,350.19	\$21,103.22	\$26,450.00	\$28,950.00	\$23,000.00	\$28,000.00	\$0.00	\$0.00
501-4012220-2220 VMLIP - STD	\$64.94	\$134.22	\$145.00	\$145.00	\$125.00	\$140.00	\$0.00	\$0.00
501-4012220-2230 VMLIP - LTD	\$477.29	\$972.81	\$1,290.00	\$1,280.00	\$1,000.00	\$1,250.00	\$0.00	\$0.00
501-4012220-2300 HEALTH INSURANCE	\$19,059.75	\$38,100.40	\$39,500.00	\$38,500.00	\$39,500.00	\$40,500.00	\$0.00	\$0.00
501-4012220-2400 LIFE INSURANCE	\$1,252.41	\$2,326.57	\$3,135.00	\$2,820.00	\$2,800.00	\$3,010.00	\$0.00	\$0.00
501-4012220-2600 UNEMPLOYMENT INSUR	\$4.84	\$12.53	\$55.00	\$70.00	\$55.00	\$40.00	\$0.00	\$0.00
501-4012220-2700 WORKER'S COMPENSATI	\$4,204.00	\$3,928.00	\$4,000.00	\$5,250.00	\$4,204.00	\$4,625.00	\$0.00	\$0.00
501-4012220-3170 MISS UTILITY	\$444.15	\$1,589.99	\$2,000.00	\$1,000.00	\$1,000.00	\$2,000.00	\$0.00	\$0.00
501-4012220-3320 HANDHELD MAINT	\$2,537.50	\$2,145.00	\$2,500.00	\$2,000.00	\$2,537.50	\$3,000.00	\$0.00	\$0.00
501-4012220-5210 POSTAGE	\$1,143.36	\$2,241.36	\$2,500.00	\$2,500.00	\$2,500.00	\$2,750.00	\$0.00	\$0.00
501-4012220-5540 TRAINING	\$0.00	\$613.72	\$1,000.00	\$1,000.00	\$1,000.00	\$2,500.00	\$0.00	\$0.00
501-4012220-6001 OFFICE SUPPLIES	\$0.00	\$1,034.92	\$1,200.00	\$1,000.00	\$1,500.00	\$1,500.00	\$0.00	\$0.00
4012220 PERSONNEL	\$59,803.51	\$114,989.07	\$126,300.00	\$127,715.00	\$111,746.50	\$141,095.00	\$0.00	\$0.00

BUDGET WORKSHEET

Town of Berryville
04/16/2018 01:01 PM

Page: 48 of 65

Batch: 7271 Operator: 4 Current Date: 12/31/2017 P/Y Dates: 7/1/2016 - 6/30/2017 11:59:59 PM N/Y Dates: 7/1/2018 - 6/30/2019 11:59:59 PM

GL Account/Description	Current Act	P/Y Actual	Current Bgt	P/Y Budget	Estimated	Requested	Recommended	Approved
4012222 TREATMENT								
501-4012222-1147 COMPENSATION	\$44,403.85	\$93,839.60	\$139,250.00	\$141,200.00	\$120,000.00	\$112,125.00	\$0.00	\$0.00
501-4012222-2100 MATCHING FICA EXPENS	\$3,350.98	\$7,422.59	\$10,650.00	\$10,800.00	\$9,180.00	\$8,600.00	\$0.00	\$0.00
501-4012222-2830 CERTIFICATION FEES	\$294.00	\$775.00	\$500.00	\$900.00	\$500.00	\$900.00	\$0.00	\$0.00
501-4012222-2840 STATE CONNECTION FEE	\$0.00	\$4,867.50	\$5,200.00	\$5,100.00	\$5,200.00	\$5,300.00	\$0.00	\$0.00
501-4012222-2850 LAB TESTING	\$2,477.05	\$4,897.31	\$22,000.00	\$22,000.00	\$8,000.00	\$8,500.00	\$0.00	\$0.00
501-4012222-3110 MEDICAL EXAMS	\$65.00	\$225.98	\$200.00	\$200.00	\$100.00	\$200.00	\$0.00	\$0.00
501-4012222-3145 PROFESSIONAL SERVICE	\$21,554.55	\$6,024.10	\$10,000.00	\$15,000.00	\$23,000.00	\$15,000.00	\$0.00	\$0.00
501-4012222-3146 UTILITY RATE STUDY	\$0.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00	\$10,000.00	\$0.00	\$0.00
501-4012222-3210 SLUDGE REMOVAL	\$17,560.00	\$17,302.43	\$20,000.00	\$22,000.00	\$17,560.00	\$20,000.00	\$0.00	\$0.00
501-4012222-3220 CLEAN RIVER INTAKE	\$813.13	\$0.00	\$1,500.00	\$2,000.00	\$1,500.00	\$2,000.00	\$0.00	\$0.00
501-4012222-3310 REPAIR & MAINTENANC	\$36,303.32	\$34,194.90	\$46,000.00	\$44,000.00	\$46,000.00	\$50,000.00	\$0.00	\$0.00
501-4012222-3510 CONSUMER CONFIDENC	\$0.00	\$0.00	\$500.00	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00
501-4012222-5110 ELECTRICITY	\$25,994.07	\$55,085.11	\$59,000.00	\$59,000.00	\$58,000.00	\$59,000.00	\$0.00	\$0.00
501-4012222-5120 FUEL/OIL HEAT	\$1,300.70	\$588.85	\$2,700.00	\$2,700.00	\$3,000.00	\$2,800.00	\$0.00	\$0.00
501-4012222-5230 TELECOMMUNICATIONS	\$1,227.01	\$2,556.31	\$2,500.00	\$2,500.00	\$2,100.00	\$2,500.00	\$0.00	\$0.00
501-4012222-5415 COPIER LEASE	\$324.49	\$595.05	\$750.00	\$600.00	\$650.00	\$750.00	\$0.00	\$0.00
501-4012222-5540 TRAINING	\$407.57	\$536.99	\$2,500.00	\$2,500.00	\$2,000.00	\$2,500.00	\$0.00	\$0.00
501-4012222-5690 DISCHARGE PERMIT RE	\$0.00	\$0.00	\$2,700.00	\$2,700.00	\$0.00	\$0.00	\$0.00	\$0.00
501-4012222-5810 DUES	\$779.00	\$650.00	\$1,000.00	\$1,000.00	\$1,000.00	\$1,100.00	\$0.00	\$0.00
501-4012222-6001 OFFICE SUPPLIES	\$107.45	\$551.43	\$500.00	\$1,000.00	\$500.00	\$1,000.00	\$0.00	\$0.00
501-4012222-6004 LAB SUPPLIES	\$2,379.04	\$4,655.28	\$3,800.00	\$3,600.00	\$3,800.00	\$4,000.00	\$0.00	\$0.00
501-4012222-6005 JANITORIAL SUPPLIES	\$588.51	\$520.18	\$800.00	\$700.00	\$800.00	\$800.00	\$0.00	\$0.00
501-4012222-6008 GASOLINE & OIL	\$873.81	\$2,665.11	\$6,200.00	\$6,200.00	\$2,000.00	\$6,200.00	\$0.00	\$0.00
501-4012222-6011 UNIFORMS	\$86.34	\$447.01	\$500.00	\$500.00	\$500.00	\$1,300.00	\$0.00	\$0.00
501-4012222-6014 TOOLS	\$435.14	\$1,702.59	\$250.00	\$250.00	\$500.00	\$500.00	\$0.00	\$0.00
501-4012222-6019 SAFETY EQUIPMENT	\$0.00	\$2,146.41	\$2,000.00	\$2,000.00	\$900.00	\$2,000.00	\$0.00	\$0.00
501-4012222-6020 PERSONAL EQUIPMENT	\$0.00	\$169.15	\$600.00	\$600.00	\$200.00	\$600.00	\$0.00	\$0.00

BUDGET WORKSHEET

Town of Berryville
 04/16/2018 01:01 PM

Batch: 7271 Operator: 4 Current Date: 12/31/2017 P/Y Dates: 7/1/2016 - 6/30/2017 11:59:59 PM N/Y Dates: 7/1/2018 - 6/30/2019 11:59:59 PM

GL Account/Description	Current Act	P/Y Actual	Current Bgt	P/Y Budget	Estimated	Requested	Recommended	Approved
501-4012222-6025 CHEMICALS	\$21,335.44	\$32,015.52	\$42,000.00	\$40,000.00	\$40,000.00	\$48,000.00	\$0.00	\$0.00
4012222 TREATMENT	\$182,660.45	\$274,434.40	\$393,600.00	\$389,550.00	\$356,990.00	\$366,175.00	\$0.00	\$0.00

BUDGET WORKSHEET

Town of Berryville
04/16/2018 01:01 PM

Page: 50 of 65

Batch: 7271 Operator: 4 Current Date: 12/31/2017 P/Y Dates: 7/1/2016 - 6/30/2017 11:59:59 PM N/Y Dates: 7/1/2018 - 6/30/2019 11:59:59 PM

GL Account/Description	Current Act	P/Y Actual	Current Bgt	P/Y Budget	Estimated	Requested	Recommended	Approved
4012224 DISTRIBUTION & MAINTENANCE								
501-4012224-1183 COMPENSATION	\$47,306.79	\$93,719.89	\$94,250.00	\$95,600.00	\$94,250.00	\$96,000.00	\$0.00	\$0.00
501-4012224-2100 MATCHING FICA EXPENS	\$3,554.42	\$7,169.54	\$7,185.00	\$7,300.00	\$7,185.00	\$7,345.00	\$0.00	\$0.00
501-4012224-3330 LINE REPAIR & MAINTEN	\$14,206.09	\$43,490.05	\$50,000.00	\$42,750.00	\$50,000.00	\$50,000.00	\$0.00	\$0.00
501-4012224-6007 MATERIALS & SUPPLIES	\$866.00	\$13,769.15	\$30,000.00	\$11,875.00	\$30,000.00	\$30,000.00	\$0.00	\$0.00
501-4012224-6019 SAFETY EQUIPMENT	\$0.00	\$547.41	\$710.00	\$710.00	\$700.00	\$700.00	\$0.00	\$0.00
501-4012224-6030 NEW SERVICE SUPPLIES	\$8,170.00	\$20,030.60	\$4,000.00	\$3,800.00	\$9,000.00	\$9,000.00	\$0.00	\$0.00
4012224 DISTRIBUTION & MAINTENANCE	\$74,103.30	\$178,726.64	\$186,145.00	\$162,035.00	\$191,135.00	\$193,045.00	\$0.00	\$0.00

BUDGET WORKSHEET

Town of Berryville
04/16/2018 01:01 PM

Page: 51 of 65

Batch: 7271 Operator: 4 Current Date: 12/31/2017 P/Y Dates: 7/1/2016 - 6/30/2017 11:59:59 PM N/Y Dates: 7/1/2018 - 6/30/2019 11:59:59 PM

GL Account/Description	Current Act	P/Y Actual	Current Bgt	P/Y Budget	Estimated	Requested	Recommended	Approved
4094200 CAPITAL OUTLAY								
501-4094200-8101 EMERGENCY POWER CO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
501-4094200-8102 TANK INSP & MAINT	\$0.00	\$0.00	\$450,000.00	\$75,000.00	\$450,000.00	\$85,000.00	\$0.00	\$0.00
501-4094200-8103 BACK WASH LAGOON UP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
501-4094200-8104 SCADA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
501-4094200-8105 PICK UP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
501-4094200-8106 SERVICE TRUCK CHASIS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
501-4094200-8107 AIR COMPRESSOR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
501-4094200-8108 WATER LINE MAINTENA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
501-4094200-8114 COMPUTER UPGRADE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
501-4094200-8115 STORAGE TANK REPAIR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
501-4094200-8116 TURBIDITY METER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
501-4094200-8117 BACKWASH CONTROL R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
501-4094200-8118 BACKWASH LAGOON UP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
501-4094200-8119 CLEAR WELL EXPANSIO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
501-4094200-8120 GENERATOR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
501-4094200-8122 VALVE REPLAVEMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
501-4094200-8144 WATER DIST SYSTEM UP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$85,000.00	\$0.00	\$0.00
501-4094200-8145 WTP SECURITY	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
501-4094200-8147 W LINE REP/ RICE ST	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
501-4094200-8167 SCADA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,000.00	\$0.00	\$0.00
501-4094200-8200 PW SITE EXPANSION RES	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$0.00	\$0.00
501-4094200-8210 DEPRECIATION EXPENSE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
501-4094200-8211 CAPITAL RESERVES	\$0.00	\$0.00	\$85,795.00	\$34,800.00	\$85,795.00	\$77,095.00	\$0.00	\$0.00
501-4094200-8345 PW ONE TON DUMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,750.00	\$0.00	\$0.00
501-4094200-8354 PICKUP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
501-4094200-8355 WATER VALVE INSERTIO	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
501-4094200-8360 Handheld Meter Reader	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

BUDGET WORKSHEET

Town of Berryville
04/16/2018 01:01 PM

Page: 52 of 65

Batch: 7271 Operator: 4 Current Date: 12/31/2017 P/Y Dates: 7/1/2016 - 6/30/2017 11:59:59 PM N/Y Dates: 7/1/2018 - 6/30/2019 11:59:59 PM

GL Account/Description	Current Act	P/Y Actual	Current Bgt	P/Y Budget	Estimated	Requested	Recommended	Approved
501-4094200-8361 WATER LINE UPGRADES	\$23,336.44	\$31,872.55	\$85,000.00	\$145,000.00	\$85,000.00	\$0.00	\$0.00	\$0.00
501-4094200-8365 Water Booster Upgrade	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
501-4094200-8368 LEAK DETECTOR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
501-4094200-8550 EQUIPMENT REPAIR RES	\$0.00	\$0.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$0.00	\$0.00
501-4094200-8605 WTP BUILDING MAINTEN	\$0.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00
501-4094200-8703 PICKUP TRUCK	\$0.00	\$13,024.72	\$0.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00
501-4094200-8704 FINISH PUMP REPLACEM	\$0.00	\$0.00	\$0.00	\$12,000.00	\$0.00	\$200,000.00	\$0.00	\$0.00
501-4094200-8904 JD BACKHOE (25%)	\$26,520.00	\$0.00	\$27,250.00	\$0.00	\$26,520.00	\$0.00	\$0.00	\$0.00
501-4094200-8905 INFLATABLE TRENCHBO	\$3,672.67	\$0.00	\$4,000.00	\$0.00	\$3,675.00	\$0.00	\$0.00	\$0.00
501-4094200-8906 WTP DISINFECTION UPG	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4094200 CAPITAL OUTLAY	\$78,529.11	\$44,897.27	\$712,045.00	\$306,800.00	\$710,990.00	\$500,845.00	\$0.00	\$0.00

BUDGET WORKSHEET

Town of Berryville
 04/16/2018 01:01 PM

Batch: 7271 Operator: 4 Current Date: 12/31/2017 P/Y Dates: 7/1/2016 - 6/30/2017 11:59:59 PM N/Y Dates: 7/1/2018 - 6/30/2019 11:59:59 PM

GL Account/Description	Current Act	P/Y Actual	Current Bgt	P/Y Budget	Estimated	Requested	Recommended	Approved
4094300 CONTINGENCY								
501-4094300-5800 CONTINGENCY	\$0.00	\$1,312.01	\$34,725.00	\$24,600.00	\$0.00	\$21,000.00	\$0.00	\$0.00
4094300 CONTINGENCY	\$0.00	\$1,312.01	\$34,725.00	\$24,600.00	\$0.00	\$21,000.00	\$0.00	\$0.00

BUDGET WORKSHEET

Town of Berryville
 04/16/2018 01:01 PM

Batch: 7271 Operator: 4 Current Date: 12/31/2017 P/Y Dates: 7/1/2016 - 6/30/2017 11:59:59 PM N/Y Dates: 7/1/2018 - 6/30/2019 11:59:59 PM

GL Account/Description	Current Act	P/Y Actual	Current Bgt	P/Y Budget	Estimated	Requested	Recommended	Approved
4095000 DEBT SERVICE								
501-4095000-9114 WACHOVIA/TAXABLE/PR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
501-4095000-9116 CIP PRINCIPAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
501-4095000-9124 WACHOVIA/TAXABLE/IN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
501-4095000-9126 WACHOVIA/NONTAX/INT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
501-4095000-9130 ADMINISTRATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
501-4095000-9140 LOSS ON BOND INVEST	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4095000 DEBT SERVICE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

BUDGET WORKSHEET

Town of Berryville
 04/16/2018 01:01 PM

Batch: 7271 Operator: 4 Current Date: 12/31/2017 P/Y Dates: 7/1/2016 - 6/30/2017 11:59:59 PM N/Y Dates: 7/1/2018 - 6/30/2019 11:59:59 PM

GL Account/Description	Current Act	P/Y Actual	Current Bgt	P/Y Budget	Estimated	Requested	Recommended	Approved
Expenses	(\$395,096.37)	(\$614,359.39)	(\$1,452,815.00)	(\$1,010,700.00)	(\$1,370,861.50)	(\$1,222,160.00)	\$0.00	\$0.00
Revenues Over/Under Expenses	\$102,918.73	\$441,057.71	\$0.00	\$0.00	\$57,093.50	\$0.00	\$0.00	

BUDGET WORKSHEET

Town of Berryville
04/16/2018 01:01 PM

Page: 56 of 65

Batch: 7271 Operator: 4 Current Date: 12/31/2017 P/Y Dates: 7/1/2016 - 6/30/2017 11:59:59 PM N/Y Dates: 7/1/2018 - 6/30/2019 11:59:59 PM

GL Account/Description	Current Act	P/Y Actual	Current Bgt	P/Y Budget	Estimated	Requested	Recommended	Approved
502-3000000-0000 FUND BALANCE FORWA	\$0.00	\$0.00	\$35,000.00	\$90,000.00	\$35,000.00	\$15,000.00	\$0.00	\$0.00
502-3150101-0000 Interest Income	\$13,882.40	\$13,037.81	\$8,000.00	\$5,000.00	\$25,000.00	\$15,000.00	\$0.00	\$0.00
502-3160110-0000 TREATMENT FEES	\$820,071.00	\$1,685,853.02	\$1,690,000.00	\$1,620,000.00	\$1,660,000.00	\$1,660,000.00	\$0.00	\$0.00
502-3160112-0000 SECURITY DEPOSITS	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00
502-3160113-0000 AVAILABILITY CHARGES	\$204,750.00	\$637,000.00	\$312,820.00	\$318,500.00	\$204,750.00	\$145,035.00	\$0.00	\$0.00
502-3410401-0000 VRA LOAN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
502-3410402-0000 WQIF Grant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
502-3410404-0000 NUTRIENT CREDIT REBA	\$1,897.52	\$0.00	\$3,000.00	\$0.00	\$1,900.00	\$1,500.00	\$0.00	\$0.00
Revenues	\$1,040,600.92	\$2,335,890.83	\$2,048,820.00	\$2,033,600.00	\$1,926,650.00	\$1,836,535.00	\$0.00	\$0.00

