

MINUTES
BERRYVILLE TOWN COUNCIL
Berryville-Clarke County Government Center
Regular Meeting
June 8, 2021
7:00 p.m.

Town Council: Present—Harry Lee Arnold, Jr., Mayor; Erecka L. Gibson, Recorder; Donna McDonald; Diane Harrison; Grant Mazzarino; Kara Rodriguez

Staff: Present--Keith Dalton, Town Manager; Christy Dunkle, Community Development Director; Chief Neal White, Berryville Police Department; Paul Culp, Town Clerk; Cynthia Poulin, Finance Clerk

Press: Mickey Powell, *The Winchester Star*.

1. Call to Order

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

2. Pledge of Allegiance

3. Approval of Agenda

Mayor Arnold noted the need to add a presentation under item four.

Ms. McDonald moved to approve the agenda. The motion passed by unanimous voice vote.

4. Presentations/Awards/Recognitions

The Council presented to Mrs. Leona Fritts Cain the **attached** resolution honoring her on her upcoming 100th birthday.

5. Public Hearings

None.

6. Discussion of Public Hearing Items

None.

7. Citizens' Forum

Berryville Main Street president Kim Ragland gave a brief presentation on the organization's activities including decoration of flower boxes, the parking meter contest, Berryville Bucks, the yard sale, Music in the Park, and rebranding efforts. She said BMS is fiscally healthy despite the pandemic, and introduced several officers who were present at the meeting.

Pam Kelly addressed the Council regarding the drive-up mailbox on Academy Street, which she said presents a safety hazard because of motorists driving on the wrong side of the street in order to access the box. There was a discussion of how the Town might intervene with the Post Office, and of alternative locations.

8. Consent Agenda

The consent agenda comprised the minutes of the May 11 Town Council regular meeting, the May 17 Town Council special session, the May 18 meeting of the Community Development Committee, and the May 25 meeting of the Personnel Committee.

Ms. Harrison moved to adopt the consent agenda as presented. The motion passed by unanimous voice vote.

9. Unfinished Business

Proposed Amendment to the FY21 Budget

Mr. Dalton explained that the FY21 budget as amended on July 14, 2020, had provided \$85,000 for the final payment for work done on the Town's three water storage tanks, with the amount budgeted having been based on a payment plan developed before the addition to the scope of additional work addressing damage to the ground reservoir floor and top section. He said the payment due in FY21 was actually \$155,700.

Recorder Gibson made the attached motion amending the budget and appropriating the necessary funds, with the motion passing by unanimous voice vote.

Proposed Reserves Policy and Reserves Specifics

Mr. Dalton noted that the Town creates self-encumbered reserves in its general, water, and sewer funds to equalize revenue shortfalls, pay for unexpected expenses, and pay for planned projects and purchases. He said the proposed policy was intended to structure Town reserves to accomplish this in a transparent manner. He said it would provide for the Council to establish a Fund Reserve Specifics document outlining the purpose of reserves and the amount encumbered in each, with the treasurer providing the Council with regular reports on the status of reserve funds.

Mr. Dalton reviewed the proposed policy for the Council.

Mr. Dalton said he recommended identifying a specific reserve for Town-maintained streets and that this change could be made the next time the Council reviews the matter.

Ms. Rodriguez said the proposed policy was a good start and that the Town should plan for adding reserves annually. Mr. Dalton said this should be part of the budget discussion each year.

Recorder Gibson said the Budget and Finance Committee would discuss budget categories again soon after the passage of the budget, with particular reference to the influx of funds provided by the American Rescue Plan Act (ARPA).

Recorder Gibson, Mr. Dalton, and Ms. Poulin discussed the provision of updates in monthly reports to the Council. There was also a brief discussion of the need for updates to the capital improvements program analysis and of what should be in it.

Ms. Rodriguez moved that the Council of the Town of Berryville adopt the **attached reserve policy and reserve specifics document. The motion passed by unanimous voice vote.**

Approval of the FY22 Budget and Appropriation of Funds

Recorder Gibson made the **attached motion for approval of the FY21-22 budget. The motion passed by unanimous voice vote.**

American Rescue Plan Act of 2021

Mr. Dalton said he was still in the process of reading federal documents in search of guidance on acceptable uses of the expected funds. He recommended that the Council make findings and then decide usage on the basis of those findings. He said he had determined that expenditures on stormwater projects were permissible. He said hazard pay for employees was a matter of local governments determining which personnel were considered essential. He said he would provide his conclusions in a document to be distributed for the next Council meeting.

Ms. Rodriguez ascertained from Mr. Dalton that the Town had not yet received the first 50 percent of the expected funding. Mr. Dalton explained that a jurisdiction of Berryville's size must apply through the Commonwealth rather than receiving the funds directly from the federal government as larger jurisdictions do.

Ms. Rodriguez and Mr. Dalton discussed his suggestion, from a previous meeting, that the Town minimize administrative burdens and costs by compiling a list of non-profits eligible for assistance

and working from that list rather than deciding eligibility and compliance on an *ad hoc* basis. There was a discussion of façade improvements in the downtown area. Mr. Dalton suggested accessibility as another worthwhile matter.

Recorder Gibson urged avoidance of a process that might result in the exclusion of any non-profits. She also suggested some means of learning what Covid-related aid non-profits might have received from other sources.

10. New Business

No new business came before Council.

11. Council Member Reports

Mayor Arnold said he was pleased for the Council and staff to return to normal seating arrangements after many months of observing pandemic protocols. He also said he had recently had the opportunity to speak about Town matters in an address to the Rotary Club.

Ms. Rodriguez congratulated Blue Ridge Studio on the success of its first recital at the fairgrounds, and also congratulated local graduates.