BUDGET WORKSHEET

Town of Berryville
04/16/2018 01:01 PM

Page: 57 of 65

Batch: 7271 Operator: 4 Current Date: 12/31/2017 P/Y Dates: 7/1/2016 - 6/30/2017 11:59:59 PM N/Y Dates: 7/1/2018 - 6/30/2019 11:59:59 PM

GL Account/Description	Current Act	P/Y Actual	Current Bgt	P/Y Budget	Estimated	Requested	Recommended	Approved
4012220 PERSONNEL								
502-4012220-1114 COMPENSATION	\$21,894.49	\$44,470.18	\$39,500.00	\$37,000.00	\$44,000.00	\$48,100.00	\$0.00	\$0.00
502-4012220-2100 SOCIAL SECURITY	\$1,452.88	\$3,105.32	\$3,025.00	\$2,850.00	\$3,370.00	\$3,680.00	\$0.00	\$0.00
502-4012220-2210 RETIREMENT	\$17,881.63	\$37,662.31	\$34,000.00	\$38,350.00	\$35,600.00	\$43,250.00	\$0.00	\$0.00
502-4012220-2220 VMLIP - STD	\$111.19	\$235.47	\$185.00	\$190.00	\$225.00	\$215.00	\$0.00	\$0.00
502-4012220-2230 VMLIP - LTD	\$819.63	\$1,671.28	\$1,660.00	\$1,695.00	\$1,660.00	\$1,935.00	\$0.00	\$0.00
502-4012220-2300 HEALTH INSURANCE	\$34,163.25	\$68,700.40	\$50,710.00	\$50,975.00	\$68,700.00	\$62,700.00	\$0.00	\$0.00
502-4012220-2400 LIFE INSURANCE	\$2,145.72	\$4,443.88	\$4,030.00	\$3,730.00	\$4,300.00	\$4,665.00	\$0.00	\$0.00
502-4012220-2600 UNEMPLOYMENT INSUR	\$6.24	\$16.60	\$70.00	\$90.00	\$70.00	\$60.00	\$0.00	\$0.00
502-4012220-2700 WORKER'S COMPENSATI	\$5,568.00	\$5,200.00	\$5,300.00	\$7,000.00	\$5,568.00	\$6,125.00	\$0.00	\$0.00
502-4012220-3320 HANDHELD MAINT	\$2,537.50	\$2,145.00	\$2,500.00	\$2,000.00	\$2,537.50	\$3,000.00	\$0.00	\$0.00
502-4012220-5210 POSTAGE	\$3,386.27	\$6,726.78	\$7,000.00	\$7,000.00	\$7,000.00	\$7,150.00	\$0.00	\$0.00
502-4012220-6001 OFFICE SUPPLIES	\$316.13	\$957.90	\$1,500.00	\$1,500.00	\$2,000.00	\$2,000.00	\$0.00	\$0.00
4012220 PERSONNEL	\$90,282.93	\$175,335.12	\$149,480.00	\$152,380.00	\$175,030.50	\$182,880.00	\$0.00	\$0.00

BUDGET WORKSHEET

Town of Berryville
04/16/2018 01:01 PM

Page: 58 of 65

Batch: 7271 Operator: 4 Current Date: 12/31/2017 P/Y Dates: 7/1/2016 - 6/30/2017 11:59:59 PM N/Y Dates: 7/1/2018 - 6/30/2019 11:59:59 PM

GL Account/Description	Current Act	P/Y Actual	Current Bgt	P/Y Budget	Estimated	Requested	Recommended	Approved
4012222 TREATMENT								
502-4012222-1147 COMPENSATION	\$114,663.04	\$226,059.62	\$217,200.00	\$233,900.00	\$228,000.00	\$252,900.00	\$0.00	\$0.00
502-4012222-2100 MATCHING FICA EXPENS	\$8,796.36	\$17,546.73	\$16,620.00	\$17,900.00	\$17,500.00	\$19,350.00	\$0.00	\$0.00
502-4012222-2830 CERTIFICATION FEES	\$100.00	\$300.00	\$900.00	\$500.00	\$900.00	\$500.00	\$0.00	\$0.00
502-4012222-2850 LAB TESTING	\$12,300.00	\$21,230.00	\$25,000.00	\$25,000.00	\$24,000.00	\$25,000.00	\$0.00	\$0.00
502-4012222-2851 EFFLUENT MONITORING	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
502-4012222-3145 PROFESSIONAL SERVICE	\$10,289.00	\$15,211.46	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00	\$0.00	\$0.00
502-4012222-3146 UTILITY RATE STUDY	\$0.00	\$0.00	\$10,000.00	\$0.00	\$10,000.00	\$10,000.00	\$0.00	\$0.00
502-4012222-3210 LANDFILL-SOLIDS DISPO	\$25,684.04	\$46,227.97	\$43,000.00	\$30,000.00	\$46,000.00	\$47,000.00	\$0.00	\$0.00
502-4012222-3310 REPAIR & MAINTENANC	\$60,067.22	\$104,005.23	\$90,000.00	\$90,000.00	\$100,000.00	\$105,000.00	\$0.00	\$0.00
502-4012222-5110 ELECTRICITY	\$54,344.62	\$116,838.89	\$130,000.00	\$150,000.00	\$115,000.00	\$130,000.00	\$0.00	\$0.00
502-4012222-5230 TELECOMMUNICATIONS	\$2,656.13	\$6,005.69	\$5,200.00	\$5,000.00	\$4,800.00	\$5,200.00	\$0.00	\$0.00
502-4012222-5415 COPIER LEASE	\$1,622.51	\$2,975.22	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$0.00	\$0.00
502-4012222-5540 TRAINING	\$0.00	\$3,428.64	\$4,000.00	\$4,000.00	\$2,000.00	\$4,000.00	\$0.00	\$0.00
502-4012222-5685 NUTRIENT FUND CREDIT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
502-4012222-5690 Discharge Permit Renewal	\$2,721.00	\$2,707.00	\$3,100.00	\$3,100.00	\$2,720.00	\$3,000.00	\$0.00	\$0.00
502-4012222-5810 DUES	\$0.00	\$422.00	\$500.00	\$500.00	\$500.00	\$500.00	\$0.00	\$0.00
502-4012222-6001 OFFICE SUPPLIES	\$1.19	\$443.67	\$2,500.00	\$2,500.00	\$1,000.00	\$1,000.00	\$0.00	\$0.00
502-4012222-6004 LAB SUPPLIES	\$1,455.98	\$5,262.35	\$5,200.00	\$8,000.00	\$4,000.00	\$5,200.00	\$0.00	\$0.00
502-4012222-6005 JANITORIAL SUPPLIES	\$482.00	\$1,019.53	\$1,000.00	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00	\$0.00
502-4012222-6008 DIESEL FUEL	\$1,045.04	\$4,920.33	\$8,000.00	\$8,000.00	\$3,000.00	\$8,000.00	\$0.00	\$0.00
502-4012222-6011 UNIFORMS	\$0.00	\$282.22	\$800.00	\$800.00	\$600.00	\$1,300.00	\$0.00	\$0.00
502-4012222-6014 TOOLS	\$426.92	\$1,552.19	\$500.00	\$1,000.00	\$1,600.00	\$1,500.00	\$0.00	\$0.00
502-4012222-6019 SAFETY EQUIPMENT	\$51.31	\$2,115.83	\$2,000.00	\$3,000.00	\$2,000.00	\$2,000.00	\$0.00	\$0.00
502-4012222-6020 PERSONAL EQUIPMENT	\$0.00	\$0.00	\$0.00	\$800.00	\$400.00	\$800.00	\$0.00	\$0.00
502-4012222-6025 CHEMICALS	\$42,597.23	\$73,854.56	\$90,000.00	\$100,000.00	\$80,000.00	\$90,000.00	\$0.00	\$0.00
4012222 TREATMENT	\$339,303.59	\$652,409.13	\$673,520.00	\$703,000.00	\$663,020.00	\$731,250.00	\$0.00	\$0.00

BUDGET WORKSHEET

Town of Berryville
04/16/2018 01:01 PM

Batch: 7271 Operator: 4 Current Date: 12/31/2017 P/Y Dates: 7/1/2016 - 6/30/2017 11:59:59 PM N/Y Dates: 7/1/2018 - 6/30/2019 11:59:59 PM

GL Account/Description	Current Act	P/Y Actual	Current Bgt	P/Y Budget	Estimated	Requested	Recommended	Approved
4012224 DISTRIBUTION & MAINTENANCE								
502-4012224-1183 COMPENSATION	\$43,041.18	\$86,719.03	\$94,250.00	\$95,600.00	\$94,250.00	\$96,000.00	\$0.00	\$0.00
502-4012224-2100 MATCHING FICA EXPENS	\$3,228.03	\$6,633.93	\$7,185.00	\$7,300.00	\$7,185.00	\$7,345.00	\$0.00	\$0.00
502-4012224-3310 EQUIPMENT MAINTENA	\$430.64	\$4,136.34	\$5,800.00	\$2,000.00	\$5,000.00	\$5,000.00	\$0.00	\$0.00
502-4012224-3330 REPAIR & MAINTENANC	\$8,140.90	\$16,792.34	\$8,000.00	\$8,000.00	\$10,000.00	\$10,000.00	\$0.00	\$0.00
502-4012224-6007 MATERIALS & SUPPLIES	\$0.00	\$29.38	\$2,500.00	\$6,080.00	\$2,500.00	\$2,500.00	\$0.00	\$0.00
502-4012224-6019 SAFETY EQUIPMENT	\$0.00	\$0.00	\$285.00	\$285.00	\$285.00	\$285.00	\$0.00	\$0.00
502-4012224-6030 NEW SERVICE SUPPLIES	\$0.00	\$0.00	\$0.00	\$2,850.00	\$0.00	\$0.00	\$0.00	\$0.00
4012224 DISTRIBUTION & MAINTENANCE	\$54,840.75	\$114,311.02	\$118,020.00	\$122,115.00	\$119,220.00	\$121,130.00	\$0.00	\$0.00

BUDGET WORKSHEET

Town of Berryville
 04/16/2018 01:01 PM

Batch: 7271 Operator: 4 Current Date: 12/31/2017 P/Y Dates: 7/1/2016 - 6/30/2017 11:59:59 PM N/Y Dates: 7/1/2018 - 6/30/2019 11:59:59 PM

GL Account/Description	Current Act	P/Y Actual	Current Bgt	P/Y Budget	Estimated	Requested	Recommended	Approved
4094100 CAPITAL PROJECTS								
502-4094100-8001 OUTFALL LINE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
502-4094100-8003 NEW WWTP	\$0.00	\$3,623.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4094100 CAPITAL PROJECTS	\$0.00	\$3,623.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

BUDGET WORKSHEET

Town of Berryville
04/16/2018 01:01 PM

Page: 61 of 65

Batch: 7271 Operator: 4 Current Date: 12/31/2017 P/Y Dates: 7/1/2016 - 6/30/2017 11:59:59 PM N/Y Dates: 7/1/2018 - 6/30/2019 11:59:59 PM

GL Account/Description	Current Act	P/Y Actual	Current Bgt	P/Y Budget	Estimated	Requested	Recommended	Approved
4094200 CAPITAL OUTLAY								
502-4094200-8101 SEWER CHEWER REHAB	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
502-4094200-8105 PICK UP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
502-4094200-8109 SEWER LATERAL CAMER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
502-4094200-8110 WWTP UPGRADES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
502-4094200-8111 SEWER MAIN REHAB	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
502-4094200-8112 RAW SEW RECIR CONT S	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
502-4094200-8113 UV EXPANSION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
502-4094200-8123 SCADA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,000.00	\$0.00	\$0.00
502-4094200-8124 PUMP STATION UPGRAD	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
502-4094200-8134 SEWER SYSTEM UPGRA	\$0.00	\$48,001.24	\$110,000.00	\$100,000.00	\$110,000.00	\$110,000.00	\$0.00	\$0.00
502-4094200-8146 WWTP LAB DRYERS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
502-4094200-8200 PW SITE EXPANSION RES	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$25,000.00	\$0.00	\$0.00	\$0.00
502-4094200-8201 AERATION EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
502-4094200-8209 Amortization Expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
502-4094200-8210 DEPRECIATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
502-4094200-8211 CAPITAL RESERVES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
502-4094200-8345 PW ONE TON DUMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$13,750.00	\$0.00	\$0.00
502-4094200-8354 PICKUP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
502-4094200-8356 SEWER CHEWER REHAB	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
502-4094200-8360 Handheld Meter Reader	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
502-4094200-8367 SEWER JET RODDER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
502-4094200-8411 CAPITAL RESRVE	\$0.00	\$0.00	\$239,000.00	\$271,855.00	\$239,000.00	\$24,475.00	\$0.00	\$0.00
502-4094200-8423 PICK-UP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
502-4094200-8540 MEMBRANE REPLACEM	\$0.00	\$0.00	\$10,000.00	\$50,000.00	\$10,000.00	\$10,000.00	\$0.00	\$0.00
502-4094200-8545 MEMBRANE PRE-PURCH	\$0.00	\$90,000.00	\$90,000.00	\$90,000.00	\$90,000.00	\$90,000.00	\$0.00	\$0.00
502-4094200-8550 EQUIPMENT REPAIR RES	\$0.00	\$0.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$0.00	\$0.00
502-4094200-8602 3/4 T P-UP (1/2 VDOT)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

BUDGET WORKSHEET

Town of Berryville
04/16/2018 01:01 PM

Page: 62 of 65

Batch: 7271 Operator: 4 Current Date: 12/31/2017 P/Y Dates: 7/1/2016 - 6/30/2017 11:59:59 PM N/Y Dates: 7/1/2018 - 6/30/2019 11:59:59 PM

GL Account/Description	Current Act	P/Y Actual	Current Bgt	P/Y Budget	Estimated	Requested	Recommended	Approved
502-4094200-8604 SS CMERA (1/2 VDOT)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
502-4094200-8703 PICKUP TRUCK	\$0.00	\$13,024.73	\$0.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00
502-4094200-8904 JD BACKHOE (25%)	\$26,520.00	\$0.00	\$27,250.00	\$0.00	\$26,520.00	\$0.00	\$0.00	\$0.00
502-4094200-8905 INFLATABLE TRENCHBO	\$3,672.68	\$0.00	\$4,000.00	\$0.00	\$3,673.00	\$0.00	\$0.00	\$0.00
502-4094200-8907 TRACTOR (50%)	\$27,721.96	\$0.00	\$30,000.00	\$0.00	\$27,720.00	\$0.00	\$0.00	\$0.00
502-4094200-8908 WWTP COMPUTER UPGR	\$0.00	\$0.00	\$25,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
502-4094200-8909 WWTP AIR MONITORS	\$5,920.59	\$0.00	\$6,000.00	\$0.00	\$5,920.00	\$0.00	\$0.00	\$0.00
502-4094200-8917 HYPOCHLORITE PUMP R	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,000.00	\$0.00	\$0.00
4094200 CAPITAL OUTLAY	\$88,835.23	\$151,025.97	\$591,250.00	\$551,855.00	\$562,833.00	\$300,225.00	\$0.00	\$0.00

BUDGET WORKSHEET

Town of Berryville
 04/16/2018 01:01 PM

Batch: 7271 Operator: 4 Current Date: 12/31/2017 P/Y Dates: 7/1/2016 - 6/30/2017 11:59:59 PM N/Y Dates: 7/1/2018 - 6/30/2019 11:59:59 PM

GL Account/Description	Current Act	P/Y Actual	Current Bgt	P/Y Budget	Estimated	Requested	Recommended	Approved
4094300 CONTINGENCY								
502-4094300-5800 CONTINGENCY	\$0.00	\$539.36	\$46,550.00	\$34,250.00	\$0.00	\$31,050.00	\$0.00	\$0.00
4094300 CONTINGENCY	\$0.00	\$539.36	\$46,550.00	\$34,250.00	\$0.00	\$31,050.00	\$0.00	\$0.00

BUDGET WORKSHEET

Town of Berryville
04/16/2018 01:01 PM

Page: 64 of 65

Batch: 7271 Operator: 4 Current Date: 12/31/2017 P/Y Dates: 7/1/2016 - 6/30/2017 11:59:59 PM N/Y Dates: 7/1/2018 - 6/30/2019 11:59:59 PM

GL Account/Description	Current Act	P/Y Actual	Current Bgt	P/Y Budget	Estimated	Requested	Recommended	Approved
4095000 DEBT SERVICE								
502-4095000-8001 OUTFALL LINE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
502-4095000-8002 WWTP UPGRADES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
502-4095000-8003 NEW WWTP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
502-4095000-9112 CIP PRINCIPAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
502-4095000-9114 WACHOVIA/TAXABLE/PR	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
502-4095000-9118 VRA PRINCIPAL	\$235,000.00	\$470,000.00	\$470,000.00	\$470,000.00	\$470,000.00	\$470,000.00	\$0.00	\$0.00
502-4095000-9122 CIP INTEREST	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
502-4095000-9124 WACHOVIA/TAXABLE/IN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4095000 DEBT SERVICE	\$235,000.00	\$470,000.00	\$470,000.00	\$470,000.00	\$470,000.00	\$470,000.00	\$0.00	\$0.00

BUDGET WORKSHEET

Town of Berryville
 04/16/2018 01:01 PM

Batch: 7271 Operator: 4 Current Date: 12/31/2017 P/Y Dates: 7/1/2016 - 6/30/2017 11:59:59 PM N/Y Dates: 7/1/2018 - 6/30/2019 11:59:59 PM

GL Account/Description	Current Act	P/Y Actual	Current Bgt	P/Y Budget	Estimated	Requested	Recommended	Approved
Expenses	(\$808,262.50)	(\$1,567,244.35)	(\$2,048,820.00)	(\$2,033,600.00)	(\$1,990,103.50)	(\$1,836,535.00)	\$0.00	\$0.00
Revenues Over/Under Expenses	\$232,338.42	\$768,646.48	\$0.00	\$0.00	(\$63,453.50)	\$0.00	\$0.00	

This page is intentionally left blank

Attachment 2

MINUTES
BERRYVILLE TOWN COUNCIL
Berryville-Clarke County Government Center
Regular Meeting
April 10, 2018
7:30 p.m.