12. Staff Reports

Public Works

Mr. Dalton said the Virginia Department of Transportation was repairing sidewalks on Main and Buckmarsh streets, reducing trip hazards.

There was a discussion of whether Rappahannock Electric Cooperative could place poles behind sidewalks when carrying out pole replacement. Mr. Dalton said he would contact REC about the matter.

Public Utilities

Ms. Harrison if water system demand has increased with new development occurring, and Mr. Dalton said it has but that the utility system is keeping up.

Police

Nothing was added to the written report.

Community Development

Ms. Dunkle added nothing to her written report.

Administration and Finance

Ms. Harrison and Ms. Poulin briefly discussed details of the cash balance cited in the monthly report.

Recorder Gibson and Mr. Dalton briefly discussed the closure of particular bank accounts.

Town Manager

Mr. Dalton said he and Ms. Dunkle had been discussing the annexation of a particular property in the annexation area that had attracted developmental interest and therefore required prompt action by the Town if the Town wished to proceed with annexation. He said annexation of the Public Works facility would also be desirable.

Mr. Dalton briefly described annexation activity since 1992, and there was brief discussion of the process involved.

The Council agreed to hold a work session on June 22 at 3:00 p.m. to discuss the matter.

13. Committee Updates

Budget and Finance

Recorder Gibson had nothing to add.

Community Development

Ms. Rodriguez said the committee, having met with a representative of the Town's website designer and host to discuss possible improvements, would like for the Council to approve funding for a redesign package priced at \$7,880, with the funds coming from ARPA, if the matter is eligible, or from the general fund contingency funds otherwise.

Ms. Harrison said the website is the Town's public face and a key element in economic development and that it has not been updated since 2014. She said it should be refurbished for integration with current branding and marketing efforts, improvement of navigation, elimination of unneeded pages, and enhancement of phone compatibility.

Recorder Gibson asked Mr. Dalton what the Town currently pays the contractor. He said that it currently pays only for hosting and that he would check on the precise figure.

Recorder Gibson asked whether the Town had received negative feedback about the website. Ms. Rodriguez said she sees social media posts indicating that residents are confused about policy changes when they occur, especially regarding trash. Recorder Gibson said the website prominently displays announcements about such developments. Ms. Rodriguez explained improvements that would be possible with a redesign. Recorder Gibson said people would find out what they need to know if they would merely look at the website.

Ms. Rodriguez said the website should have a more prominent means of providing comprehensive information for people considering moving to or opening a business in Berryville.

Recorder Gibson suggested that a website upgrade represented a hidden cost of implementing the branding program already agreed upon. Ms. Rodriguez said the matter had been under consideration for quite some time in conjunction with the branding initiative and other development measures such as wayfinding signs.

Ms. Harrison concurred with Ms. Rodriguez, saying that the website redesign had first been suggested several years ago but that proceeding with it would have been inefficient and more expensive if undertaken before the branding and its effects on content. She said ARPA funding created an opportunity to proceed in the near future.

Recorder Gibson said she would not support use of contingency funds, which she said were by definition set aside for unanticipated emergencies as opposed to desires not provided for in a budget. She said ARPA funds would be appropriate. Ms. Harrison concurred.

Recorder Gibson ascertained from Ms. Harrison that the reasons for the redesign could be summed up in terms of branding, navigation, and technological enhancement.

There was a discussion of whether to have a calendar of community events on the website and how to manage it. Mayor Arnold suggested linkage with County postings and expressed misgivings about the possibility of staff being unduly burdened by the screening of events and the need for frequent updates.

Mayor Arnold asked Mr. Dalton whether a website redesign would be ARPA-eligible. Mr. Dalton said he was not sure. Mayor Arnold said the matter should be kept under consideration if so.

Ms. McDonald said the current treatment of events is adequate and that a redesign would result in perpetual revision and recurring expense. She said she opposed using relief funds for a website redesign and that it would not be helpful to residents. She said she was not opposed to an upgrade but that the timing was not right and that a website redesign was not a worthwhile expenditure of ARPA funds.

Ms. Harrison said the website attracts businesses and tourists and therefore should logically be ARPA-eligible as an economic development expense.

Recorder Gibson asked to see a copy of the PowerPoint presentation given by the CivicPlus representative. Mr. Mazzarino said he would like to see it also, and cautioned that it would necessary to plan for the amount of site maintenance and updating involved in a thorough overhaul. He also noted that the website is optimized for an outdated browser.

The committee agreed to meet on June 28 at 9:00 a.m. for further discussion.

Personnel

Mayor Arnold said the Personnel Committee recommended the appointment of Tom Parker to the Planning Commission to fill the unexpired term of Deb Zimmerman, and that John Hudson be appointed to fill the seat on the Berryville Area Development Authority that Mr. Parker would be vacating.

Recorder Gibson moved that the Council of the Town of Berryville appoint Thomas R. Parker, Jr., to the Berryville Planning Commission to fill the unexpired term of Deb Zimmerman, which expires on November 12, 2021. The motion passed by unanimous voice vote.

Recorder Gibson moved that the Council of the Town of Berryville appoint John Hudson to the Berryville Area Development Authority to fill the unexpired term of Tom Parker, which expires on December 30, 2021. The motion passed by unanimous voice vote.

Public Safety

Ms. McDonald said the committee would not meet in June.

Streets and Utilities

Ms. Harrison said the committee would not meet in June.

14. Closed Session

Ms. Harrison moved that the Council of the Town of Berryville enter closed session in accordance with §2.2-3711-A-1 of the Code of Virginia, to discuss and evaluate the performance of a specific individual.

The Council entered closed session at 8:52 p.m. and reconvened in open session at 9:47 p.m.

Ms. Rodriguez moved that that the Council of the Town of Berryville adopt the **attached resolution certifying it has convened a closed meeting on this date pursuant to an affirmative**

recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act.
The motion passed by unanimous roll-call vote.