Town Council: Present-Patricia Dickinson, Mayor; Harry Lee Arnold, Jr., Recorder; Donna Marie McDonald; Allen Kitselman; Erecka Gibson; David Tollett

Staff: Keith Dalton, Town Manager; Desiree Moreland, Assistant Town Manager/Treasurer; Christy Dunkle, Assistant Town Manager/Planner; Chief Neal White, Berryville Police Department; Mia L. Jackson, Town Clerk

Press: Cathy Kuehner, Winchester Star

1. Call to Order

Mayor Dickinson called the meeting to order at 7:30 p.m.

2. Pledge of Allegiance

3. Approval of Agenda

On motion of Council member Tollett, seconded by Council member Gibson, the agenda was unanimously approved as presented.

4. Public Hearings

Mayor Dickinson opened the public hearing as follows:

Listed below are the proposed tax rates for the tax year beginning January 1, 2018, on all real property, including real property and tangible personal property of public service corporations, and on all other tangible personal property, including machinery and tools.

There were no speakers, Mayor Dickinson closed the public hearing.

Mayor Dickinson opened the second public hearing as follows:

Genda Land Holding, LLC (John Lewis, Painter Lewis, PLC, Agent) is requesting Site Plan approval for an event venue to include two structures located at Rosemont Manor, identified as Tax Map Parcel number 14-A-10 zoned Open Space Residential (OSR) and DR-2 Detached Residential 2, in the Town of Berryville. SP 01-18

Mayor Dickinson recognized William Genda, Berryville resident and owner of Rosemont Manor. Mr. Genda reviewed the site plan and the proposed additions to the property. Mr. Genda said that in order for Rosemont to stay competitive in the wedding event industry he must make some changes to the venue and what it offers.

Mayor Dickinson recognized Allan McWilliams, Berryville resident. Mr. McWilliams spoke in support of Rosemont and its request for site plan approval.

Mayor Dickinson recognized Don Gray, Berryville resident. Mr. Gray offered his support of Rosemont and the addition of the barn.

Mayor Dickinson recognized Renee' Konopa, Berryville resident. Ms. Konopa offered her support of Rosemont and stated that she feels it is important to support local businesses.

Mayor Dickinson recognized Barbara Genda, owner of Rosemont Manor. Ms. Genda spoke in support of Rosemont and reviewed points she feels are important to note when talking about Rosemont and the benefits to the Town including job creation.

Mayor Dickinson recognized Leslie Williams, Berryville resident. Ms. Williams spoke in support of approval of the site plan and shared that as a business owner herself she sees the benefits that Rosemont provides to the Town.

There being no other speakers Mayor Dickinson closed the public hearing.

Mayor Dickinson opened the third public hearing as follows:

Genda Land Holding, LLC (John Lewis Painter, Painter Lewis, PLC, Agent) is requesting an expansion of an approved Special Use Permit (SUP 02-09) for Rosemont Manor, identified as Tax Map Parcel number 14-A-10 zoned Open Space Residential (OSR), in order to expand the Country Inn use. SUP 01-18

There were no speakers Mayor Dickinson closed the public hearing.

5. Citizens' Forum

Mayor Dickinson recognized Elizabeth Ryan, representing Berryville Main Street. Ms. Ryan shared a report regarding previous and upcoming events at Berryville Main Street. Ms. Ryan said that Board members will be participating in a strategic planning session and the Board is currently looking for new committee and Board members.

Mayor Dickinson recognized William H. Watson, representing the American Legion and the VFW and chairman of WWI centennial committee. Mr. Watson said that he is here tonight to answer any questions that the Council may have related to the WWI committee.

Mayor Dickinson recognized Dale Coumes, president of Battletown Homeowners Association. Ms. Coumes provided an update regarding the trash proposal. Ms. Coumes said that they recently held a special meeting with property owners to vote on the proposal. She said the proposal was voted down. Ms. Coumes thanked Council for their support.

Mayor Dickinson recognized Dan Garrett, Berryville resident. Mr. Garrett said that he has a question and concern as to why there is not a Town attorney present at Council meetings. Mr. Garrett said that he would like to see a Town attorney named that does not also work for the County and feels it would provide safeguards, expedite Council's work and be a good addition to how Council functions.

6. Consent Agenda

The Consent Agenda was approved on motion of Council member McDonald, seconded by Council member Kitselman. The items on the Consent Agenda were:

Minutes of Budget Work Session – 03/13/18

Minutes of Regular Meeting – 03/13/18

Minutes of Community Improvements Committee Meeting – 03/26/18

Minutes of Police and Security Committee Meeting – 03/22/18

Minutes of Streets & Utilities Committee Meeting – 03/27/18

Re-appointment Chief White to CCJB and ASAP Boards

Aye: Kitselman, McDonald, Gibson, Tollett, Arnold

Nay: None

Abstain: Dickinson

7. Report of Patricia Dickinson, Mayor

Mayor Dickinson presented the report of the mayor in a written statement. Mayor Dickinson said that she recently took time to revisit the budget for next year and came to the realization that Berryville's financial future is uncertain. She said next year's projected revenues from water and sewer availability are minimal and without changes she expects it will be the same the following year. She stated that the Town Manager has requested \$2 million worth of improvements to the water plant and water distribution system and without new construction and associated availability fees that are collected when there's a new connection to the Town's water and sewer system, water and sewer usage fees might need to be increased. She said that she believes that everyone on Council has stated that economic development is the best approach to reducing the pressure and preventing or minimizing water and sewer rate increases. Mayor Dickinson stated that the last serious conversation that Council had on economic development was November 2016. She stated she is concerned that Council's current focus is not where it needs to be based on tonight's agenda and previous agendas of regular council and committee meetings.

8. Report of Harry Lee Arnold, Jr., Recorder

Recorder Arnold asked about the WWI committee's proposal of erecting a statue in the Park. Recorder Arnold said Council should be involved in discussions involving Rose Hill Park. Mayor Dickinson presented a written statement of an overview of the centennial committee and what they have been working on including events and possible remembrances. Mayor Dickinson said that the committee has looked at several options for permanent remembrances. She said the committee has looked at the placement of a statue honoring Berryville resident Lloyd Williams, a WWI Marine Captain, in Rose Hill Park, close to the town and county government center. Mayor Dickinson said that this project is going to take a significant amount of funds and the committee is in the preliminary stages of planning.

Recorder Arnold stated that he would like to bring Tree Board appointments inline with other committee appointments and follow the same procedures. Recorder Arnold said that currently Tree Board members are selected and appointed by the Mayor without coming in front of the Personnel Committee for recommendation to Town Council.

Council member Kitselman and Council member McDonald agreed that it seemed reasonable to bring the procedures for Tree Board appointments in line with other committee appointments so there would be consistency across the board.

Mayor Dickinson asked Ms. Dunkle to prepare a draft of the change to the zoning ordinance adding the Tree Board to the list of all council appointed committees. She said because this will require a text amendment, that Council wait until there are additional text amendments, in order to reduce costs. Recorder Arnold asked that the draft come before Council at the next meeting and then go to Planning Commission. Council agreed to this process.

Recorder Arnold discussed how voting is handled during Council meetings. Recorder Arnold said that he would like for any abstentions to be stated to make it clear where everyone stands when a vote is taken.

9. Report of Christy Dunkle, Assistant Town Manager for Community Development

Ms. Dunkle referenced action on the public hearings concerning site plan approval for Genda Land Holding. Ms. Dunkle said the storm water management comments have been satisfied. **Council member Kitselman moved that the Council of the Town of Berryville approve the attached site plan for Rosemont Manor, seconded by Recorder Arnold.**

Aye: Kitselman, McDonald, Gibson, Tollett, Arnold

Nay: None

Abstain: Dickinson

Ms. Dunkle referenced action on the public hearing concerning special use permit expansion for Genda Land Holding. **Recorder Arnold moved that the Council of the Town of Berryville approve the expansion of an existing Special Use Permit (SUP 02-09) in order to allow additional structures and increase the event space for the Country Inn use at Rosemont Manor identified as Tax Map Parcel number 14-A-10 on that portion of the property located in the Open Space Residential zoning district. The motion was seconded by Council member Kitselman.**

Aye: Kitselman, McDonald, Gibson, Tollett, Arnold

Nay: None

Abstain: Dickinson

Ms. Dunkle reviewed the staff report for planning and community development.

Mr. Dalton reviewed annexation items noting several property owners have been in touch with the Town to discuss annexation.

10. Report of Keith Dalton, Town Manager

Mr. Dalton gave an update on the proposal from Battletown Subdivision regarding the proposal for dumpster sites. He said that the homeowners voted to enforce their covenants and not move forward with the proposal. He thanked Ms. Coumes for her time and work regarding the proposal.

Mr. Dalton said that Council had directed him to have the Town attorney review the work product motion provided by Council member Kitselman. He said after comments from staff and Council the motion was forwarded to legal counsel for review. **Council member Kitselman moved that the Council of the Town of Berryville approve the following:**

Any request of an individual Council member to Town staff for information, research, reports, data, projects, etc. (excluding FOIA requests by individual Council members) shall be presented to the Town Manager. If the Town Manager determines that responding to the request would have a significant adverse effect on the work flow of Staff, the Town Manager shall refer the request to Council for Council to determine if the requested work product should be provided, and, if so, a schedule for responding to the request. Council member McDonald seconded the motion.

Council member Gibson stated that she is disheartened that we have gotten to this point. She said that she does understand having this motion in place as a safeguard to avoid future burdensome requests. Council member Kitselman agreed that the motion is a safeguard so that the Town Manager may determine when a request would disrupt staff work flow or keep other tasks from being completed on time. Mayor Dickinson stated that she was confused by the language within the motion and how it pertains to FOIA requests done by Council members.

Council member McDonald said that she feels that staff is overworked and burdening them with additional requests is unnecessary. Council member Tollett said that he noticed the additional requests during budget time and that coupled with other things has caused this issue. Council member Gibson said there are varying ideas about what is important however when staff is overwhelmed that needs to be recognized.

Aye: Kitselman, McDonald, Gibson, Tollett, Arnold

Nay: Dickinson

Abstain: None

Mr. Dalton said that recently a concern was expressed regarding a seemingly official social media account. He said that staff has been in touch with legal counsel and the Freedom of Information Act Council regarding this matter. Mr. Dalton said that currently the Town is not responsible for archiving the information on social media relative to any social media accounts maintained by Council members.

Mr. Kitselman said that his concern is with the Mayor's Facebook page and the potential of Council or the Town having a legal responsibility to archive the contents. Recorder Arnold said that he feels that it is the responsibility of the Town to archive the posts. Council member McDonald said that there may not be a right or wrong way to handle this issue however it is an issue that is being identified in other places of business as well.

Mr. Dalton said with the issues being raised, it may be prudent to consider the adoption of a social media policy. The members of Council agreed and asked that staff provide a report at its June meeting regarding social media.

11. Report of Erecka Gibson – Chair, Budget and Finance Committee

Ms. Moreland reviewed her staff report. Ms. Moreland said that within the report is a motion to add language to the Procurement Policy regarding negotiations with the lowest responsible bidder based on §2.2 4318 of the VPPA. She asked if Council would like to address this tonight or move it to the next Budget & Finance Committee meeting. Members of the Budget & Finance Committee decided to include this item at their next committee meeting.

Council member Gibson moved that the Council of the Town of Berryville adopt the attached Ordinance setting the tax levies for tax year 2018 amending the Code of the Town of Berryville, Chapter 16 – Taxation, Article I – In General, Section 16-1 Annual Tax Assessments; valuation of property. Council member Kitselman seconded the motion.

Aye: Kitselman, McDonald, Gibson, Tollett, Arnold

Nay: None

Abstain: Dickinson

**TOWN OF BERRYVILLE
TOWN COUNCIL
AN ORDINANCE SETTING TAX LEVIES FOR TAX YEAR 2018**

BE IT ORDAINED, by the Council of the Town of Berryville, Virginia, that for the tax year 2018 there is hereby levied:

(1) A tax of \$.19 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.

SIGNED: _____
Patricia Dickinson, Mayor

Date: April 10, 2018

ATTEST: _____
Harry Lee Arnold, Jr., Recorder

Date: April 10, 2018

+++++

Council member Gibson made the motion 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 2018.

Aye: Kitselman, McDonald, Gibson, Tollett, Arnold

Nay: None

Abstain: Dickinson

**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 2018**

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, 2018, 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 70 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 70 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 10th DAY OF APRIL 2018.

 Patricia Dickinson, Mayor

ATTEST:

 Harry L. Arnold, Jr., Recorder

+++++

By consensus, the Council set a public hearing on the budget for the May 10, 2018, meeting.

12. Report of Donna McDonald – Chair, Community Improvements Committee

Council member McDonald said that Community Improvements Committee met on March 26, 2018. She reviewed the items the committee has been discussing including lighting at Rixey Moore Parking Lot, electric vehicle charging stations, Tree Board planting and a pollinator project.

13. Report of David Tollett – Chair, Police and Security Committee

Council member Tollett said the Police and Security Committee met on March 22, 2018.

Council member Tollett reviewed the repeal of section 13-30 from Chapter 13 of the Town Code. **Council member Tollett motioned that the Council of the Town of Berryville repeal Chapter 13, Section 13-30 of the Berryville Code regarding open storage of inoperative vehicles in certain zoning districts, seconded by Council member Gibson.**

Aye: Kitselman, McDonald, Gibson, Tollett, Arnold

Nay: None

Abstain: Dickinson

Council member Tollett said that Chapter 8 – Garbage and Refuse is still under review.

Council member Tollett said that the Police & Security Committee had discussed the idea of revising the Town Charter specifically looking at Mayor Dickinson’s request to change section 3.13, revising the section to allow Council to take one month off a year if necessary. Mr. Dalton said there has also been discussion about the definition of Recorder. Mr. Dalton said the last time the charter was revised was in 1994. He reviewed a recommended schedule that would begin immediately with review by staff, then legal counsel with completion by Council in November 2018. Mayor Dickinson noted her reason for wanting to revise the charter to allow for Council to take a month off if needed. Mayor Dickinson asked if there were any objections to staff moving forward with the schedule, there being none, she asked that members of Council review the Charter and forward any recommendations to staff as soon as possible.

Council member Tollett said the next meeting of the Police & Security Committee is April 26, 2018 at 9 AM.

14. Report of Patricia Dickinson – Chair, Streets and Utilities Committee

Mayor Dickinson asked for members to please review the minutes of the most recent Street and Utilities Committee meeting. Mr. Dalton said that VDOT will be at the next committee meeting on April 24th to discuss Smart Scale projects. Mr. Dalton said that the Town is asking the public to voluntarily conserve water at this time due to the upcoming reservoir project. He said that project is scheduled to begin immediately.

15. Report of Harry Lee Arnold, Jr., Chair, Personnel Committee

No report

16. Other

Mr. Dalton confirmed the Committee meeting schedule as follows:

Community Improvements: April 23, 2018 @ 7:00 p.m.

Budget and Finance: April 24, 2018 @ 2:00 p.m.

Police and Security: April 26, 2018 @ 9:00 a.m.

Streets and Utilities: April 24, 2018 @ 12:00 p.m.

17. Adjourn

There being no other business, upon motion of Council member Kitselman, seconded by Council member Tollett, the meeting was adjourned at 9:28 p.m.

Harry Lee Arnold, Jr., Recorder

Mia L. Jackson, Town Clerk

MINUTES
BERRYVILLE TOWN COUNCIL
BUDGET & FINANCE COMMITTEE
Berryville-Clarke County Government Center
Tuesday, April 24, 2018
2:00 p.m.

Town Council: Present: Erecka Gibson, Chair; Patricia Dickinson

Staff: Keith Dalton, Town Manager; Desiree Moreland, Treasurer; Mia L. Jackson, Town Clerk

Others: Donna McDonald, Diane Harrison

1. Call to Order

Chair Gibson called the meeting to order at 2:03 p.m.

2. Approval of Agenda

The agenda was approved as presented.

3. Discussion – Budget Contingency Policy

Chair Gibson reviewed the Budget Contingency Policy. She said the committee and staff will consider how to package this policy and future Council policies so they are accessible to Council, staff and the public.

The committee recommended that the Budget Contingency Policy be forwarded to Council for approval at the May 2018 Council meeting.

4. Discussion – Proposed amendment to Procurement Policy

Ms. Moreland reviewed the proposed amendment to the procurement policy related to negotiations with lowest responsible bidder.

The committee recommended the amendment be added to the procurement policy and go to full Council at the May 2018 Council meeting.

5. Discussion – Procurement Policy Implementation / Next Steps

Ms. Moreland said that several staff members had attended a procurement training in Arlington, VA regarding the Virginia Public Procurement Act. She said that since the training, staff has conducted an in-house training for department heads regarding the Town's procurement policy adopted by Council in February. She noted that the next step is for department heads to train their staff.

6. Closed Session – No Closed Session Scheduled

7. Other

Chair Gibson discussed the proposed software represented in the budget. Chair Gibson said that she feels that the software will be a useful tool for Council and staff. Ms. Moreland said that she will continue to have conversations with other localities that are currently using the software and proceed once the software is fully vetted.

Chair Gibson thanked Ms. Moreland and the finance staff for their hard work in putting together the draft fiscal year 2019 operating budget & capital improvement program FY 2019 – 2023. Chair Gibson and the committee recognized the tremendous amount of time and effort that was spent creating the document and they are pleased with how it turned out.

Chair Gibson asked Mayor Dickinson about her concerns with the Hybrid Retirement Plan bi-weekly ACH support and Mayor Dickinson said that the support was updated to her satisfaction.

8. Adjourn

There being no further business, the meeting was adjourned at 2:38 p.m.

DRAFT

BERRYVILLE TOWN COUNCIL COMMUNITY IMPROVEMENTS
Berryville-Clarke County Government Center
MINUTES
April 24, 2018

A meeting of the Berryville Town Council Community Improvements Committee was held on Monday, April 24, 2018 at 7:00pm in the Berryville – Clarke County Government Center located at 101 Chalmers Court in Berryville, Virginia.

Attendance: Members of the Committee present: Donna McDonald, Chair; Allen Kitselman

Staff present: Keith Dalton, Town Manager, Christy Dunkle, Assistant Town Manager/Planner

Chair McDonald called the meeting to order at 7:00pm.

Approval of Agenda

Mr. Kitselman made the motion to approve the agenda as presented.