15. Other

No other business came before the Council.

16. Adjourn

The Council adjourned by unanimous voice vote on a motion by Recorder Gibson at 9:49 p.m.

Erecka L. Gibson, Recorder

Paul Culp, Town Clerk



BERRYVILLE
EST. 1798 *Genuine* VIRGINIA

**A RESOLUTION OF THE COUNCIL OF THE TOWN OF BERRYVILLE, VIRGINIA
HONORING THE 100TH BIRTHDAY OF LEONA FRITTS CAIN**

WHEREAS, Leona Fritts Cain was born on June 26, 1921 in Harpers Ferry, WV; and

WHEREAS, after graduating from Shepherd College in 1943, Mrs. Cain taught junior high English in several Maryland school districts; and

WHEREAS, Mrs. Cain moved to Berryville in 1952 with her husband Dr. Joseph Cain when he joined the dental practice of Dr. Blanton Allen; and

WHEREAS, Dr. and Mrs. Cain have three children (Carolyn Clotzman of Clarke County, Deborah Wine of Greencastle, PA, and Judith Oliver of Powhatan, VA), six grandchildren, and seven great-grandchildren with another due in July; and

WHEREAS, Mrs. Cain has been a member of Duncan Memorial United Methodist Church since 1952 and has served as an officer of the church, member of several committees, and Sunday school teacher; and

WHEREAS, Mrs. Cain was President of the American Cancer Society of Clarke County and was awarded the President's Cup from the Commonwealth of Virginia American Cancer Society chapter for raising over \$10,000 for the organization; and

WHEREAS, Mrs. Cain was a member and officer of the Battletown Garden Club, Berryville Mothers Club, and Berryville Women's Club; and

WHEREAS, Mrs. Cain enjoys playing bridge, golfing, and cooking and entertaining for her family and friends;

NOW, THEREFORE, BE IT RESOLVED, that the Council of the Town of Berryville congratulates Mrs. Leona Cain on her one hundredth birthday.

By order of the Town Council on this eighth day of June, 2021.

Harry Lee Arnold, Jr., Mayor

Erecka L. Gibson, Recorder

Donna Marie McDonald
Ward 1

Council Members
Diane Harrison
Ward 2

Grant Mazzarino
Ward 3

Kara C. Rodriguez
Ward 4

Keith R. Dalton
Town Manager

**Motion for Approval
Amending the 2020-2021 Fiscal Year Budget
of the Town of Berryville**

Date: June 8, 2021

Motion By: *Gibson*

I hereby move that the Council of the Town of Berryville amend the FY 2021 Budget and appropriate funds as follows:

Water Fund

Revenues

Fund Balance (Line Item # 501-3000000-0000) increase item from \$0 to \$70,700

Expenses

Tank Repair and Maint (Line Item # 501-4094200-8102) increase item from \$85,000 to \$155,700

VOTE

Aye: *Unanimous voice vote.*

Nay:

Absent:

Abstain:

ATTEST

Erecka Gibson, Recorder

**Motion for Approval
Reserves Policy and Reserves Specifics**

Date: June 8, 2021

Motion By: *Rodriguez*

I hereby move that the Council of the Town of Berryville adopt the attached reserve policy and reserves specifics document.

VOTE

Aye: *Unanimous voice vote*

Nay:

Absent:

Abstain:

ATTEST

Erecka Gibson, Recorder

Motion for Approval
2021-2022 Fiscal Year Budget
of the Town of Berryville

Date: June 8, 2021

Motion By: Gibson

I hereby move that the Council of the Town of Berryville adopt the attached budget for fiscal year 2021-2022, an approved copy of which shall be incorporated into the and become a part of the official minutes of this meeting, and further as set forth in this approved budget shall hereby be appropriated for fiscal year 2021-2022.

VOTE

Aye: Unanimous voice vote.

Nay:

Absent:

Abstain:

ATTEST



Erecka Gibson, Recorder

Motion to Enter Closed Session

I move that the Council of the Town of Berryville enter closed session in accordance with §2.2-3711-A-1 of the Code of Virginia, to discuss and evaluate the performance of a specific individual.

DATE: June 8, 2021

MOTION: *Harrison*

VOTE:

Aye: *Unanimous roll-call vote.*

Nay:

Absent/Abstain:

ATTEST: _____

Erecka Gibson, Recorder

TOWN COUNCIL
MOTION
CLOSED SESSION RESOLUTION

DATE: June 8, 2021

MOTION BY: *Rodriguez*

SECOND BY: _____

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

Resolution

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

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

VOTE:

Aye: *Unanimous roll-call vote.*

Nay:

Absent/Abstain:

ATTEST: _____
Erecka Gibson, Recorder

Town Council Policies

Reserves

2021- 01

Approved: 6/8/21

Purpose

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

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

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

Policy

I. Reserve Policy and Fund Reserve Specifics

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

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

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

II. Use of Reserved Funds

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

III. Reporting

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

Procedure

I. Reserve Policy and Fund Reserve Specifics

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

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

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

II. Use of Reserve Funds

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

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

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

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

III. Reporting

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

Fund Reserve Specifics

Adopted: June 8, 2021

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

General Fund

General fund reserve

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

Current reserve	\$112,788.52
Reserve goal	100% of annual debt service + 15% of annual GF operational expenses

Property Maintenance Reserve

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

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

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

Current reserve	\$325,000
Reserve goal	\$500,000

Berryville-Clarke County Government Center reserve

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

These funds may be made available for improvements to or maintenance of the Berryville-Clarke County Government Center.

Current reserve	\$100,000
Reserve goal	\$150,000

Flood Plain/Stormwater mitigation reserve

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

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

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

Current reserve	\$150,000
Reserve goal	\$500,000

Wayfinding sign program reserve

In recognition of the economic benefits of marketing through specialty direction signage, the Virginia Department of Transportation developed the Community Wayfinding Signs program.

The Town created this reserve to plan for the design, siting, purchase, and installation of integrated directional signage.

Phases 1 and 2 of the project (which address design and siting) are estimated to cost \$19,000 and \$13,000 respectively. The exact cost of the last phase (purchase and installation of signs) is unknown. Phase 3 costs estimates will be developed as a part of Phases 1 and 2, but is estimated at between \$75,000 and \$100,000.

Current reserve	\$ 25,000
Reserve goal	\$135,000

Economic Development reserve

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

Current reserve	\$ 20,000
Reserve goal	\$100,000

Blight abatement reserve

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

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

Current reserve	\$50,000
Reserve goal	\$80,000

John H. Enders Vol. Fire Department reserve

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

Current reserve	\$ 30,000
Reserve goal	\$100,000

Police Equipment Replacement Reserve

This reserve was established in FY20 to fund replacement of five mobile and 10 portable radios. Funds may be used for a large purchase of equipment, but may also be used to replace radios that fail prior to the anticipated FY22 purchase.

After the radio purchase this reserve would be funded to provide monies necessary to replace departmental equipment.

Current reserve	\$55,000
Reserve goal	\$75,000

Annexation Reserve

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

Current reserve	\$50,000
Reserve goal	\$75,000

Water Fund

Water fund reserve

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

Current reserve	\$177,257.95
Reserve goal	100% of annual debt service + 15% of annual WF operational expenses

Water storage tank reserve

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

Current reserve	\$150,000
Reserve goal	\$500,000

Water treatment plant reserve

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

The Town of Berryville Utility Rate Study completed in 2019 identified expenses related to the replacement/upgrade of this facility and the pumping station at the Shenandoah River. The plant and pumping station projects are planned for FY 2026 and are expected to cost an estimated \$22.6 M. Engineering work for these projects should commence in FY 2025 with an estimated cost of \$2.2 M.

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

Current reserve	\$1,300,000
Reserve goal	\$2,200,000

Water distribution system reserve

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

Current reserve	\$ 800,000
Reserve goal	\$1,200,000

Sewer Fund

Sewer fund reserve

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

Current reserve	\$327,130.75
Reserve goal	100% of annual debt service + 15% of annual SF operational expenses

Wastewater treatment plant reserve

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

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

Current reserve	\$1,100,000
Reserve goal	\$5,000,000

Collection system reserve

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

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

Current reserve	\$1,500,000
Reserve goal	\$2,000,000

Membrane replacement reserve

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

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

Current reserve	\$ 600,000
Reserve goal	\$1,320,000

FY 21-22 BUDGET REVENUES

<u>Account Number</u>	<u>Account Description</u>	<u>FY</u>	
		<u>2020-2021</u>	<u>FY 21-22 REQUESTED 2021-2022</u>
GENERAL FUND			
FUND BALANCE			
100-3000000-0000	FUND BALANCE FORWARD	\$ 145,235.00	\$ 152,000.00
	TOTAL FUND BALANCE	\$ 145,235.00	\$ 152,000.00
REVENUE FROM LOCAL SOURCES			
100-3110101-0000	CURRENT REAL ESTATE TAXES	\$ 1,006,000.00	\$ 1,147,000.00
100-3110102-0000	DEL REAL ESTATE TAXES	\$ 5,000.00	\$ -
100-3110201-0000	UTILITY REAL ESTATE TAXES	\$ 11,200.00	\$ 11,200.00
100-3110301-0000	CURRENT PERS PROP TAXES	\$ 300,000.00	\$ 346,000.00
100-3110302-0000	DEL PERS PROP TAXES	\$ 3,500.00	\$ -
100-3110401-0000	MACHINERY & TOOLS	\$ 155,000.00	\$ 175,000.00
100-3110601-0000	TAX PENALTIES	\$ 6,000.00	\$ 6,000.00
100-3110602-0000	TAX INTEREST	\$ 2,000.00	\$ 2,000.00
	TOTAL REV FROM LOCAL SOURCES	\$ 1,488,700.00	\$ 1,687,200.00
OTHER LOCAL TAXES			
100-3120101-0000	LOCAL SALES TAX	\$ 208,000.00	\$ 240,000.00
100-3120201-0000	CONSUMER UTILITY TAX	\$ 85,000.00	\$ 90,000.00
100-3120300-0000	BUSINESS LICENSE	\$ 200,000.00	\$ 200,000.00
100-3120402-0000	REC FRANCHISE FEES	\$ 35,000.00	\$ 35,000.00
100-3120501-0000	AUTO LICENSE	\$ 90,000.00	\$ 90,000.00
100-3120601-0000	BANK FRANCHISE TAXES	\$ 140,000.00	\$ 140,000.00
100-3120801-0000	CIGARETTE TAX (10¢)	\$ 18,000.00	\$ 15,000.00
100-3121001-0000	LODGING TAX (2%)	\$ 10,000.00	\$ 5,000.00
100-3121101-0000	MEALS TAX (4%)	\$ 312,000.00	\$ 312,000.00
	TOTAL OTHER LOCAL TAXES	\$ 1,098,000.00	\$ 1,127,000.00
PERMITS, FEES & LICENSES			
100-3130304-0000	LAND USE APPLICATION FEES	\$ 5,000.00	\$ 1,500.00
100-3130307-0000	ZONING & SUBDIVISION FEES	\$ 10,000.00	\$ 7,500.00
	TOTAL PERMITS, FEES & LICENSES	\$ 15,000.00	\$ 9,000.00
FINES & FORFEITURES			
100-3140101-0000	COURT FINES	\$ 25,000.00	\$ 16,000.00
100-3140102-0000	PARKING METER FINES	\$ 4,000.00	\$ 2,000.00
100-3140103-0000	ESUMMONS	\$ 1,500.00	\$ 1,000.00
	TOTAL FINES & FORFEITURES	\$ 30,500.00	\$ 19,000.00
REVENUE FROM MONEY OR PROP			
100-3150101-0000	INTEREST ON DEPOSITS	\$ 100,000.00	\$ 95,000.00
100-3150201-0000	RENTAL OF PROPERTY	\$ 12,000.00	\$ 12,000.00
100-3150205-0000	WATER TANK SITE LEASE	\$ 82,000.00	\$ 84,000.00
100-3150206-0000	CHARGE CARD REBATE	\$ 14,000.00	\$ 19,000.00
	TOTAL FROM MONEY OR PROP	\$ 208,000.00	\$ 210,000.00
CHARGES FOR SERVICES			
100-3160703-0000	PARKING METERS	\$ 16,000.00	\$ 10,000.00
100-3161502-0000	SALE OF PUBLICATIONS	\$ -	\$ -
	TOTAL CHARGES FOR SERVICES	\$ 16,000.00	\$ 10,000.00