Discussion – Lighting at Rixey Moore Parking Lot

Mr. Dalton updated Committee members on the installation of lighting and electricity. He noted that in order to have power available by opening day of the Clarke County Farmers' Market, he will have a pedestal with a junction box installed at the east end of the parking lot. He added that after receiving three bids, he anticipates that the work will be completed by the end of the current week, weather permitting. He said this will allow staff time to research lighting standards for the parking lot with input from the Architectural Review Board and Community Improvement Committee members. Mr. Dalton said that current lighting in the parking lot provides safe access to the area. He said he would keep Committee members updated on proposed light fixtures and pole specifications as staff researches the project. There was a discussion about Kelvin temperature and how it relates to the color of the lighting and electric vehicle charging units at Rixey Moore Parking lot.

Discussion – Tesla/Clipper Creek Charging Stations

Ms. Dunkle said that a discussion occurred at the Government Center Building Committee meeting about the installation of charging stations at the Government Center. The question of costs was discussed and Mr. Tyrrell completed a load letter as requested by Rappahannock Electric Cooperative in order to determine operational costs. She said that she has forwarded that information to REC and will submit a work order by the end of the week to continue the process. She added that the County receives an energy rebate for power not used to its full capacity in the building and said that might be an option for paying for the power. Ms. McDonald recommended the installation of parking meters at the charging stations. Mr. Dalton said that staff would create a plan to move forward in a phased approach on both projects.

Other

Chair McDonald discussed the playground upgrades over the next few years. Mr. Dalton said that staff will begin the process for a park master plan in the next FY which will identify utilities, plantings, and other facilities. He said this will be used to plan future areas (e.g., playground expansion) in Rose Hill Park.

Mr. Dalton said that he was meeting with a company that does adaptive reuse projects at the Livery on Wednesday.

There being no further discussion, Chair McDonald adjourned the meeting at 7:30pm.

DRAFT

MINUTES
BERRYVILLE TOWN COUNCIL
POLICE AND SECURITY COMMITTEE
Berryville-Clarke County Government Center
April 26, 2018
9:00 a.m.

Committee members: Present- Dave Tollett, Chair; Pat Dickinson

Staff: Keith Dalton, Town Manager; Neal White, Chief of Police; Mia Jackson, Town Clerk

Press: None

1. Call to Order
The meeting was called to order at 9:00 a.m. by Committee Chair Tollett.
2. Approval of Agenda
The agenda was approved as presented.
3. Department Update
Chief White reviewed his departmental report. Chief White said that E-citation implementation is expected by end of May or beginning of June.
4. Discussion – Berryville Code Review – Chapter 11 – Noise
After review and input from other localities, Chief White recommended that Chapter 11 remain as is. Chief White said he is waiting to hear back from the Chief of Police of Christiansburg whose locality has conducted a comprehensive assessment to include information regarding decibel levels. He said he will bring that study and recommendations for Chapter 11 to the committee in July.
5. Discussion – Berryville Code Review – Chapter 20 – Demonstrations and Parades
Chief White discussed Berryville Code Chapter 20 – Assemblies, Demonstrations, and Parades. Chief White said one of the key components of Chapter 20 is the number of individuals that constitute an assembly or demonstration. Chief White said the current number is ten (10) which is the standard throughout the state. Chief White noted as the chapter relates to permitting there are several departments involved when a permit is issued and he would like to see the code updated and the process streamlined among departments.

The committee agreed to review the memo Chief White provided regarding Chapter 20 and provide feedback to help determine how to move forward.
6. Discussion – Berryville Code Review – Chapter 8 – Garbage and Refuse
Mr. Dalton reviewed version 2.0 of the code with updates as well as the draft Garbage and Refuse policy. Mr. Dalton noted Version 2.0 was developed with the goal of keeping the Berryville Code brief and the policy more specific. Mr. Dalton reviewed the attached appendices within the policy that would address how refuse is to be packaged, number of

toters per family or business, cost of toters, collection routes and schedules, and service area. Mr. Dalton noted the importance of the code and the policy being congruent.

Mr. Dalton said there is the option of issuing stickers for toters identifying whose toter belongs to whom that has been discussed with Republic Services. He said the stickers would be important for auditing purposes.

The committee discussed the schedule for the code and policy to be reviewed and presented to Council. Mayor Dickinson said that she would like to see the code and policy presented at the August Council meeting for possible approval and move forward from there. The committee discussed the price of the toters. Chair Tollett said the toter fee would be dependent on what the toter cost the Town. Mayor Dickinson said she would like for the applicable businesses who receive trash service from the Town to receive notice that in the future the Town will no longer be providing refuse and recyclable removal and they will need to begin to look at other options. Mr. Dalton said the treasurer would need to be a part of the discussions regarding the administrative details of the policy in regards to pricing and billing.

The committee recommended that staff draft the review schedule for the code and policy as well as the following recommendations; households will receive one toter capping toters at three (3) for both residential and business, additional toters issued would incur a fee (price to be determined by how much the toter cost the Town rounded to the nearest dollar), no limit on recyclable bins with the option of having a 65 gallon recyclable bin available to residents and businesses.

7. Closed Session
No Closed Session Scheduled
8. Other
The Committee set its next meeting on 24 May 2018 at 9:00 am.
9. Adjourn
There being no further business, the meeting was adjourned at 10:40 a.m.

MINUTES
BERRYVILLE TOWN COUNCIL
STREETS AND UTILITIES COMMITTEE
Berryville-Clarke County Government Center
Tuesday, April 24, 2018
12:00 p.m.

Committee Members: Present: Patricia Dickinson, Chair; David Tollett

Staff: Keith Dalton, Town Manager; Dave Tyrell, Director of Public Utilities; Christy Dunkle, Town Planner; Mia L. Jackson, Town Clerk

Press: None

Other: Harry Lee Arnold, Jr., Dennis & Elizabeth Couture, Diane Harrison, Stanley Kerns

1. Call to Order
Chair Dickinson called the meeting to order at 12:02 p.m.
2. Approval of Agenda
The agenda was approved as presented.
3. Discussion – Smart Scale Projects
Terry Short from VDOT presented information about the Smart Scale Program, East Main Improvement Project, and Route 340 concerns.

Mr. Short said there are five factors that determine the Smart Scale score. He noted the pre-application window is open until June 1st and applications are due by August 1st. Mr. Short said VDOT is currently coordinating with Town staff regarding the Smart Scale application submission.

Mr. Short reviewed the proposed East Main improvement project, sections 1 and 2, from railroad tracks to Jack Enders Blvd. Mr. Short noted that section 1 would construct curb and gutter, storm sewer and lane widening along both sides of East Main Street, constructing a 5' sidewalk along the north side of East Main Street. He said section 2 would include construction of curb and gutter, storm sewer and lane widening along both sides of East Main Street and construction of a 5' sidewalk with buffer strips along both sides of the road. The committee noted that elimination of sidewalk on one side of section 2 should be considered to reduce cost and improve the Town's chances of getting this project approved. Mr. Short stated that the Smart Scale program does not require matching funds.

Mr. Short answered the committee's questions regarding traffic calming on Route 340. Mr. Short said the first item would be to determine if there is a need for traffic calming. Mayor Dickinson shared information on the neighborhood traffic calming program. She said following the programs process the next step would be to conduct a traffic calming study and Mr. Short agreed. Mr. Short noted that if a speed issue is not identified based off of data then no adjustments would be made by VDOT.

The committee recommended that staff submit pre-applications for sections 1 and 2 by June 1st, removing the sidewalk on the south side in section 2.

4. Discussion – Traffic Issues / Speed Limit Signage

Mr. Dalton reviewed Mr. & Mrs. Couture's request for Town approval for the installation of a radar speed sign on the South Buckmarsh (US 340) right-of-way. Mrs. Couture said that VDOT will install and maintain the speed sign. Mayor Dickinson said that she would like to see a sign going each way on South Buckmarsh (US 340). Committee and staff discussed the options of signs (including expenses) at each ends of Town as well as the possibility and cost of adding a data collecting monitor on the back of each sign.

Staff will get clarification from VDOT on their position related to installation and maintenance of the speed signs and will bring a proposal to the committee at the meeting in May.

5. Discussion – Water service extensions outside of the Town's corporate limits

Mr. Dalton reviewed the position the Town has previously taken in regards to water service extensions outside of the Town's corporate limits. Mr. Dalton said that Council will not consider out of town connections unless first approved by the Clarke County Board of Supervisors. Mr. Dalton noted that it would be important to take a comprehensive approach when considering water service extensions.

6. Discussion – Water Projects

Mr. Dalton reviewed the attached memo dated February 15, 2018 concerning water fund projects for fiscal year 2022. Mr. Dalton noted that the memo was put together for Council to review and discuss looking forward to 2022.

Mr. Dalton reviewed the meter replacement project. Mr. Dalton said that the current meters are reaching the end of their service life and would be replaced with newer technology. He said this would allow for less man hours spent reading meters, a reduction in cost and the possibility of more available options in regards to meter reading. He said that the meter replacement project is currently under discussion as in-house project and would not be put out for bid.

Mr. Dalton reviewed future water treatment plant projects.

Mr. Dalton discussed if Council wanted to complete wholesale replacement of utilities on Main Street, Buckmarsh or both. He said that any work there would need to be done in conjunction with VDOT paving to save on pavement restoration.

7. Closed Session – No closed session scheduled

8. Other

9. Adjourn

There being no further business, the committee adjourned at 1:55 p.m.

Memorandum

Date: 15 February 2018
To: Town Council
From: Keith R. Dalton, Town Manager
Cc: Department Heads
Mia Jackson, Town Clerk

Subject: Water Fund Projects Fiscal Year 2022 / Borrowing

During the course of the last year, I have been giving thought to how the Town should approach water projects that need to be done. Last year's iteration of the CIP blocked several water treatment plant projects in FY22. As that was being developed, I began to consider funding for this work. My thinking at this point is that the Council should consider borrowing the funds to complete several water related projects (we have some reserves that can be brought bear but not enough). The annual debt service would have to be addressed in water rates.

This somewhat informal document (and the project list below) is a working document and does not represent any sort of final recommendation. This memo is intended to inform Council and continue an important conversation about utility improvements and utility rates.

PROJECTS

Water Distribution System Upgrades \$615,000

Public Works Department

These funds would be utilized to complete water distribution system upgrades during the subject fiscal year.

Projects under consideration are:

- 1) Water main and lateral replacement on Josephine Street \$330,000
Josephine Street is making its way up the list for streets that need to be paved. The Council will have to decide whether they want this project (proposed in engineering analysis in 1989) completed prior to paving. The planned project would replace the 4" main with a 12" main (this is already been extended some 400' into Josephine Street from Church Street). The project would eliminate two dead ends (by extending the main under the RR tracks) and would serve to connect the loop line to the main on South Church.

There are alternatives to the full project that staff would be like to discuss with Council.

It is important to note that the updated hydraulic model of the water system will aid staff and the council in evaluating this project. In fact, I am considering seeking authorization to complete that project in the near future (we are in the process of updating our system map (I am meeting with Rick today) and with that in hand, our engineer should be able to do this pretty quickly). I will write to you on that matter soon.

- 2) Water main and lateral replacement on Bel Voi Drive \$135,000
Bel Voi Drive is making its way up the list for streets that need to be paved. Staff is of the opinion that this main should be replaced because it is undersized and is approaching the end of its useful/dependable life. The 4' main would be replaced with an 8" main. It is important to note that the biggest challenge of this project will be found where the main extends between two houses near the end of the cul de sac.

- 3) Yet to be determined water distribution projects \$150,000

Meter Replacement **\$400,000**

Public Works Department

The Public Works Department reports that majority of the Town's water meters are approaching 20 years in age. While industry standards regarding meter replacement intervals vary, Mr. Boor recommends that the replacement should occur near the 20 year mark. As the meters age, they tend to miss usage or fail completely and provide no reading.

The meters that would be replaced are "touch read meters". The new meters would be "radio read meters". With radio read meters in place, the Town will have reading options available currently not available. These meter reading options will allow the Town to greatly reduce the cost of meter reading and may open the door to a great deal more real time monitoring options.

Filter Maintenance and pump replacement **\$530,000**

Public Utilities Department

The Water Treatment Plant utilizes two mixed media filters to treat the Town's potable water. The filters were installed when the Water Treatment Plant was constructed in 1984. The media was replaced approximately 15 years ago. The flocculators were upgraded approximately 8 years ago. The air scour equipment, underdrains, and settling tubes are original.

This project would include the following work on the Water Treatment Plant Filters: media replacement, air scour and underdrain repair/replacement, settling tubes replacement, and coating of the interior of the filter tankage.

Then each of the two filters are taken out of service, the media will be removed and necessary part replacement and filter repair will be completed. After that work has been completed the media will be replaced and upgraded filter will be placed in service allowing the second filter to be upgraded in the same fashion.

Various pumps (original from 1984) would be replaced at this time.

Pre-sedimentation Basin Repair \$200,000

Public Utilities

The Water Treatment Plant utilizes two Pre-sedimentation basins to treat the Town's potable water. Water is pumped from the river into these basins where silt and the like settle from the water prior to being pumped into the next phase of the treatment process. These tanks were constructed with the WTP in 1984.

Both tanks have developed leaks are require repair and maintenance

The repair will be accomplished by that application of a coating on the interior of the tanks.

Water Treatment Plant Building Upgrades \$80,000

Public Utilities

This item would provide for roof replacement and replacement of insulation as needed.

Total cost of enumerated projects is \$1,825,000.

We also need to be discussing whether the Council wants to complete wholesale replacement of utilities in either Main Street or Buckmarsh Street or both. Any work there should be done in conjunction with VDOT paving to save on pavement restoration. Buckmarsh Street was last paved in October 2015 and will likely be on an 8-10 year paving cycle (next paving should be in 2023-2025). Main Street was last paved in June 2014 and will likely on a 10-12 year paving cycle (next paving should in 2024-2026). Staff does not have estimates for this work but will develop them if needed.

With all of this said, we need to determine what is to be done (and what will not be done), when it will be done, and how it will be funded.

As for borrowing, I think we would be looking at two options USDA/RDA or VML/VACO Financing. USDA/RDA generally provides a good rate and loans can be amortized out 40 years but there are a good many hoops to jump through. VML/VACO Financing would likely provide a better rate and less red tape. The downside of this option is that the loan would be amortized out 20 years. With all of that said, the life of the water lines will exceed 40 years but the life of the plant work will likely be less than 40 years. Further new water regulations will be heading down the pike and we will have to do additional work on the system. Accordingly, my sense of the matter is that 20 years would be where we would want to be.

I would like to discuss these issues in detail with Council. Let me know when you would like to do so.

BERRYVILLE TOWN COUNCIL
MOTION TO APPROVE CONSENT AGENDA

Date: May 8, 2018

Motion By:

Second By:

I move that the Council of the Town of Berryville approve the consent agenda.

VOTE:

Aye:

Nay:

Absent:

ATTEST:

Harry Lee Arnold, Jr., Recorder

Attachment 3

Planning and Community Development

Action Item

Motion - Smart Scale Pre-Application Submittal

May 8, 2018

Planning Commission

The Planning Commission did not hold a meeting in April. Their next meeting is scheduled for Tuesday, May 22, 2018 at 7:30pm.

Berryville Area Development Authority

The BADA held a meeting on Wednesday, April 26, 2018. They reviewed amendments to the assisted living facility located at 450 Mosby Boulevard. Modifications to the site plan include an adjustment of the building footprint and associated changes to grading, stormwater management, and utilities; adjustment to water and sanitary sewer including an increase in the size of the domestic water line and an increase in the size of the meter vault to accommodate a 2" meter if higher than anticipated water demands occur (additional water availability fees will be required should they increase the size of the meter); changes to the stormwater management plan approved by the Virginia Department of Environmental Quality; and the addition of a fire lane and emergency access easement. The Authority approved the freestanding sign with the condition that it is reduced in size to conform to Section 307 of the Berryville Zoning Ordinance. As part of the approval, the Authority requested that sidewalk be extended between the property line of the facility along the front of two residential lots (owned by the development company) to the west.

Their next meeting is scheduled for Wednesday, May 23, 2018 at 7:00pm.

Architectural Review Board

The Architectural Review Board did not hold a May meeting. Their next meeting is scheduled for Wednesday, June 6, 2018.

Tree Board

The Tree Board met on Wednesday, May 2, 2018 to finalize details of the tree planting in Rose Hill Park that will coincide with the opening of the Clarke County Farmers' Market on Saturday, May 5, 2018 at 11:00am. Their next meeting is scheduled for Wednesday, June 6, 2018.

Board of Zoning Appeals

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

BERRYVILLE TOWN COUNCIL
SMART Scale Pre-Application Submission
May 8, 2018

At their meeting on Tuesday, April 24, 2018, the Town Council Streets and Utilities Committee hosted Terry Short, VDOT Planning Manager from the Staunton District, who discussed the SMART Scale application process. Mr. Short discussed the program including deadlines for the pre-application (June 1) and application (August 1). The pre-application process will allow VDOT staff to vet each application submitted using a points system that ranks each request. He discussed the five considerations to fund respective projects including congestion, access, environmental, economic development, and safety. The costs identified below include an escalator for future construction.

Mr. Short discussed the East Main Street project and the two proposed phases. The first, from the Norfolk Southern Railroad tracks east to Jack Enders Boulevard, would include curb, gutter, and a five (5) foot sidewalk on the north side of East Main Street. The project would also include minor lane widening on both sides of the street and storm water improvements.

Estimated Costs Phase 1

Preliminary Engineering:	\$200,000
Right of way acquisition and utility relocation:	\$555,000
Construction:	<u>\$830,000</u>
TOTAL	\$1,585,000

The second project extends from the east side of the Jack Enders Boulevard intersection with East Main Street to the east side of the Battletown Drive intersection. This project would include curb, gutter, and a five (5) foot sidewalk. This sketch also includes a buffer strip between the sidewalk and the travel lanes. The first sketch includes sidewalk on both sides of the street. Streets and Utilities Committee members requested that the sidewalk on the south side of the street be eliminated in order to reduce costs. The difference between the two proposals is \$470,000. Both estimates and sketches are included for discussion.

Estimated Costs Phase 2 (Sidewalk on both sides)

Preliminary Engineering:	\$230,000
Right of way acquisition and utility relocation:	\$750,000
Construction:	<u>\$955,000</u>
TOTAL	\$1,935,000

Estimated Costs Phase 2 (Sidewalk on north side)

Preliminary Engineering:	\$200,000
Right of way acquisition and utility relocation:	\$435,000
Construction:	<u>\$830,000</u>
TOTAL	\$1,465,000

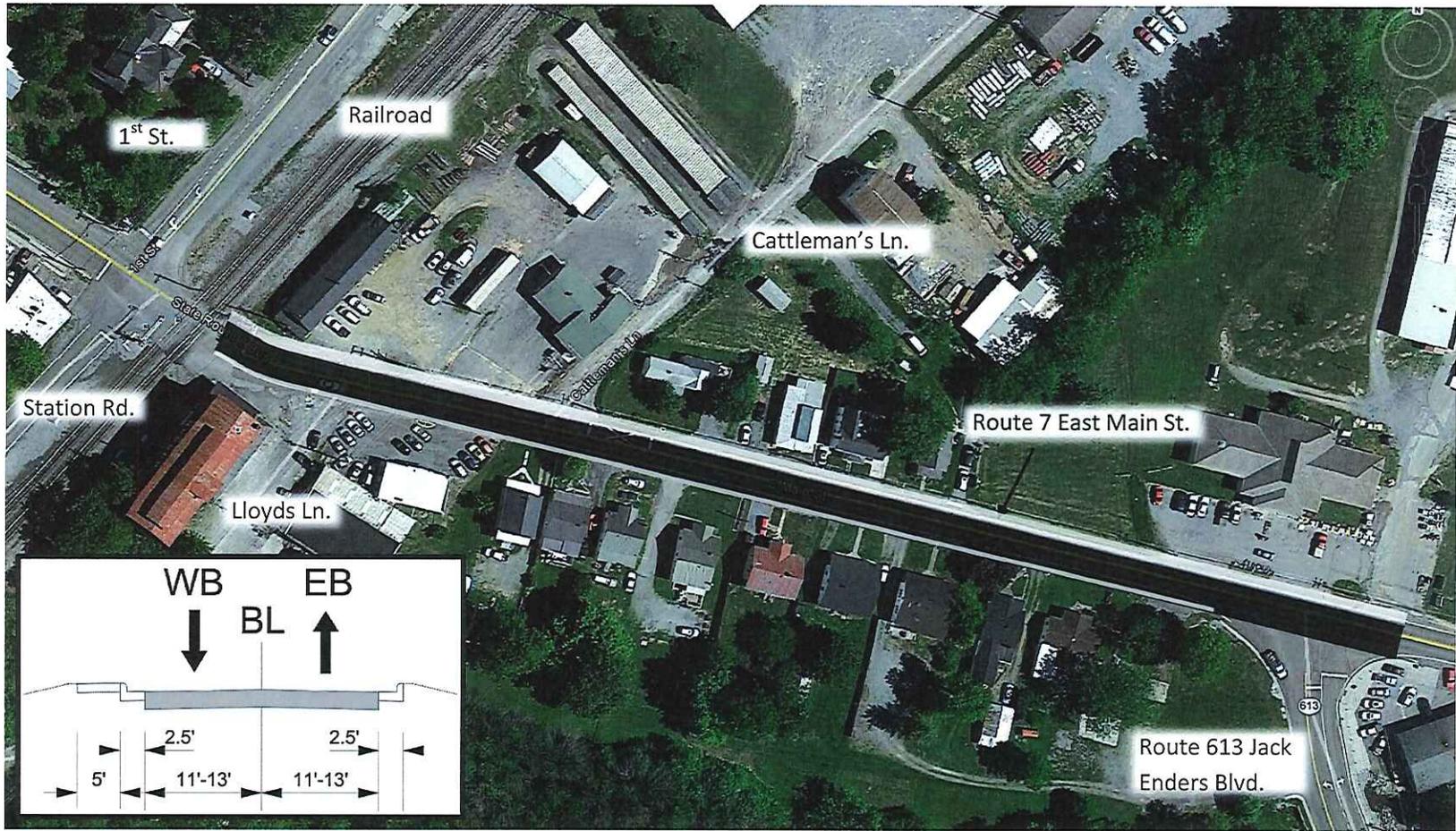
Both projects include milling and paving and would require right of way acquisition.

The pre-application does not require a resolution by Town Council or letters of support with the submission.

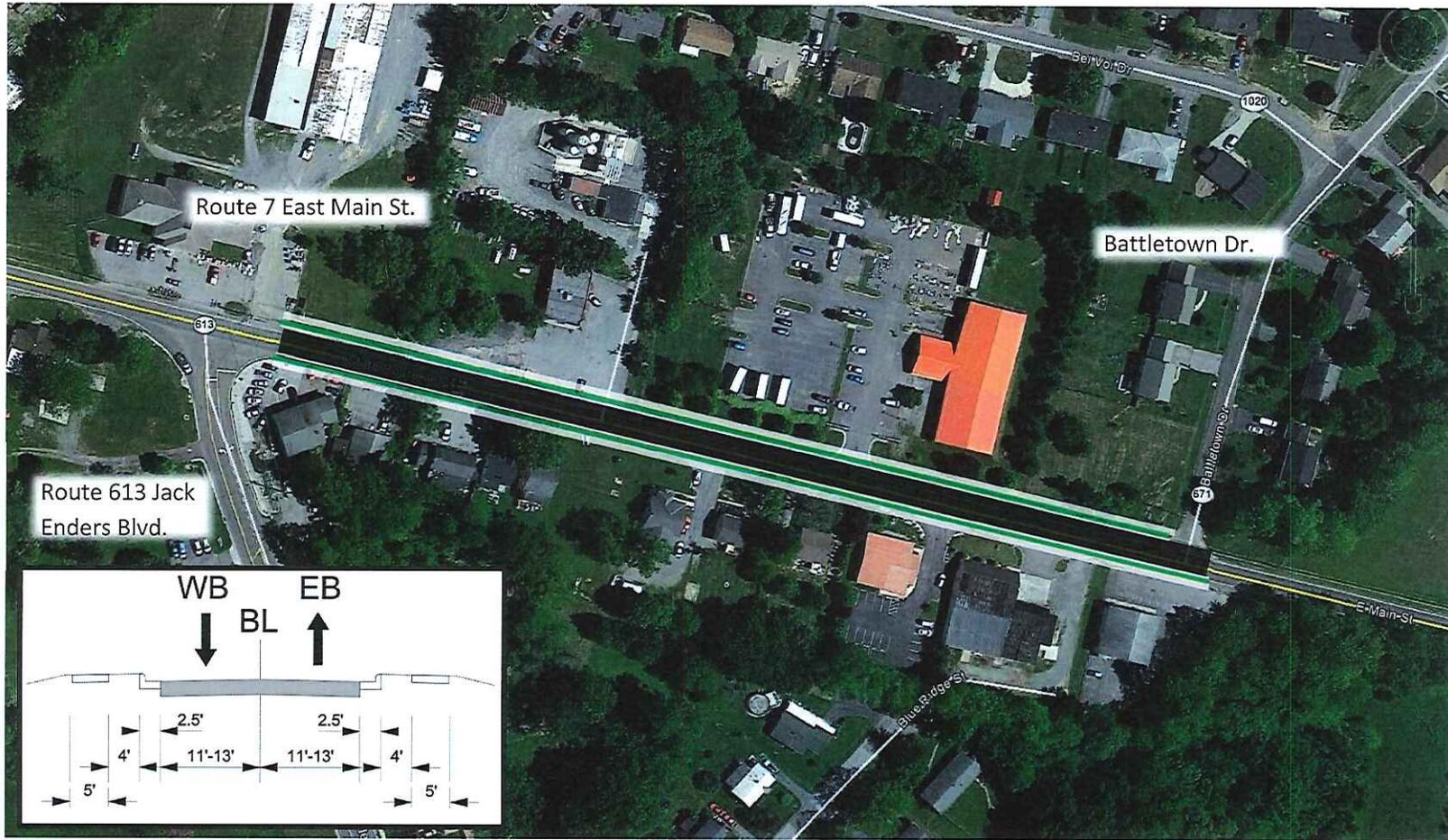
Mr. Short also discussed traffic calming efforts on South Buckmarsh Street with Streets and Utilities Committee members and residents of Taylor Street. Mr. Short indicated that crash and speed data did not reflect any issues in this area and therefore SMART Scale funding would be unlikely. It was determined that traffic counts would be updated and Mayor Dickinson indicated that she will continue to work with residents to address traffic calming in this area.

Recommendation

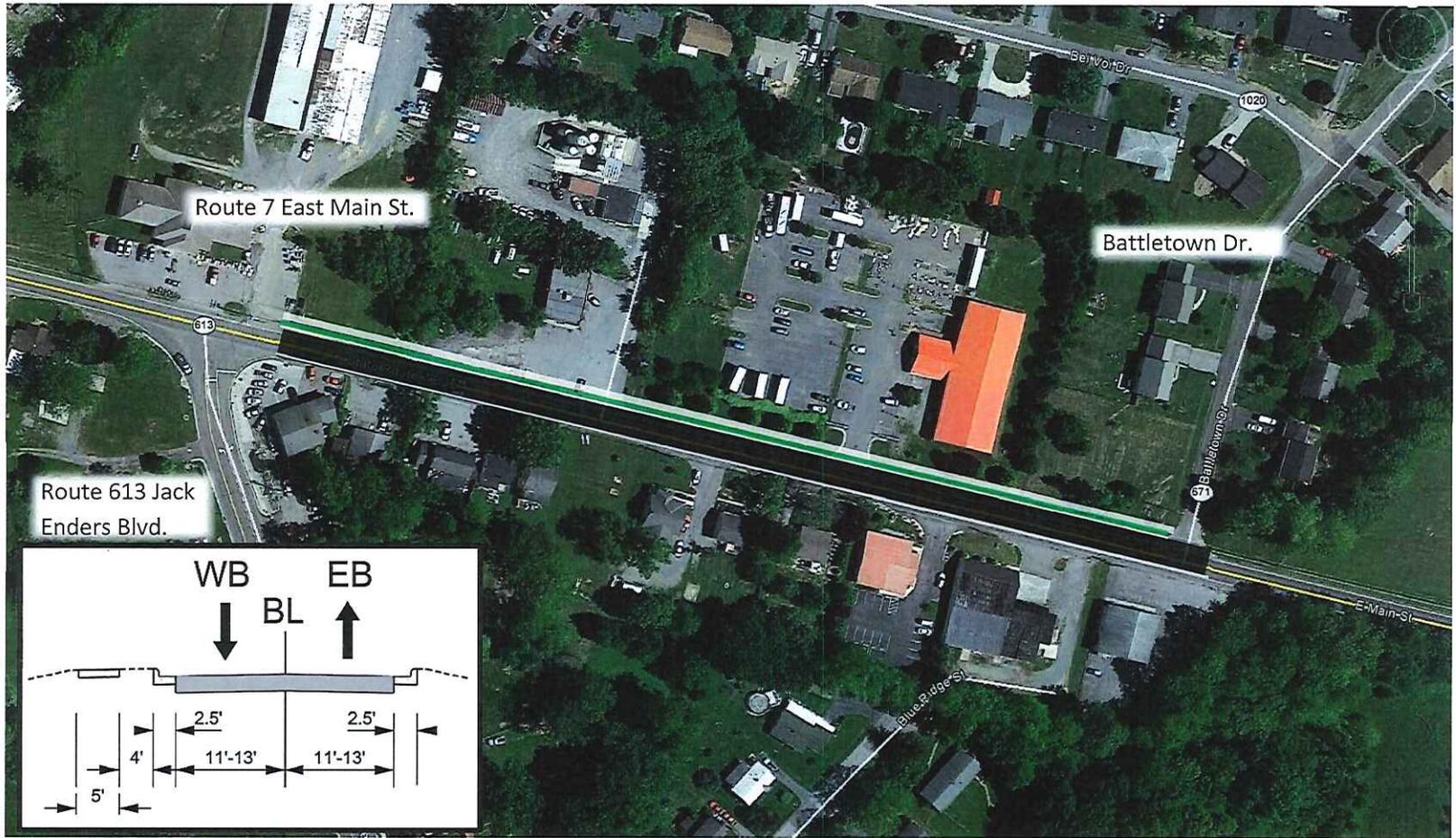
Direct staff to submit the SMART Scale pre-application prior to the June 1 deadline. **Two scenarios are included in the motion for Phase 2.** A motion follows this report.



Project Description		UPC:	N/A
Construct Curb & Gutter, storm sewer and minor lane widening along both sides of East Main St. Construct a 5' sidewalk along the north side of East Main St. Mill and overlay existing pavement. Right of Way will be limited to 45' to 50' due to multiple residences close to the existing road. Attempt to improve access control by combining entrances where possible.		Route No:	7
		From:	Int. 1 st Street
		To:	Int. Jack Enders Blvd.
		Length:	0.2 Miles



Project Description		UPC:	N/A
Construct Curb & Gutter, storm sewer and minor lane widening along both sides of East Main St. Construct a 5' sidewalk with buffer strip along both sides of the road. Mill and overlay existing pavement. Right of Way will be approximately 60'.		Route No:	7
		From:	Int. Jack Enders Blvd.
		To:	Int. Battletown Dr.
		Length:	0.2 Miles



Project Description		UPC:	N/A
Construct Curb & Gutter, storm sewer and minor lane widening along both sides of East Main St. Construct a 5' sidewalk with buffer strip along the north side of the road. Mill and overlay existing pavement. Right of Way will be approximately 60'.		Route No:	7
		From:	Int. Jack Enders Blvd.
		To:	Int. Battletown Dr.
		Length:	0.2 Miles

UPDATED 2 MAY, 2018

BERRYVILLE TOWN COUNCIL

MOTION TO SUBMIT SMART SCALE PRE-APPLICATION
TO FUND EAST MAIN STREET IMPROVEMENTS

Date: May 8, 2018

Motion By:

Second By:

I move that the Council of the Town of Berryville direct staff to submit the SMART Scale pre-application for Phase 1 which includes East Main Street from the Norfolk Southern Railroad tracks east to Jack Enders Boulevard and for Phase 2 which includes East Main Street from Jack Enders Boulevard east to Battletown Drive with **sidewalk on both sides of East Main Street | sidewalk on the north side of East Main Street** to VDOT by the June 1, 2018 deadline.

VOTE:

Aye:

Nay:

Absent:

Abstain:

ATTEST:

Harry Lee Arnold, Jr., Recorder

BERRYVILLE TOWN COUNCIL
Text Amendment – Section 321
May 8, 2018

At the April Town Council meeting, Council members directed staff to draft a text amendment for the Zoning Ordinance that would allow Town Council to appoint members of the Tree Board. It was recommended that the text amendment be available for consideration at a future public hearing that would be advertised simultaneously with other items in order to save money on public hearing notice publications in the Winchester Star.

The draft text amendment is identified under Section 321.2 of the following Article III, Section 321.

Recommendation

Discuss at the meeting.

SECTION 320 – CURB AND GUTTER (09/05)

320.1 RESIDENTIAL SUBDIVISIONS

In residential subdivisions, curb and gutter shall be required on both sides of all public streets within the subdivision and along the side of each public street, except Virginia Route 7 Bypass, which borders the subdivision. (1/06)

320.2 OTHER

In other than residential subdivisions, curb and gutter shall be required as provided in Section 314.7(e) of this Ordinance.

SECTION 321 – PUBLIC TREE ORDINANCE (6/07)

321 Statement of Intent

It is recognized that trees add a great deal to property values by providing shade, erosion control, and general beauty to the Town, making the latter more appealing to visitors and pleasant for the citizenry.

It is further recognized that landscaping on public property also adds to the general beauty and appeal of the Town, thereby enhancing both tourism and the quality of life for the citizenry.

It is, therefore, the purpose of this chapter to set forth a policy which encourages the planting, nurturing, and proper maintenance of all trees on public property. Experience has shown that trees, under some circumstances, can be hazardous to public safety; hence, this chapter also provides for tree pruning or removal when conditions warrant.

321.1 Definitions

Street trees – “Street trees” are herein defined as trees, shrubs, bushes, and all other woody vegetation on land lying between property lines on either side of all streets, avenues, or ways within the Town.

Park trees – “Park trees” are herein defined as trees, shrubs and all other woody vegetation in public parks having individual names, and all areas owned by the Town, on to which the public has free access as a park.

Native – A plant that lives or grows naturally in a particular region without direct or indicted human intervention.

Small tree – Small trees shall have a mature height of up to thirty (30) feet and have an equal spread as described in the Manual of Woody Landscape plants.

Medium tree – Medium trees shall have a mature height between thirty (30) and forty-five (45) feet with a spread of at least thirty feet as described in the Manual of Woody Landscape Plants.

Large tree – Large trees shall have a mature height of over forty-five (45) feet and have an equal spread as described in the Manual of Woody Landscape Plants.

321.2 Creation and Establishment of a Town Tree Board

There is hereby created and established a Town Tree Board for the Town of Berryville which shall consist of five members, citizens and residents of the Town of Berryville, who shall be appointed by the ~~mayor with the approval of~~ Town Council.

321.3 Term of Office

The term of the five persons to be appointed by the mayor shall be four years except that the term of two of the members appointed to the first board shall be for only two years. In the event that a vacancy shall occur during the term of any member, his or her successor shall be appointed for the unexpired portion of the term.

321.4 Compensation

Members of the Board shall serve without compensation.

321.5 Duties and Responsibilities

- (a) Serve to enhance the public participation in the beautification of the Town through landscaped improvements by using, whenever possible, native plant species;
- (b) Act as an advocate for both public and private landscaping, assisting in the coordination of both;
- (c) Provide advisory oversight to the amendment and implementation of the comprehensive landscape master plan;
- (d) Assist with the education of the public on matters of public landscaping through materials, public appearances and media exposure as appropriate; and
- (e) Act in an advisory and advocacy role to the Town Council and Town Manager.

321.6 Operation

The Board shall choose its own officers, make its own rules and regulations and keep a journal of its proceedings. A majority of the members shall constitute a quorum to the transaction of business.

321.7 Street Tree Planting

- (a) Every effort should be made to plant native tree species.
- (b) The spacing of street trees will be in accordance with the three species size classes listed under Section 321.1. Spacing shall be 30 feet for small trees; 40 feet for medium trees and 50 feet for large trees, except in special plantings designed or approved by a landscape architect.
- (c) No trees shall be planted closer to any curb or sidewalk than the following: small trees – 2 feet; medium trees – 3 feet; and large trees – 4 feet.
- (d) No street tree shall be planted closer than 35 feet from any street corner, measured from the point of nearest intersecting curbs or curb lines.
- (e) No street tree shall be closer than 10 feet from a fire hydrant.
- (f) No street trees shall be planted under or within 15 feet of any overhead wire or over or within ten (10) lateral feet of any underground water line, sewer line, transmission line, or any other utility.