	MISCELLANEOUS REVENUES				
100-3189905-0000	SALE OF SURPLUS	\$	18,000.00	\$	5,000.00
	TOTAL MISC REVENUES	\$	18,000.00	\$	5,000.00
	RECOVERED COSTS				
100-3190203-0000	REIMBURSABLE FEES	\$	-	\$	-
	TOTAL RECOVERED COSTS	\$	-	\$	-
TOTAL LOCAL REVENUES		\$	3,019,435.00	\$	3,219,200.00

REVENUE FROM THE COMMONWEALTH

	NON-CATEGORICAL AID				
100-3220107-0000	ROLLING STOCK TAX	\$	1,850.00	\$	1,850.00
100-3220109-0000	PPTRA	\$	209,917.00	\$	209,917.00
100-3220201-0000	COMMUNICATION TAX	\$	77,000.00	\$	77,000.00
	TOTAL NON-CATEGORICAL AID	\$	288,767.00	\$	288,767.00
	CATEGORICAL AID				
100-3220108-0000	599 LAW ENFORCEMENT GRANT	\$	82,350.00	\$	82,350.00
100-3240103-0000	LE BLOCK GRANT	\$	1,000.00	\$	1,000.00
100-3240201-0000	FIRE FUND PROGRAM	\$	15,250.00	\$	15,250.00
100-3240300-0000	VDOT LANE MILE ALLOWANCE	\$	558,618.00	\$	558,615.00
100-3240301-0000	VDOT ROAD MAINTENANCE	\$	5,000.00	\$	-
100-3240302-0000	LITTER CONTROL GRANT	\$	2,000.00	\$	1,900.00
100-3240311-0000	ST EMERGENCY R&R	\$	-	\$	-
100-3240312-0000	VA COMMISSION FOR THE ARTS	\$	-	\$	4,500.00
100-3240710-0000	DMV ANIMAL FRIENDLY PLATES	\$	-	\$	-
	TOTAL CATEGORICAL AID	\$	664,218.00	\$	663,615.00
TOTAL FROM THE COMMONWEALTH		\$	952,985.00	\$	952,382.00

REVENUE FROM THE FEDERAL GOVERNMENT

	CATEGORICAL AID				
100-3340102-0000	FEDERAL FIRE FUND PROGRAM	\$	-	\$	-
100-3340311-0000	FEDERAL EMERGENCY R&R	\$	-	\$	-
	TOTAL CATEGORICAL AID	\$	-	\$	-
TOTAL FROM FEDERAL GOVERNMENT		\$	-	\$	-

REVENUE FROM OTHER SOURCES

	NON-REVENUE RECEIPTS				
100-3410201-0000	MISCELLANEOUS REVENUES	\$	1,000.00	\$	1,000.00
	TOTAL FROM OTHER SOURCES	\$	1,000.00	\$	1,000.00
TOTAL FROM OTHER SOURCES		\$	1,000.00	\$	1,000.00

TOTAL GENERAL FUND REVENUES	\$	3,973,420.00	\$	4,172,582.00
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WATER FUND

FUND BALANCE				
501-3000000-0000	FUND BALANCE	\$	-	\$ 550,500.00
	TOTAL FUND BALANCE	\$	-	\$ 550,500.00
REVENUE FROM MONEY OR PROP				
501-3150102-0000	INTEREST ON INVESTMENTS	\$	30,000.00	\$ 30,000.00
	TOTAL FROM USE OF MONEY OR PROP	\$	30,000.00	\$ 30,000.00
CHARGES FOR SERVICES				
501-3160110-0000	TREATMENT FEES	\$	1,040,000.00	\$ 913,000.00
501-3160111-0000	DELINQUENT ACCT PENALTIES	\$	30,000.00	\$ 30,000.00
501-3160112-0000	SECURITY DEPOSITS	\$	-	\$ -
501-3160113-0000	AVAILABILITY CHARGES	\$	337,500.00	\$ 346,000.00
501-3160114-0000	CONNECTION CHARGES			
501-3160115-0000	METER FEES	\$	8,125.00	\$ 8,125.00
	TOTAL CHARGES FOR SERVICES	\$	1,415,625.00	\$ 1,297,125.00

TOTAL WATER FUND	\$	1,445,625.00	\$	1,877,625.00
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SEWER FUND