321.8 Public Tree Care

- (a) The Town shall have the right to plant, prune, maintain and remove trees, plants and shrubs within the lines of all streets, alleys, avenues, lanes, squares and public grounds, as may be necessary to insure public safety or to preserve or enhance the symmetry and beauty of such public grounds.
- (b) Before the removal of any street tree or park tree, or any part thereof, by the Town, or before the Town issues an order directing said removal, the Town shall advise the Tree Advisory Board in writing of its intention and the reasons thereof. The Tree Advisory Board shall have 30 days after receipt of such notice to make its recommendation to the Town with respect thereto, suggesting, if possible, any alternative to the proposed removal. Such alternatives are advisory only, the decision to remove hereunder being at the discretion of the Town Manager.
- (c) The Town shall not remove a street tree of significant size, or permit removal by others, unless notice of the intended removal or destruction is given. The notice shall consist of a durable and legible statement of the Town's intent, affixed to and easily visible on the tree for not less than five days immediately preceding the contemplated removal or destruction; and the notice shall state the reason for the intended removal or destruction of the tree and the person or persons to whom inquiries or protests thereon may be directed.
- (d) In the event of an emergency situation, such as a fallen tree or some other condition or occurrence requiring an immediate removal or destruction of a tree along one of these public ways, the Town may remove or destroy the tree without complying with the foregoing provisions of this section. "Emergency situation" shall include, but is not limited to, trees posing an immediate danger to public safety and trees causing stoppage of utility services such as water lines, sewer lines, electric or power lines or other public or private improvements; all as determined by the Director of Public Works for the Town.
- (e) When a tree is removed it shall be Town policy to plant a replacement in the general area to include planting on private property, with the consent of the owner.

321.9 Review by Town Council

The Town Council shall have the right to review the conduct, acts, and decisions of the Town Tree Board. Any person may appeal from any ruling or order of the Town Tree Board to the Town Council who may hear the matter and make final decision.

321.10 Penalty

Any person violating any provision of this ordinance shall be, upon conviction or a plea of guilty, subject to a fine not to exceed \$500.

Attachment 4

FINANCE AND ADMINISTRATION STAFF REPORT

TO: TOWN COUNCIL
FROM: DESIREE MORELAND, TREASURER
SUBJECT: BUDGET
DATE: 5/3/2018
CC: KEITH DALTON, TOWN MANAGER

A Public Hearing for the proposed FY 18-19 Budget is set for this meeting.

The Budget should be approved and appropriated at the June 12th meeting.

Proposed Budget FY 18-19 Highlights include:

REVENUES

GENERAL FUND

- No increase in Personal Property tax rate.
- PPTRA remains at 70%
- No increase in Real Estate tax rate.
- 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

- No increase in Treatment Fees.
- Two residential and one commercial Availability Fees projected

SEWER FUND

- No increase in Treatment Fees.
- Two residential and one commercial Availability Fees projected

OPERATING EXPENSES

ALL FUNDS

- \$1000 COLA with Police Dept CDP payroll increases are proposed.
- 8.5 % increase in Health Care costs.
- Employer VRS increased 9.95%
- TOTAL BUDGET decrease of 3.01%

GENERAL FUND

- Increase in Maintenance & Operational Expenses of 1.54%
- Blight Abatement
- Overlap in Utility Clerk position
- Debt Service deposits to RDA Debt Service Reserve Fund end 5-18
- Contingency is 3.02% of the Operating Budget
- General Fund total increase of 6.58%

WATER FUND

- Decrease in Maintenance & Operational Expenses of .81%
- There is currently no Debt Service in the Water Fund
- Contingency is 3 % of the Operating Budget
- Water Fund total decrease of 15.88 % due to CIP Tank Maintenance

SEWER FUND

- Increase in Maintenance & Operational Expenses of 10.01%
- Debt service reflects payment to VRA
- Contingency is 3% of the Operating Budget
- Sewer Fund total decrease of 10.36%

FINANCE AND ADMINISTRATION STAFF REPORT

TO: TOWN COUNCIL
FROM: DESIREE MORELAND, TREASURER
SUBJECT: MONTHLY REPORTS
DATE: 5/3/2018
CC: KEITH DALTON, TOWN MANAGER

A/P Check Listing

Checks issued in April 2018.

Bank of America/P-Card Statement

March 2018 P-Card Purchases that were paid on April 24, 2018.

A/P Check Listing

Vendor Range - 64SECONDS INC' - 'ZENON ENVIRONMENTAL CORPORATION

Date From - 4/1/2018 Date To - 4/30/2018

Town of Berryville
05/01/2018 04:36 PM

Page: 1 of 2

Check Number	Bank	Vendor	Date	Amount
4756	1	The Hall Company	04/12/2018	\$1,301.58
4757	1	Winchester Building Supply	04/12/2018	\$480.00
4758	1	Douglas A. Shaffer	04/12/2018	\$75.00
4759	1	SKYVIEW TREE EXPERTS	04/12/2018	\$3,240.00
4760	1	Lincoln Financial Group	04/12/2018	\$762.81
4761	1	Michelle M. Jones	04/12/2018	\$630.00
4762	1	Hall, Monahan, Engle, Mahan & Mitchell	04/12/2018	\$1,817.50
4763	1	Treasurer of Frederick County	04/12/2018	\$4,471.92
4764	1	Econo Signs LLC	04/12/2018	\$107.26
4765	1	The Winchester Star	04/12/2018	\$1,152.35
4766	1	Herbert L. Beskin, Trustee	04/12/2018	\$115.00
4767	1	Bureau for Child Support Enforcement	04/12/2018	\$875.00
4768	1	Municipal Code Corporation	04/12/2018	\$650.00
4769	1	Keith Dalton	04/12/2018	\$50.00
4770	1	Nationwide Retirement Solutions	04/12/2018	\$405.00
4771	1	OCC Health Service Winchester	04/12/2018	\$73.00
4772	1	Berryville Farm Supply Inc	04/12/2018	\$62.50
4773	1	GONZALEZ ASENCIO E 4718	04/12/2018	\$16.62
4774	1	GARRETT JAMES L 5822	04/12/2018	\$28.52
4775	1	REBECCA & STEPHEN HANSEN	04/12/2018	\$98.00
4776	1	VUPS	04/24/2018	\$63.00
4777	1	PENNONI ASSOCIATES INC	04/24/2018	\$3,480.00
4778	1	Merritt's Sanitation	04/24/2018	\$925.00
4779	1	Bureau for Child Support Enforcement	04/24/2018	\$875.00
4780	1	Bayliss Electric LLC	04/24/2018	\$1,638.51
4781	1	Fuog/Interbuild, Inc.	04/24/2018	\$3,404.62
4782	1	Treasurer of Virginia - DEQ	04/24/2018	\$600.00
4783	1	OUTLAND JULIE ANNA 5970	04/24/2018	\$58.72
4784	1	GUY PIDGEON	04/24/2018	\$174.20
4785	1	MAIN STREET AUTO	04/24/2018	\$840.00

A/P Check Listing

Vendor Range - 64SECONDS INC' - 'ZENON ENVIRONMENTAL CORPORATION

Date From - 4/1/2018 Date To - 4/30/2018

Town of Berryville
05/01/2018 04:36 PM

Page: 2 of 2

Check Number	Bank	Vendor	Date	Amount
4786	1	USPS	04/26/2018	\$765.78
4787	1	Rappahannock Electric Cooperative	04/26/2018	\$22,639.77
4788	1	Centric	04/26/2018	\$1,316.45
4789	1	Minnesota Life Insurance Co.	04/26/2018	\$140.52
4790	1	Mary Jo Pellerito	04/26/2018	\$40.00
4791	1	Christy Dunkle	04/26/2018	\$26.16
4792	1	Matthew Bass	04/26/2018	\$40.00
4793	1	Virasec, LLC	04/26/2018	\$1,746.09
4794	1	Nationwide Retirement Solutions	04/26/2018	\$405.00
4795	1	ELECTION SYSTEMS AND SOFTWARE	04/26/2018	\$1,401.82
4796	1	Brittany Lynn Higgins	04/26/2018	\$123.40
41		Checks Totalling -		\$57,116.10

Totals By Fund

	Checks	Voids	Total
100	\$31,496.54		\$31,496.54
501	\$8,531.25		\$8,531.25
502	\$17,088.31		\$17,088.31
Totals:	\$57,116.10		\$57,116.10



BERRYVILLE TOWN OF
 DESIRÉE MORELAND
 XXXX-XXXX-XXXX
 March 01, 2018 - March 31, 2018

Purchasing Card

Company Statement

Account Information	Payment Information	Account Summary
Mail Billing Inquiries to: BANKCARD CENTER PO BOX 982238 EL PASO, TX 79998-2238 Customer Service: 1.888.449.2273 24 Hours TTY Hearing Impaired: 1.800.222.7365 24 Hours Outside the U.S.: 1.509.353.6656 24 Hours For Lost or Stolen Card: 1.888.449.2273 24 Hours	Statement Date 03/31/18 Payment Due Date 04/24/18 Days in Billing Cycle 31 Credit Limit \$500,000 Cash Limit \$0 Total Payment Due \$49,150.60	Previous Balance \$61,048.24 Payments -\$61,048.24 Credits -\$303.44 Cash \$0.00 Purchases \$49,454.04 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 \$49,150.60

Important Messages

Please do not send payment. Your automatic payment is scheduled to be credited to this account on 04/24/18.

Cardholder Activity Summary

Account Number Credit Limit	Credits	Cash	Purchases and Other Debits	Total Activity
BOOR, RICK XXXX-XXXX-XXXX- 15,000	0.00	0.00	2,941.15	2,941.15
BOOTH, KEVIN XXXX-XXXX-XXXX- 1,000	0.00	0.00	262.87	262.87

6104824 4915060 4915060 4715291201837237



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



BERRYVILLE TOWN OF
 DESIRÉE MORELAND
 STE A
 101 CHALMERS CT
 BERRYVILLE, VA 22811-1387

**N0018600

Account Number: XXXX-XXXX-XXXX-
 March 01, 2018 - March 31, 2018

Total Payment Due \$49,150.60
Payment Due Date 04/24/18

Enter payment amount

\$

Check here for a change of mailing address or phone numbers.
 Please provide all corrections on the reverse side.

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

⑆54999001⑆00051201837237⑈

Cardholder Activity Summary

Account Number Credit Limit	Credits	Cash	Purchases and Other Debits	Total Activity
BUSSERT, ERNIE XXXX-XXXX-XXXX- 500	0.00	0.00	276.88	276.88
DORSEY, DANIEL XXXX-XXXX-XXXX- 500	0.00	0.00	7.83	7.83
DUNKLE, CHRISTY XXXX-XXXX-XXXX- 500	0.00	0.00	11.56	11.56
ELLIOTT, RALPH XXXX-XXXX-XXXX- 5,000	0.00	0.00	503.34	503.34
FIDDLER, HEATHER XXXX-XXXX-XXXX- 15,000	0.00	0.00	415.82	415.82
JACKSON, MIA XXXX-XXXX-XXXX- 500	0.00	0.00	279.58	279.58
LILLY, STEPHEN XXXX-XXXX-XXXX- 15,000	29.22	0.00	4,810.17	4,780.95
LINK, BRIAN XXXX-XXXX-XXXX- 1,000	0.00	0.00	637.03	637.03
MCCORMICK, HARRY XXXX-XXXX-XXXX- 500	0.00	0.00	143.78	143.78
MORELAND, DESIREE XXXX-XXXX-XXXX- 50,000	0.00	0.00	23,082.61	23,082.61
REYNOLDS, CHARLES XXXX-XXXX-XXXX- 500	0.00	0.00	1.95	1.95
STOVER, KEITH XXXX-XXXX-XXXX- 1,000	0.00	0.00	544.79	544.79
TYRRELL, DAVE XXXX-XXXX-XXXX- 20,000	274.22	0.00	13,479.11	13,204.89
UNGER, EMMERT XXXX-XXXX-XXXX- 500	0.00	0.00	131.09	131.09
WHITE, NEAL XXXX-XXXX-XXXX- 15,000	0.00	0.00	1,924.48	1,924.48

Transactions

Posting Date	Transaction Date	Description	Reference Number	MCC	Charge	Credit
BERRYVILLE TOWN OF						Total Activity
Account Number: XXXX-XXXX-XXXX- ...						-\$61,048.24
03/23	03/23	AUTO PAYMENT DEDUCTION		0071		61,048.24
BOOR, RICK						Total Activity
Account Number: XXXX-XXXX-XXXX-						2,941.15
03/15	03/13	GRIFFITH ENERGY SERVIC 410-956-3000 MD	24258028073017032911873	5983	2,016.45	
03/16	03/14	LSI 540-9551112 VA	24073148074900014000013	5099	813.71	
03/21	03/20	HARBOR FREIGHT TOOLS 595 WINCHESTER VA	24231688080400021911621	5251	28.99	
03/28	03/26	johnny blue, inc. 540-665-0968 VA	24828248086030032688946	7394	82.00	
BOOTH, KEVIN						Total Activity
Account Number: XXXX-XXXX-XXXX-						262.87
03/02	03/01	LOWES #02724* WINCHESTER VA	24692168060100610360789	5200	27.53	
03/20	03/19	LOWES #02724* WINCHESTER VA	24692168078100063679289	5200	145.84	
03/21	03/20	FISHER AUTO PARTS 009 BERRYVILLE VA	24431068080200824700186	5533	4.50	
03/23	03/22	ALTMED MEDICAL CTR- FR FRONT ROYAL VA	24493988081286693300219	8011	85.00	



18390900 - 016900 - 0002 - 0003 - 2

Transactions

Posting Date	Transaction Date	Description	Reference Number	MCC	Charge	Credit
BUSSERT, ERNIE						
Account Number: XXXX-XXXX-XXXX-						Total Activity
						276.88
03/12	03/09	JNO. S SOLENBERGER AND C WINCHESTER VA	24138298069400136678013	5251	68.35	
03/12	03/10	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801978070091402000071	5251	56.54	
03/13	03/12	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801978072091406000166	5251	7.83	
03/13	03/12	JNO. S SOLENBERGER AND C WINCHESTER VA	24138298072400001380013	5251	39.73	
03/20	03/19	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801978079091400000033	5251	66.86	
03/30	03/29	JNO. S SOLENBERGER AND C WINCHESTER VA	24138298089400001453464	5251	37.57	
						Total Activity
						7.83
DORSEY, DANIEL						
Account Number: XXXX-XXXX-XXXX-						Total Activity
						11.56
03/20	03/19	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801978079091400000215	5251	7.83	
						Total Activity
						11.56
DUNKLE, CHRISTY						
Account Number: XXXX-XXXX-XXXX-						Total Activity
						503.34
03/05	03/02	USPS PO 5107560300 BERRYVILLE VA	24445008062000959562720	9402	7.36	
03/14	03/13	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801978073091408000171	5251	4.20	
						Total Activity
						503.34
ELLIOTT, RALPH						
Account Number: XXXX-XXXX-XXXX-						Total Activity
						415.82
03/15	03/14	JAMES RIVER EQUIPMENT-WINSTEPHENSON VA	24909358073840800036977	5599	304.64	
03/28	03/27	BROY & SON PUMP SERVICE BERRYVILLE VA	24073148086900010700018	1799	50.00	
03/30	03/28	A SIGN PLACE/PERSONALIZE WINCHESTER VA	24223698088030031310653	5099	148.70	
						Total Activity
						415.82
FIDDLER, HEATHER						
Account Number: XXXX-XXXX-XXXX-						Total Activity
						279.58
03/05	03/03	Amazon web services aws.amazon.co/WA	24692168062100834076425	7399	0.63	
03/12	03/09	USPS PO 5107560300 BERRYVILLE VA	24445008069000975401658	9402	250.00	
03/19	03/16	IN *TRUESHRED 888-7508783 VA	24692168075100551667971	7399	49.00	
03/23	03/21	FOX'S PIZZA 540-9553697 VA	24073148081900012300051	5812	101.20	
03/26	03/23	DULLES GREENWAY QPS STERLING VA	24391228082091587000146	4784	5.65	
03/26	03/23	CAFE SEQUOIA ARLINGTON VA	24122588082030014178748	5814	9.34	
						Total Activity
						279.58
JACKSON, MIA						
Account Number: XXXX-XXXX-XXXX-						Total Activity
						4,780.95
03/07	03/06	CROWN TROPHY WINCHESTER VA	24755428065270651329394	5999	19.00	
03/19	03/16	STAPLS7194110732000001 877-8267755 NJ	24164078075105159103980	5111	36.51	
03/21	03/20	STAPLS7194311409000001 877-8267755 NJ	24164078079105192027044	5111	83.57	
03/26	03/23	STAPLS7194460540000001 877-8267755 NJ	24164078082105213861541	5111	118.62	
03/29	03/28	USPS PO 5107560300 BERRYVILLE VA	24445008088001023435141	9402	6.70	
03/30	03/29	STAPLS7194460540000002 877-8267755 NJ	24164078088105973861545	5111	15.18	
						Total Activity
						4,780.95
LILLY, STEPHEN						
Account Number: XXXX-XXXX-XXXX-						Total Activity
						637.03
03/07	03/06	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801978066091404000034	5251	28.35	
03/09	03/07	GRAND RENTAL STATION 540-6671400 VA	24073148067900014800189	7394	90.20	
03/12	03/09	USA BLUE BOOK 800-548-1234 IL	24326848068636000074145	5085	648.81	
03/15	03/14	VA DPOR 804-3678597 VA	24755428073260730445337	9399	50.00	
03/16	03/15	USA BLUE BOOK WAUKEGAN IL	74326848074636000067948	5085		29.22
03/26	03/23	COYNE CHEMICAL 215-785-3000 PA	24224438083101031280009	5169	2,041.82	
03/26	03/23	COYNE CHEMICAL 215-785-3000 PA	24224438083101031280025	5169	1,950.99	
						Total Activity
						637.03
LINK, BRIAN						
Account Number: XXXX-XXXX-XXXX-						Total Activity
						143.78
03/09	03/08	FROGALX LUMBER SUPPLY WINCHESTER VA	24801978067006000435938	5211	99.61	
03/21	03/19	WINCHESTER EQUIPMENT WINCHESTER VA	24073148079900011200025	5599	520.77	
03/29	03/28	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801978088091408000067	5251	16.65	
						Total Activity
						143.78
MCCORMICK, HARRY						
Account Number: XXXX-XXXX-XXXX-						Total Activity
						23,082.61
03/01	02/28	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801978060091402000149	5251	58.78	
03/02	02/28	VVCC WORKFORCE WEB PAYMEN540-8576320 VA	24789308060750703624925	8220	85.00	
						Total Activity
						23,082.61
MORELAND, DESIREE						
Account Number: XXXX-XXXX-XXXX-						Total Activity
						1,661.35
03/06	03/05	REPUBLIC SERVICES TRASH 866-576-5548 AZ	24431058064083702839545	4900	1,661.35	
03/07	03/06	VERIZON*ONETIMEPAYMENT 800-VERIZON FL	24692168065100310123391	4899	362.54	
03/07	03/06	VERIZON*ONETIMEPAYMENT 800-VERIZON FL	24692168065100310123409	4899	179.15	
03/07	03/06	VERIZON*ONETIMEPAYMENT 800-VERIZON FL	24692168065100310123417	4899	191.05	
03/14	03/12	TelRite Corporation COVINGTON GA	24393498072004090108537	4814	10.65	
03/16	03/15	PERKINS FAMILY RESTAURAN WINCHESTER VA	24493988074286038000770	5812	77.75	
03/28	03/27	REPUBLIC SERVICES TRASH 866-576-5548 AZ	24431058086083758216980	4900	19,590.78	
03/28	03/27	REPUBLIC SERVICES TRASH 866-576-5548 AZ	24431058086083758219307	4900	100.00	
03/28	03/28	COMCAST 800-COMCAST MD	24692168087100405307754	4899	75.69	
03/28	03/27	VA DMV ONLINE BILLING PAY804-3670595 VA	24755428087120878420399	9399	50.00	
03/29	03/28	VZWRLSS*MY VZ VB P 800-922-0204 FL	24692168087100477316295	4814	783.65	

Transactions

Posting Date	Transaction Date	Description	Reference Number	MCC	Charge	Credit	Total Activity
REYNOLDS, CHARLES							1.95
Account Number: XXXX-XXXX-XXXX-							
03/28	03/27	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801978087091406000094	5251	1.95		
STOVER, KEITH							544.79
Account Number: XXXX-XXXX-XXXX							
03/02	03/01	JAMES RIVER EQUIPMENT-WINSTEPHENSON VA	24909358060757000048120	5599	362.44		
03/02	03/01	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801978061091404000013	5251	17.01		
03/05	03/01	GRAND RENTAL STATION 540-6671400 VA	24073148061900014300020	7394	138.90		
03/15	03/14	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801978074091400000053	5251	26.44		
TYRRELL, DAVE							13,204.89
Account Number: XXXX-XXXX-XXXX-							
03/01	02/28	JNO. S SOLENBERGER AND C WINCHESTER VA	24138298060400001320195	5251	24.25		
03/02	02/28	PROCUM 999-9999999 NC	24073148060900013339814	5085	108.07		
03/07	03/06	USA BLUE BOOK 800-548-1234 IL	24326848065636000072001	5085	337.87		
03/07	03/06	JOINER MICRO LABORATORIE 540-347-7212 VA	24435658066200389500072	7399	2,070.00		
03/08	03/06	MCMaster-CARR 630-834-9600 IL	24789308066790800087455	5085	64.90		
03/09	03/07	RIDDLEBERGER BROTHERS 540-434-1731 VA	24638188067017032655620	1711	1,134.00		
03/09	03/08	THE BLOSSMAN COMPANIES IN228-872-8932 MS	24247608067300523004122	5983	593.09		
03/09	03/08	ROBERTS OXYGEN CO BR 00 800-6263433 MD	24755428068640680742600	5085	29.75		
03/12	03/09	JNO. S SOLENBERGER AND C WINCHESTER VA	24138298069400001365191	5251	22.12		
03/14	03/12	MCMaster-CARR 630-834-9600 IL	24789308072829300088761	5085	274.22		
03/15	03/13	MCMaster-CARR 630-834-9600 IL	24789308073835800070653	5085	37.20		
03/15	03/13	HACH COMPANY 9706631377 CO	24801998073018010303386	5085	1,978.46		
03/16	03/15	USPS PO 5107560300 BERRYVILLE VA	24445008075000998392274	9402	13.40		
03/19	03/15	BERRYVILLE AUTO PARTS INC BERRYVILLE VA	24767898075849000724054	5533	22.58		
03/21	03/21	CORRPRO COMPANIES, INC 330-764-9477 OH	24692168080100736454488	8911	830.00		
03/21	03/19	MCMaster-CARR 630-834-9600 IL	74789308079873900209219	5085		274.22	
03/23	03/21	MCMaster-CARR 630-834-9600 IL	24789308081886700036690	5085	215.26		
03/23	03/22	AMAZON.COM AMZN.COM/BILL AMZN.COM/BILLWA	24431068081083300140583	5942	139.77		
03/23	03/21	TENCARVA MACHINERY CO 336-6651435 NC	24707808081018019444831	5085	3,396.87		
03/29	03/27	MCMaster-CARR 630-834-9600 IL	24789308087924700064257	5085	53.90		
03/29	03/27	MCMaster-CARR 630-834-9600 IL	24789308087924700064265	5085	271.37		
03/29	03/28	COYNE CHEMICAL 215-785-3000 PA	24224438088101028201484	5169	681.32		
03/29	03/28	NISCO INC 180-024-2618 GA	24055238088200818600018	5085	943.82		
03/30	03/29	IN *SELECT SPECIALTY PROD434-2963937 VA	24692168088100280166779	5169	236.89		
UNGER, EMMERT							131.09
Account Number: XXXX-XXXX-XXXX							
03/05	03/02	DEPARTMENT OF PROFESSIONA804-3678597 VA	24755428061270615745952	9399	100.00		
03/06	03/05	BERRYVILLE TRUE VALUE BERRYVILLE VA	24801978065091402000185	5251	23.98		
03/07	03/05	BERRYVILLE AUTO PARTS INC BERRYVILLE VA	24767898065784300614196	5533	7.11		
WHITE, NEAL							1,924.48
Account Number: XXXX-XXXX-XXXX							
03/02	03/01	800-781-2677*ATLANTCTC 800-781-2677 PA	24801638061286806155874	5137	259.56		
03/02	03/02	GALLS 859-266-7227 KY	24435658061801037732234	5964	69.20		
03/02	03/01	TAFFORD 800-697-3321 NC	24492158061894553095764	5621	182.84		
03/05	03/01	KUSTOM SIGNALS 913-492-1400 KS	24247608061500671064481	5065	121.00		
03/29	03/28	STATIONERS INC 804-353-7500 VA	24247608087300538250377	5943	87.80		
03/30	03/28	TIRE WORLD WHOLESale, LLC301-6989200 MD	24639238088900019800102	5532	268.80		
03/30	03/28	KUSTOM SIGNALS 913-492-1400 KS	24247608088500739354675	5065	238.00		
03/30	03/28	BERRYVILLE AUTO PARTS INC800-4498012 VA	24767898088931800584568	5533	479.16		
03/30	03/29	GALLS 717-597-4786 KY	24435658088762496583105	5137	52.39		
03/30	03/30	CHEAPER THAN DIRT 800-421-8047 TX	24224438089105015507810	5941	165.73		

Finance Charge Calculation

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

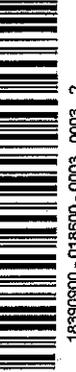
	Annual Percentage Rate	Balance Subject to Interest Rate	Finance Charges by Transaction Type
PURCHASES	0.00%	\$0.00	\$0.00
CASH	0.00%	\$0.00	\$0.00

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

Bank of America



BERRYVILLE TOWN OF
DESIRÉE MORELAND
XXXX-XXXX-XXXX
March 01, 2018 - March 31, 2018
Page 6 of 6



18390900 - 018600 - 0003 - 0003 - 2

Attachment 5

FINANCE AND ADMINISTRATION STAFF REPORT

TO: TOWN COUNCIL
FROM: DESIREE MORELAND, TREASURER
SUBJECT: BUDGET CONTINGENCY POLICY
DATE: 5/3/2018
CC: KEITH DALTON, TOWN MANAGER

Attached is a copy of the ***Budget Contingency Policy*** that was submitted at the February 27, 2018 Budget and Finance Committee meeting and reviewed at the April 24th meeting. The committee has referred the policy to Town Council for adoption.

A motion to adopt is attached, should council chose to do so.

Town of Berryville
Budget Contingency Policy

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

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

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

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

BERRYVILLE TOWN COUNCIL

MOTION TO ADOPT BUDGET CONTINGENCY POLICY

Date: May 8, 2018

Motion By:

Second By:

I move that the Council of the Town of Berryville approve the attached Budget Contingency Policy.

VOTE:

Aye:

Nay:

Absent:

ATTEST:

Harry Lee Arnold, Jr., Recorder

Attachment 6

FINANCE AND ADMINISTRATION STAFF REPORT

TO: TOWN COUNCIL
FROM: DESIREE MORELAND, TREASURER
SUBJECT: AMENDMENT TO PROCUREMENT POLICY
DATE: 5/3/2018
CC: KEITH DALTON, TOWN MANAGER

As part of the implementation of the recently adopted Purchasing Policies several Town employees attended a Virginia Public Procurement Act review sponsored by the Virginia Association of Governmental Purchasing.

§ 2.2-4318 of the VPPA allows for negotiation with the lowest responsible bidder if the bid exceeds available funds. However, the procedures for negotiation must be described in writing and approved by the town prior to issuance of an Invitation to Bid and summarized therein.

The Budget and Finance Committee has reviewed the attached amendment to the Town of Berryville Procurement Policy Manuel, section VII General Procurement Policies, E. Solicitations; and referred it to Council for adoption. Motion attached.

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. He may further suggest a reduction in scope for the proposed purchase, and invite the lowest responsible bidder to amend its bid proposal based upon the proposed reduction in scope.

(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.

BERRYVILLE TOWN COUNCIL

MOTION TO AMEND PROCUREMENT POLICY

Date: May 8, 2018

Motion By:

Second By:

I move that the Council of the Town of Berryville approve the attached amendment to the Procurement Policy.

VOTE:

Aye:

Nay:

Absent:

ATTEST:

Harry Lee Arnold, Jr., Recorder

Attachment 7



Berryville Police Department

101 Chalmers Ct., Suite A, Berryville, Virginia 22611

policeadmin@berryvilleva.gov

(540) 955-3863 (540) 955-0207 (Fax)

W. Neal White – Chief of Police

MEMO

DATE: 05/02/2018

TO: Town Council

FROM: Chief W. Neal White

CC:

RE: Police Department Monthly Report – 05/08/2018

Monthly Activity Report

The activity report for the month of April 2018 is attached to this memo.

Police and Security Committee

The Police and Security Committee met on April 26, 2018 and the minutes from the meeting can be found in the consent agenda. The next scheduled meeting for the Committee is May 24, 2018 at 9:00 am in the A/B meeting room.

Occupant Protection Month

During the month of May members of the police department will be focusing on occupant protection as a part of a National campaign to reinforce safe driving habits. The campaign, often referred to as "Click it or Ticket", pairs education with high visibility enforcement of seatbelt violations in advance of the busy summer traveling season with the goal of reducing traffic related injuries and fatalities.



Berryville Police Department

101 Chalmers Ct., Suite A, Berryville, Virginia 22611

policeadmin@berryvilleva.gov

(540) 955-3863 (540) 955-0207 (Fax)

W. Neal White – Chief of Police

Police and Security Report

	Year To Date	April	March
Month: April	2018	2018	2018
Year: 2018			
<u>Complaints Answered</u>			
911 Hang Up:	3	1	2
Alarms:	59	16	17
Animal Complaint:	30	9	9
Assault and Battery:	1	0	0
Assist County:	11	4	1
Auto Larceny:	0	0	0
Burglary:	6	2	1
Civil Complaints:	22	8	8
Disturbance (Non Violent):	8	3	0
Domestic Disturbance:	13	2	7
Drunk In Public:	3	1	2
Forgery & Uttering:	0	0	0
Fraud:	13	7	2
Grand Larceny:	7	3	2
Harassment/Intimidation:	8	3	0
Homicide:	0	0	0
Juvenile Related:	8	2	1
Noise:	17	7	2
Petty Larceny:	4	0	0
Public Service:	5	0	0
Rape:	0	0	0
Robbery:	0	0	0
Runaway:	0	0	0
Shoplifting:	0	0	0
Suspicious Activity:	52	9	9
Trespassing:	3	0	1
Vandalism:	17	2	2
Welfare Check:	54	13	16
Miscellaneous Complaints:	248	56	84
Total Complaints Answered:	592	148	166



Berryville Police Department

101 Chalmers Ct., Suite A, Berryville, Virginia 22611

policeadmin@berryvilleva.gov

(540) 955-3863 (540) 955-0207 (Fax)

W. Neal White – Chief of Police

Police and Security Report (Continued)

	Year To Date 2018	April 2018	March 2018
<u>Traffic</u>			
Accidents Investigated:	17	6	3
Assist Motorist:	3	1	2
Child Safety Seat Install:	1	0	1
Funeral Escort:	13	4	1
Hit & Run:	1	0	0
Parking Tickets:	43	16	10
Traffic Warnings:	228	46	70
<u>Traffic Summons Issued</u>			
Defective Equipment:	1	1	0
Driving Suspended:	2	0	1
Expired Inspection:	22	4	4
Expired Registration:	3	0	1
Fail to Obey Highway Sign:	31	8	7
Fail to Obey Traffic Signals:	4	1	1
Fail to Stop/Lights & Siren:	0	0	0
Fail to Yield Right of Way:	2	0	1
Hit and Run:	0	0	0
No Liability Insurance:	0	0	0
No Operator's License:	7	1	0
No Seat Belt:	0	0	0
Reckless Driving:	2	2	0
Speeding:	58	13	15
Miscellaneous Summons:	7	1	2
Total Traffic Summons Issued:	139	31	32
<u>Found Open at Businesses in Town</u>			
Doors:	5	4	1
Windows:	0	0	0
Garage Doors:	0	0	0



Berryville Police Department

101 Chalmers Ct., Suite A, Berryville, Virginia 22611

policeadmin@berryvilleva.gov

(540) 955-3863 (540) 955-0207 (Fax)

W. Neal White – Chief of Police

Police and Security Report (Continued)

	Year To Date 2018	April 2018	March 2018
<u>Criminal Arrests Made</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:	7	1	2
Disorderly Conduct:	0	0	0
Driving While Intoxicated:	3	0	2
Drunk In Public:	2	1	1
Fail to Obey Police Officer:	1	0	1
Fail to Pay Parking Ticket:	7	4	0
Forgery:	0	0	0
Fraud:	0	0	0
Grand Larceny:	0	0	0
Homicide:	0	0	0
Illegal Drugs/Paraphernalia:	2	0	0
Petty Larceny:	0	0	0
Possess Alcohol Underage:	1	0	0
Protective Order Violations:	0	0	0
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:	11	1	7
Juvenile Detention Order Totals:	0	0	0
Total Criminal Arrests:	35	7	14

Attachment 8

Memo

To: Town Council
From: David Tyrrell
Date: May 3, 2018
Re: April 2018 Operations Report

The water treatment plant is in compliance for April 2018 with its monthly parameters. We sent 7.837 MG of water to the system with an average of 0.313 MGD and a daily max of 0.484 MG.

SUEZ Utility Service has commenced with the sandblasting of the interior of the 3MG tank. As of this morning, a little over half of the floor has been blasted and a prime coat applied. Consolidated electric has completed the installation of the disconnects for the new mixers to be installed into both the 3MG tank and the NWT.

24-Hour coverage at the WTP as started with few kinks thrown at us to date. It is making much of our work difficult as we require two people for many things but staff is working together to complete those tasks at shift changes.

The Hypochlorite system is now fully functional and working well. It is also using less hypo than estimated at this time but that should change as the river waters warm.

The river vault has been cleaned. We have had an additional issue develop here with a pipe breaking that is used to clear our midstream intake. We are working with Broy and Son to repair it.

Rains mid-month gave us some operational challenges with the first increase in river flows for some time which really stirred up conditions in the river but we were able to continue operations and meeting our

Drought Conditions: DEQ has cancelled the drought watch for our region. River conditions were well below historic averages for the first half of the month but rains to our south increased levels for the last half to above averages. However the levels in the river are dropping back to below average quickly and will require continued monitoring. It should be noted that all regions to our east and south continue to be in drought watch status.

The wastewater plant is in compliance with its discharge permit for April per data received to date. We treated a total of 9.24 MG with a daily average of 0.31 MGD and a daily max of 0.57 MG.

Operations at the STP have been routine for the month of April with no major malfunctions except for the acid pumps both blowing the power supplies. Replacements were ordered plus one spare. We can only assume this was caused by a random power spike.

Acid recover cleans have been completed on trains 1 and 2. Trains 3 and 4 will soon follow. We have begun the process of changing our process from winter to summer modes with an increase in the wasting of biosolids. We are looking to get mixed liquor levels down to near 6,000 mg/l.

Attached for review are the DMR data reports for the wastewater plant with data received to date and a copy of the report for the membrane performance from GE. The water plant page 1 operations report for VDH is not available at this time due to a computer issue.