FUND BALANCE				
502-3000000-0000	FUND BALANCE	\$	-	\$ -
	TOTAL FUND BALANCE	\$	-	\$ -
REVENUE FROM MONEY OR PROP				
502-3150101-0000	INTEREST INCOME	\$	50,000.00	\$ 50,000.00
	TOTAL REVENUE FROM MONEY OR PROP	\$	50,000.00	\$ 50,000.00
CHARGES FOR SERVICES				
502-3160110-0000	TREATMENT FEES	\$	1,800,000.00	\$ 1,790,000.00
502-3160112-0000	SECURITY DEPOSITS	\$	-	\$ -
502-3160113-0000	AVAILABILITY CHARGES	\$	362,500.00	\$ 371,625.00
	TOTAL CHARGES FOR SERVICES	\$	2,162,500.00	\$ 2,161,625.00

REVENUE FROM OTHER SOURCES

NON-REVENUE RECEIPTS				
502-3410401-0000	VRA LOAN	\$	-	\$ -
502-3410402-0000	WQIF Grant	\$	-	\$ -
502-3410404-0000	NUTRIENT CREDIT REBATE	\$	-	\$ -
	TOTAL NON-REVENUE RECEIPTS	\$	-	\$ -

TOTAL FROM OTHER SOURCES	\$	-	\$	-
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TOTAL SEWER FUND \$ 2,212,500.00 \$ 2,211,625.00

TOTAL REVENUES ALL FUNDS \$ 7,631,545.00 \$ 8,261,832.00

FY 21-22 BUDGET EXPENSES

Account Number	Account Description	FY 2020-2021	FY 21-22 REQUESTED 2021-2022
GENERAL FUND			
TOWN COUNCIL			
100-4011100-1111	EXPENSE COMPENSATION	\$ 18,900.00	\$ 18,900.00
100-4011100-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 1,450.00	\$ 1,450.00
100-4011100-5540	TRAINING	\$ 4,000.00	\$ 4,000.00
100-4011100-5699	LOCAL CONTRIBUTIONS	\$ -	\$ -
100-4011100-5800	MISCELLANEOUS	\$ 5,000.00	\$ 5,000.00
100-4011100-5810	Dues	\$ 3,000.00	\$ 3,000.00
100-4011100-6017	TOWN CODE SUPPLEMENTS	\$ 2,000.00	\$ 2,000.00
100-4011100-6018	STATE CODE SUPPLEMENTS	\$ -	\$ -
	TOTAL TOWN COUNCIL	\$ 34,350.00	\$ 34,350.00
TOWN CLERK			
100-4011200-1114	SALARIES/WAGES/TNCLK	\$ 44,600.00	\$ 45,900.00
100-4011200-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 3,400.00	\$ 3,520.00
100-4011200-5510	MILEAGE	\$ 250.00	\$ 250.00
100-4011200-5540	EDUCATION/TRAINING	\$ 1,000.00	\$ 1,000.00
100-4011200-5810	DUES	\$ 100.00	\$ 100.00
	TOTAL TOWN CLERK	\$ 49,350.00	\$ 50,770.00
TOWN MANAGER			
100-4012110-1112	COMPENSATION	\$ 140,500.00	\$ 141,400.00
100-4012110-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 10,740.00	\$ 10,820.00
100-4012110-3399	BLIGHT ABATEMENT	\$ 17,000.00	\$ 20,000.00
100-4012110-5230	TELECOMMUNICATIONS	\$ 600.00	\$ 600.00
100-4012110-5510	MILEAGE	\$ -	\$ 150.00
100-4012110-5540	TRAINING	\$ -	\$ 1,000.00
100-4012110-5810	DUES	\$ 500.00	\$ 500.00
	TOTAL TOWN MANAGER	\$ 169,340.00	\$ 174,470.00
LEGAL SERVICES			
100-4012210-3150	PROFESSIONAL SERVICES	\$ 35,000.00	\$ 50,000.00
	TOTAL LEGAL SERVICES	\$ 35,000.00	\$ 50,000.00
PERSONNEL			
100-4012220-2210	VRS	\$ 147,950.00	\$ 154,400.00
100-4012220-2220	VMLIP - STD	\$ 700.00	\$ 740.00
100-4012220-2230	VMLIP - LTD	\$ 6,559.00	\$ 6,675.00
100-4012220-2250	Line of Duty Act	\$ 8,500.00	\$ 8,500.00
100-4012220-2300	HEALTH INSURANCE	\$ 216,400.00	\$ 227,000.00
100-4012220-2400	LIFE INSURANCE	\$ 15,850.00	\$ 16,550.00
100-4012220-2600	UNEMPLOYMENT INSURANCE	\$ 205.00	\$ 645.00
100-4012220-2700	WORKER'S COMPENSATION	\$ 39,000.00	\$ 64,000.00
100-4012220-3110	RANDOM DRUG SCREENING	\$ 750.00	\$ 750.00
100-4012220-9001	EMPLOYEE RECOGNITION	\$ -	\$ 2,000.00
	TOTAL PERSONNEL	\$ 435,914.00	\$ 481,260.00