Berryville STP Monthly DMR Data

April 2018

Date	Effluent Flow MGD	Eff pH SU	Eff Temp Deg C	Eff CBOD mg/l	Eff CBOD KG/D	Eff TSS mg/l	Eff TSS KG/D	Effluent DO River mg/l	Effluent DO WWTP mg/l	Eff NO2/ NO3 mg/l	Eff TKN mg/l	Eff TKN KG/D	Eff Total N mg/l
4/1/2018	0.28	7.5	13.0					10.8	10.1				
4/2/2018	0.28	7.6	15.2					10.4	9.3				
4/3/2018	0.39	7.9	20.2	2.00	2.93			10.7	10.2				
4/4/2018	0.26	7.6	16.1	4.00	4.00			9.9	9.6				
4/5/2018	0.30	7.7	14.9	2.00	2.26			10.1	9.9	0.60	1.73	1.95	2.33
4/6/2018	0.28	7.5	16.1					10.2	9.7				
4/7/2018	0.24	7.7	15.8					10.3	10.0				
4/8/2018	0.24	7.6	15.5					10.6	10.1				
4/9/2018	0.25	7.7	14.6					10.2	10.1				
4/10/2018	0.24	7.7	14.1	3.00	2.74	0.00	0.00	10.6	10.2	2.27	1.89	1.72	4.16
4/11/2018	0.23	7.6	15.0					12.4	11.0				
4/12/2018	0.25	7.8	10.9					9.8	9.6	2.72	1.84	1.71	4.56
4/13/2018	0.25	7.6	15.7					7.9	9.5				
4/14/2018	0.26	7.6	16.9					9.1	9.0				
4/15/2018	0.26	7.7	17.6					10.2	9.7				
4/16/2018	0.25	7.6	17.4					9.6	9.2				
4/17/2018	0.31	7.6	17.1	4.00	4.71			10.4	10.5				
4/18/2018	0.57	7.7	17.0	0.00	0.00			10.0	9.3				
4/19/2018	0.41	7.7	15.8	1.00	1.57			9.6	9.1				
4/20/2018	0.37	7.6	15.7					11.3	10.3				
4/21/2018	0.35	7.6	16.1					10.3	9.4				
4/22/2018	0.34	7.6	15.6					11.0	10.2				
4/23/2018	0.30	7.7	15.4					10.2	9.5				
4/24/2018	0.25	7.4	16.9					10.3	9.6				
4/25/2018	0.40	7.4	17.1					10.4	9.4				
4/26/2018	0.34	7.4	17.0					10.4	11.1				
4/27/2018	0.34	7.6	17.2					10.0	9.8				
4/28/2018	0.34	7.4	16.8					12.3	11.0				
4/29/2018	0.33	7.6	17.5					11.0	11.2				
4/30/2018	0.34	7.7	17.3					12.7	11.0				
Minimum	0.23	7.4	10.9	0.00	0.00	0.00	0.00	7.9	9.0	0.60	1.73	1.71	2.33
Maximum	0.57	7.9	20.2	4.00	4.71	0.00	0.00	12.7	11.2	2.72	1.89	1.95	4.56
Total	9.24	228.4	481.5	16.00	18.19	0.00	0.00	312.7	298.6	5.59	5.46	5.39	11.05
Average	0.31	7.6	16.1	2.29	2.60	0.00	0.00	10.4	10.0	1.86	1.82	1.79	3.68
Geo Mean	0.30	7.6	16.0	2.12	2.45	1.00	1.00	10.4	9.9	1.55	1.8	1.79	3.54

Berryville STP Monthly DMR Data

April 2018

Date	Eff Total N KG/D	Eff Total P mg/l	Eff Total P KG/D	E-Coli No/100ml
4/1/2018				
4/2/2018				
4/3/2018				1
4/4/2018				
4/5/2018	2.63	0.03	0.03	
4/6/2018				
4/7/2018				
4/8/2018				
4/9/2018				
4/10/2018	3.80	0.05	0.05	1
4/11/2018				
4/12/2018	4.25	0.02	0.02	
4/13/2018				
4/14/2018				
4/15/2018				
4/16/2018				
4/17/2018				1
4/18/2018				
4/19/2018				
4/20/2018				
4/21/2018				
4/22/2018				
4/23/2018				
4/24/2018				
4/25/2018				
4/26/2018				
4/27/2018				
4/28/2018				
4/29/2018				
4/30/2018				
Minimum	2.63	0.02	0.02	1
Maximum	4.25	0.05	0.05	1
Total	10.69	0.10	0.10	3
Average	3.56	0.03	0.03	1
Geo Mean	3.49	0.03	0.03	1

Berryville WWTP Monthly Membrane Operation Report

April 2018

UF 1 KPI Summary

Parameter	Health	%In	Std. Dev	Points	Avg
FluxBeforeBP	●	99 %	1.75	954	7.202
PermeateTurbidityAfterBP	●	100 %	0.05	954	0.233
TCPermeabilityBeforeBP	●	99 %	5.91	932	34.235
TMPBeforeBP	●	100 %	0.1	935	0.292
TotalPermeateFlowDaily		100 %	42502.79	31	91083.871

UF 2 KPI Summary

Parameter	Health	%In	Std. Dev	Points	Avg
FluxBeforeBP	●	99 %	1.82	992	7.19
PermeateTurbidityAfterBP	●	100 %	0.11	992	0.209
TCPermeabilityBeforeBP	●	100 %	5.59	990	27.216
TMPBeforeBP	●	100 %	0.16	992	0.379
TotalPermeateFlowDaily		100 %	45529.96	31	91309.903

UF 3 KPI Summary

Parameter	Health	%In	Std. Dev	Points	Avg
FluxBeforeBP	●	99 %	1.99	862	7.195
PermeateTurbidityAfterBP	●	100 %	0.07	862	0.246
TCPermeabilityBeforeBP	●	100 %	3.88	854	34.35
TMPBeforeBP	●	100 %	0.08	862	0.283
TotalPermeateFlowDaily		100 %	33087.26	31	83011.355

UF 4 KPI Summary

Parameter	Health	%In	Std. Dev	Points	Avg
FluxBeforeBP	●	100 %	1.61	997	6.702
PermeateTurbidityAfterBP	●	100 %	0.03	997	0.18
TCPermeabilityBeforeBP	●	99 %	6.27	974	31.31
TMPBeforeBP	●	100 %	0.1	997	0.296
TotalPermeateFlowDaily		100 %	24893.09	31	82856.323

UF Plant KPI Summary

Parameter	Health	%In	Std. Dev	Points	Avg
PermeateTemperature	●	100 %	2.06	2879	47.474
TotalPermeateFlowDaily	●	100 %	106419.68	31	348261.452

UF 1 KPI Summary

Parameter	LL	LCL	UCL	HH	Apr 01	Apr 02	Apr 03	Apr 04	Apr 05	Apr 06	Apr 07	Apr 08	Apr 09
FluxBeforeBP	--	--	12.23	16.3	9.098	5.881	6.271	6.427	7.276	6.808	6.057	6.152	7.11
PermeateTurbidityAfterBP	0	--	0.9	1	0.222	0.239	0.454	0.5	0.267	0.239	0.232	0.247	0.24
TCPermeabilityBeforeBP	4	6	--	--	22.493	33.417	32.045	35.561	34.366	35.707	36.406	36.858	37.577
TMPBeforeBP	--	--	7	8	0.431	0.232	0.277	0.254	0.307	0.262	0.23	0.27	0.273
TotalPermeateFlowDaily	--	--	--	--	88573.0	33074.0	18815.0	52345.0	153083.0	77607.0	63321.0	72469.0	59079.0

Parameter	Apr 10	Apr 11	Apr 12	Apr 13	Apr 14	Apr 15	Apr 16	Apr 17	Apr 18	Apr 19	Apr 20	Apr 21	Apr 22
FluxBeforeBP	7.19	7.243	6.594	6.736	6.614	6.508	7.392	7.321	7.588	7.493	7.914	7.858	7.819
PermeateTurbidityAfterBP	0.226	0.224	0.223	0.232	0.255	0.272	0.231	0.208	0.208	0.214	0.21	0.211	0.211
TCPermeabilityBeforeBP	33.088	35.144	35.924	33.898	35.537	35.52	34.933	34.906	35.991	34.787	33.473	34.096	32.733
TMPBeforeBP	0.311	0.294	0.252	0.274	0.25	0.24	0.288	0.299	0.302	0.307	0.337	0.326	0.33
TotalPermeateFlowDaily	139406.0	71393.0	62097.0	63627.0	57197.0	64251.0	170074.0	229539.0	148782.0	104903.0	90287.0	89978.0	81652.0

Parameter	Apr 23	Apr 24	Apr 25	Apr 26	Apr 27	Apr 28	Apr 29	Apr 30
FluxBeforeBP	6.822	6.591	6.954	7.638	7.195	7.508	7.8	7.154
PermeateTurbidityAfterBP	0.226	0.216	0.207	0.224	0.231	0.227	0.216	0.215
TCPermeabilityBeforeBP	34.469	36.477	32.941	30.4	32.991	33.788	33.172	32.066
TMPBeforeBP	0.27	0.241	0.287	0.326	0.279	0.288	0.317	0.297
TotalPermeateFlowDaily	58983.0	96687.0	115798.0	91511.0	80300.0	98013.0	116538.0	97370.0

UF 2 KPI Summary

Parameter	LL	LCL	UCL	HH	Apr 01	Apr 02	Apr 03	Apr 04	Apr 05	Apr 06	Apr 07	Apr 08	Apr 09
FluxBeforeBP	--	--	12.23	16.3	9.751	6.937	6.782	6.334	5.098	7.013	6.949	6.646	7.037
PermeateTurbidityAfterBP	0	--	0.9	1	0.161	0.14	0.142	0.154	0.184	0.215	0.167	0.173	0.206
TCPermeabilityBeforeBP	4	6	--	--	16.548	18.319	17.429	18.911	19.049	29.284	30.634	31.466	30.584
TMPBeforeBP	--	--	7	8	0.874	0.552	0.57	0.47	0.326	0.347	0.317	0.303	0.333
TotalPermeateFlowDaily	--	--	--	--	70661.0	171194.0	90037.0	50840.0	11955.0	51716.0	65529.0	63899.0	58437.0

Parameter	Apr 10	Apr 11	Apr 12	Apr 13	Apr 14	Apr 15	Apr 16	Apr 17	Apr 18	Apr 19	Apr 20	Apr 21	Apr 22
FluxBeforeBP	7.225	6.25	6.498	5.972	5.953	6.208	7.363	7.402	7.692	7.584	8.554	7.782	7.308
PermeateTurbidityAfterBP	0.2	0.246	0.472	0.455	0.542	0.361	0.212	0.215	0.184	0.173	0.179	0.177	0.186
TCPermeabilityBeforeBP	29.347	30.886	27.98	30.451	29.28	27.895	26.762	27.745	27.261	27.664	28.205	28.151	28.598
TMPBeforeBP	0.355	0.291	0.328	0.268	0.263	0.287	0.375	0.367	0.39	0.399	0.425	0.387	0.344
TotalPermeateFlowDaily	109888.0	72704.0	53291.0	55589.0	63889.0	68393.0	213583.0	215400.0	150577.0	118589.0	89659.0	96250.0	93954.0

Parameter	Apr 23	Apr 24	Apr 25	Apr 26	Apr 27	Apr 28	Apr 29	Apr 30
FluxBeforeBP	7.142	6.45	7.218	7.79	7.691	7.329	7.329	6.934
PermeateTurbidityAfterBP	0.228	0.285	0.181	0.185	0.184	0.172	0.175	0.17
TCPermeabilityBeforeBP	29.849	32.263	27.19	26.577	29.387	29.799	31.256	29.424
TMPBeforeBP	0.323	0.261	0.365	0.392	0.341	0.323	0.311	0.311
TotalPermeateFlowDaily	60410.0	61709.0	120073.0	94668.0	78696.0	87059.0	104748.0	116109.0

UF 3 KPI Summary

Parameter	LL	LCL	UCL	HH	Apr 01	Apr 02	Apr 03	Apr 04	Apr 05	Apr 06	Apr 07	Apr 08	Apr 09
FluxBeforeBP	--	--	12.23	16.3	7.973	6.845	6.712	6.277	7.134	6.796	6.518	6.715	6.452
PermeateTurbidityAfterBP	0	--	0.9	1	0.221	0.245	0.406	0.476	0.278	0.238	0.23	0.246	0.239
TCPermeabilityBeforeBP	4	6	--	--	34.512	34.514	36.56	33.603	34.735	33.675	34.315	36.904	36.169
TMPBeforeBP	--	--	7	8	0.331	0.277	0.252	0.255	0.293	0.263	0.263	0.255	0.255
TotalPermeateFlowDaily	--	--	--	--	79351.0	116471.0	115796.0	96520.0	116729.0	96211.0	60051.0	58543.0	59124.0

Parameter	Apr 10	Apr 11	Apr 12	Apr 13	Apr 14	Apr 15	Apr 16	Apr 17	Apr 18	Apr 19	Apr 20	Apr 21	Apr 22
FluxBeforeBP	5.317	9.287	6.91	6.323	6.321	6.403	7.863	7.012	7.127	7.623	8.547	7.961	8.217
PermeateTurbidityAfterBP	0.233	0.219	0.223	0.231	0.257	0.27	0.23	0.21	0.204	0.212	0.209	0.209	0.207
TCPermeabilityBeforeBP	34.369	29.745	33.357	33.613	32.917	36.011	35.283	34.699	35.638	36.258	33.938	33.355	32.36
TMPBeforeBP	0.248	0.247	0.291	0.255	0.249	0.23	0.281	0.28	0.278	0.29	0.353	0.332	0.344
TotalPermeateFlowDaily	23893.0	20652.0	54578.0	68362.0	62305.0	60354.0	140700.0	104338.0	143614.0	109371.0	112163.0	91411.0	100755.0

Parameter	Apr 23	Apr 24	Apr 25	Apr 26	Apr 27	Apr 28	Apr 29	Apr 30
FluxBeforeBP	7.191	6.077	7.36	7.758	7.759	7.877	4.914	7.641
PermeateTurbidityAfterBP	0.223	0.211	0.206	0.219	0.229	0.23	0.208	0.217
TCPermeabilityBeforeBP	32.247	33.814	34.996	33.91	31.786	33.628	35.845	32.133
TMPBeforeBP	0.298	0.232	0.257	0.301	0.314	0.304	0.177	0.31
TotalPermeateFlowDaily	110005.0	78568.0	100597.0	93444.0	89231.0	85573.0	9224.0	38036.0

UF 4 KPI Summary

Parameter	LL	LCL	UCL	HH	Apr 01	Apr 02	Apr 03	Apr 04	Apr 05	Apr 06	Apr 07	Apr 08	Apr 09
FluxBeforeBP	--	--	12.23	16.3	7.614	6.404	5.959	6.057	6.675	6.929	6.705	6.33	6.058
PermeateTurbidityAfterBP	0	--	0.9	1	0.191	0.2	0.185	0.179	0.183	0.177	0.179	0.179	0.177
TCPermeabilityBeforeBP	4	6	--	--	25.623	26.846	26.533	34.74	33.828	33.109	32.42	34.125	35.798
TMPBeforeBP	--	--	7	8	0.441	0.315	0.311	0.24	0.281	0.299	0.291	0.264	0.235
TotalPermeateFlowDaily	--	--	--	--	31856.0	28925.0	75311.0	105148.0	126829.0	81868.0	55580.0	61438.0	70228.0

Parameter	Apr 10	Apr 11	Apr 12	Apr 13	Apr 14	Apr 15	Apr 16	Apr 17	Apr 18	Apr 19	Apr 20	Apr 21	Apr 22
FluxBeforeBP	6.354	6.269	6.605	6.073	6.282	6.001	7.066	6.738	7.029	7.116	7.237	7.245	6.937
PermeateTurbidityAfterBP	0.176	0.176	0.179	0.18	0.179	0.203	0.177	0.181	0.173	0.173	0.172	0.175	0.208
TCPermeabilityBeforeBP	34.206	32.067	30.579	29.857	27.989	33.619	30.814	29.977	30.137	28.413	30.168	32.824	33.65
TMPBeforeBP	0.264	0.272	0.303	0.275	0.298	0.228	0.304	0.333	0.328	0.334	0.342	0.302	0.284

Parameter	Apr 10	Apr 11	Apr 12	Apr 13	Apr 14	Apr 15	Apr 16	Apr 17	Apr 18	Apr 19	Apr 20	Apr 21	Apr 22
TotalPermeateFlowDaily	98953.0	101004.0	65542.0	76426.0	84169.0	65415.0	126676.0	87180.0	140893.0	85969.0	89648.0	86099.0	78455.0

Parameter	Apr 23	Apr 24	Apr 25	Apr 26	Apr 27	Apr 28	Apr 29	Apr 30
FluxBeforeBP	7.133	7.045	6.798	6.994	7.177	7.443	6.972	6.585
PermeateTurbidityAfterBP	0.18	0.19	0.18	0.175	0.172	0.174	0.177	0.173
TCPermeabilityBeforeBP	32.871	32.016	29.061	29.39	30.057	31.656	29.512	29.5
TMPBeforeBP	0.296	0.299	0.309	0.325	0.303	0.31	0.312	0.294
TotalPermeateFlowDaily	86161.0	42412.0	97865.0	76473.0	91532.0	82793.0	101786.0	94250.0

UF Plant KPI Summary

Parameter	LL	LCL	UCL	HH	Apr 01	Apr 02	Apr 03	Apr 04	Apr 05	Apr 06	Apr 07	Apr 08	Apr 09
PermeateTemperature	32	--	100	110	45.907	46.342	46.198	46.506	45.614	45.627	45.762	45.185	44.867
TotalPermeateFlowDaily	--	--	110000	210000	270441.0	349664.0	299959.0	304853.0	408596.0	307402.0	244481.0	256349.0	246868.0

Parameter	Apr 10	Apr 11	Apr 12	Apr 13	Apr 14	Apr 15	Apr 16	Apr 17	Apr 18	Apr 19	Apr 20	Apr 21	Apr 22
PermeateTemperature	44.793	45.266	46.165	47.798	49.69	50.905	49.391	46.775	45.708	46.148	46.103	46.56	47.606
TotalPermeateFlowDaily	372140.0	265753.0	235508.0	264004.0	267560.0	258413.0	651033.0	636457.0	583866.0	418832.0	381757.0	363738.0	354816.0

Parameter	Apr 23	Apr 24	Apr 25	Apr 26	Apr 27	Apr 28	Apr 29	Apr 30
PermeateTemperature	48.81	49.368	49.665	50.109	50.597	50.732	50.229	49.806
TotalPermeateFlowDaily	315559.0	279376.0	434333.0	356096.0	339759.0	353438.0	332296.0	345765.0

Attachment 9

Report of Department of Public Works

May 2, 2018

Water

The water line upgrade project on Rice Street has begun. We have replaced six laterals and have five remaining. Lateral replacement is expected to be completed by May 15th.

Once the laterals are completed we will install a new four inch in-line valve at the intersection of Rice and Treadwell Street. In order to install the valve, Public Works will need to do a scheduled water interruption. All residents affected by the interruption will be notified at least 24 hours prior to the water shut down.

Sewer

Last fall AM Liner conducted an internal televised inspection of the sewer mains on East Main Street from Church Street to First Street. The results of the televised inspection showed that this section of our sewer collection system needs to be rehabilitated. I have checked on several methods of rehabbing the sewer lines and found the most cost effective way to replace these lines is with trenches technology. I am in the process of getting pricing for this project.

This section of sewer lines is located on Rt. 7 and a VDOT land-use permit will be required. I have meet with VDOT'S inspector and have all the information needed for the permit. The video inspection also revealed several areas that will need to be excavated for point repairs prior to the lining being installed. These repairs will require an open cut VDOT permit and will be part of the lining contractor's responsibility to complete.

General Information

We have begun our annual spring street cleaning of Town streets that have curb and gutter. We have finished Hermitage Subdivision and will be moving onto South Gate subdivision, Josephine Street, Battlefield Estates, North and South Church Street, Darbybrook subdivision and the Battletown town house community. Spring street cleaning is scheduled to be completed by mid-May.

After the street cleaning operation is completed and prior to Memorial Day weekend, Public Works will begin painting the curbs and parking spaces.