	INDEPENDENT AUDITOR			
100-4012240-3120	CONTRACTUAL SERVICES	\$	16,050.00	\$ 16,500.00
	TOTAL INDEPENDENT AUDITOR	\$	16,050.00	\$ 16,500.00
	TOWN TREASURER			
100-4012410-1113	COMPENSATION	\$	93,000.00	\$ 93,700.00
100-4012410-2100	MATCHING FICA EXPENSE (7.65 %)	\$	7,100.00	\$ 7,170.00
100-4012410-3130	PROFESSIONAL SER/TAX CONV	\$	2,500.00	\$ 2,500.00
100-4012410-3150	PROFESSIONAL SER/VEC	\$	-	\$ -
100-4012410-5306	SURETY BONDS	\$	500.00	\$ 500.00
100-4012410-5540	TRAINING	\$	2,000.00	\$ 2,000.00
100-4012410-5810	DUES	\$	1,050.00	\$ 1,000.00
100-4012410-6015	AUTO DECALS	\$	-	\$ -
100-4012410-6020	CIGARETTE TAX STAMPS	\$	-	\$ -
	TOTAL TOWN TREASURER	\$	106,150.00	\$ 106,870.00
	FINANCE/ACCOUNTING			
100-4012430-1113	COMPENSATION	\$	132,400.00	\$ 135,500.00
100-4012430-2100	MATCHING FICA EXPENSE (7.65 %)	\$	10,127.00	\$ 10,346.00
100-4012430-5540	TRAINING	\$	3,500.00	\$ 3,400.00
	TOTAL FINANCE/ACCOUNTING	\$	146,027.00	\$ 149,246.00
	CENTRAL ADM/PURCHASING			
100-4012530-3320	MAINTENANCE CONTRACTS	\$	46,000.00	\$ 47,500.00
100-4012530-3400	WEBSITE RESERVE	\$	1,000.00	\$ 1,000.00
100-4012530-3501	NEWSLETTER	\$	1,000.00	\$ 1,000.00
100-4012530-3600	ADVERTISING	\$	8,000.00	\$ 8,000.00
100-4012530-5210	POSTAGE	\$	12,000.00	\$ 11,500.00
100-4012530-5230	TELECOMMUNICATIONS	\$	2,000.00	\$ 3,000.00
100-4012530-5250	SOCIAL MEDIA ARCHIVING	\$	2,700.00	\$ 2,700.00
100-4012530-5415	COPIER LEASE	\$	4,500.00	\$ 4,700.00
100-4012530-5540	TRAINING	\$	2,500.00	\$ 2,500.00
100-4012530-5699	CONTRIBUTION / CC SOCIAL MEDIA	\$	5,000.00	\$ 5,000.00
100-4012530-5810	DUES	\$	500.00	\$ 500.00
100-4012530-6001	OFFICE SUPPLIES	\$	10,250.00	\$ 10,150.00
	TOTAL CENTRAL ADM/PURCHASING	\$	95,450.00	\$ 97,550.00
	RISK MANAGEMENT			
100-4012550-5304	BLANKET EXCESS LIABILITY	\$	16,000.00	\$ 16,000.00
100-4012550-5305	AUTOMOBILE INSURANCE	\$	11,000.00	\$ 12,000.00
100-4012550-5308	SEMI-MULTI PERIL INS	\$	27,700.00	\$ 27,700.00
100-4012550-5800	INSURANCE DEDUCTIBLES	\$	-	\$ -
	TOTAL RISK MANAGEMENT	\$	54,700.00	\$ 55,700.00
	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	\$	2,500.00	\$ 2,000.00
100-4013100-6001	OFFICE SUPPLIES	\$	2,500.00	\$ 1,400.00
	TOTAL ELECTIONS	\$	5,000.00	\$ 3,400.00
	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	\$	598,300.00	\$	663,000.00
100-4031100-2100	MATCHING FICA EXPENSE (7.65 %)	\$	45,770.00	\$	50,800.00
100-4031100-3110	MEDICAL EXAMINATIONS	\$	500.00	\$	500.00
100-4031100-3115	PRE EMPLOYMENT DRUG SCREEN	\$	500.00	\$	500.00
100-4031100-3190	INTERPRETER	\$	400.00	\$	400.00
100-4031100-3310	REPAIR & MAINTENANCE	\$	12,000.00	\$	12,000.00
100-4031100-3320	MAINTENANCE CONTRACTS	\$	14,500.00	\$	17,800.00
100-4031100-4082	WILDLIFE MANAGEMENT	\$	500.00	\$	500.00
100-4031100-5210	POSTAGE	\$	500.00	\$	500.00
100-4031100-5230	TELECOMMUNICATIONS	\$	4,600.00	\$	3,000.00
100-4031100-5415	COPIER LEASE	\$	3,400.00	\$	3,400.00
100-4031100-5540	TRAINING	\$	21,500.00	\$	14,000.00
100-4031100-5545	ACCREDITATION	\$	1,700.00	\$	1,000.00
100-4031100-5810	DUES	\$	700.00	\$	700.00
100-4031100-5815	COMMUNITY RELATIONS	\$	2,000.00	\$	2,000.00
100-4031100-6001	OFFICE SUPPLIES	\$	2,350.00	\$	1,600.00
100-4031100-6008	GASOLINE & OIL	\$	14,500.00	\$	15,500.00
100-4031100-6010	SUPPLIES	\$	13,500.00	\$	13,500.00
100-4031100-6011	UNIFORMS	\$	4,000.00	\$	4,000.00
	TOTAL POLICE DEPARTMENT	\$	741,220.00	\$	804,700.00
	TRAFFIC CONTROL				
100-4031300-5699	COUNTY CONT/CROSSING GD	\$	2,500.00	\$	2,500.00
	TOTAL TRAFFIC CONTROL	\$	2,500.00	\$	2,500.00
	EMERGENCY SERVICES				
100-4031400-5699	CONTRIBUTION/CC CENT ALRM	\$	5,000.00	\$	5,000.00
	TOTAL EMERGENCY SERVICES	\$	5,000.00	\$	5,000.00
	VOLUNTEER FIRE DEPARTMENT				
100-4032200-5699	CONTRIBUTION/JHEVFD	\$	30,000.00	\$	30,000.00
100-4032200-5707	FIRE FUND PROGRAM	\$	14,500.00	\$	15,250.00
100-4032200-88411	CAPITAL PROJECT RESERVE	\$	10,000.00	\$	10,000.00
	TOTAL VOLUNTEER FIRE DEPT	\$	54,500.00	\$	55,250.00
	CORRECTION & DETENTION				
100-4033200-5550	CONFINEMENT OF PRISONERS	\$	250.00	\$	-
	TOTAL CORRECTION & DETENTION	\$	250.00	\$	-
	PUBLIC WORKS ADMINISTRATION				
100-4041100-1140	COMPENSATION	\$	69,950.00	\$	71,300.00
100-4041100-2100	MATCHING FICA EXPENSE (7.65 %)	\$	5,350.00	\$	5,455.00
100-4041100-3110	MEDICAL EXAMS	\$	1,000.00	\$	1,000.00
100-4041100-3310	VEHICLE REP & MAINTENANCE	\$	11,000.00	\$	7,000.00
100-4041100-5120	PROPANE	\$	1,500.00	\$	2,000.00
100-4041100-5230	TELECOMMUNICATIONS	\$	5,000.00	\$	5,000.00
100-4041100-5415	COPIER LEASE	\$	2,665.00	\$	2,700.00
100-4041100-5540	TRAINING	\$	3,500.00	\$	1,500.00
100-4041100-6001	OFFICE SUPPLIES	\$	500.00	\$	500.00
	TOTAL PUBLI WKS ADMINISTRATION	\$	100,465.00	\$	96,455.00

	HWYS, STS BRIDGES & SDWLKS			
100-4041200-1183	COMPENSATION	\$	157,000.00	\$ 165,000.00
100-4041200-2100	MATCHING FICA EXPENSE (7.65 %)	\$	12,000.00	\$ 12,450.00
100-4041200-3310	EQUIPMENT MAINTENANCE	\$	12,000.00	\$ 12,000.00
100-4041200-3315	SIDEWALK MAINTENANCE	\$	15,000.00	\$ 15,000.00
100-4041200-3316	STREET SIGN MAINTENANCE	\$	-	\$ 1,000.00
100-4041200-5425	NORFOLK/SOUTHERN R-O-W'S	\$	1,100.00	\$ 1,100.00
100-4041200-6007	MATERIALS & SUPPLIES	\$	4,000.00	\$ 4,000.00
100-4041200-6008	GASOLINE & OIL	\$	20,000.00	\$ 20,600.00
100-4041200-6011	UNIFORMS	\$	6,000.00	\$ 5,000.00
	TOTAL HWYS, STS BRIDGES & SWLKS	\$	227,100.00	\$ 236,150.00
	VDOT STREET MAINTENANCE			
100-4041250-3300	VDOT STREET MAINTENANCE	\$	411,618.00	\$ 473,615.00
100-4041250-3310	EQUIPMENT MAINTENANCE (VDOT)	\$	10,000.00	\$ 10,000.00
100-4041250-8801	EQUIPMENT PURCHASE (VDOT)	\$	137,000.00	\$ 75,000.00
	TOTAL VDOT STREET MAINTENANCE	\$	558,618.00	\$ 558,615.00
				\$ -
	STREET LIGHTS			
100-4041320-5110	ELECTRICITY	\$	66,500.00	\$ 69,200.00
	TOTAL STREET LIGHTS	\$	66,500.00	\$ 69,200.00
	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	\$	500.00	\$ 1,000.00
	TOTAL STREET & ROAD CLEANING	\$	500.00	\$ 1,000.00
	REFUSE COLLECTION			
100-4042300-3220	CONTRACTUAL SERVICES	\$	203,000.00	\$ 211,000.00
100-4042300-6225	RECYCLING SERVICES	\$	75,000.00	\$ 77,000.00
	TOTAL REFUSE COLLECTION	\$	278,000.00	\$ 288,000.00
	REFUSE DISPOSAL			
100-4042400-3800	FCO LANDFILL CHARGES	\$	40,000.00	\$ 40,000.00
	TOTAL REFUSE DISPOSAL	\$	40,000.00	\$ 40,000.00
	GENERAL PROPERTIES			
100-4043200-3310	REPAIR & MAINTENANCE	\$	15,000.00	\$ 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	HOLIDAY DÉCORATION	\$	500.00	\$ 500.00
	TOTAL GENERAL PROPERTIES	\$	20,100.00	\$ 20,100.00
	BUILDING SERVICES			
100-4064200-3150	PROFESSIONAL SERVICES	\$	2,500.00	\$ 2,600.00

100-4064200-3200	CONTRACTURAL SERVICES	\$	19,500.00	\$	20,000.00
100-4064200-5110	ELECTRICITY	\$	19,800.00	\$	20,600.00
100-4064200-5120	NATURAL GAS/HEAT	\$	3,200.00	\$	3,350.00
100-4064200-5130	WATER/SEWER	\$	800.00	\$	820.00
100-4064200-5230	TELECOMMUNICATIONS	\$	7,800.00	\$	9,000.00
100-4064200-5304	LIABILITY INSURANCE	\$	2,500.00	\$	2,700.00
100-4064200-7113	IN KIND COSTS	\$	13,000.00	\$	13,000.00
100-4064200-7115	SHARED MAINTENANCE	\$	19,000.00	\$	19,000.00
100-4064200-8411	CAPITAL ASSET RESERVES	\$	7,000.00	\$	7,000.00
	TOTAL BUILDING SERVICES	\$	95,100.00	\$	98,070.00
	PARKS & RECREATION				
100-4071310-3160	CONTRACTURAL SER/JN BLUE	\$	1,000.00	\$	1,000.00
100-4071310-5699	CONTRIBUTION/CCP&R	\$	-	\$	-
100-4071310-6017	HOLIDAY DECORATIONS ROSE HILL PARK	\$	1,500.00	\$	1,500.00
100-4071310-6018	ROSE HILL PARK MAINTENANCE	\$	5,000.00	\$	5,000.00
	TOTAL PARKS & RECREATION	\$	7,500.00	\$	7,500.00
	PLANNING				
100-4081100-1155	COMPENSATION	\$	93,350.00	\$	95,975.00
100-4081100-2100	MATCHING FICA EXPENSE (7.65 %)	\$	7,150.00	\$	7,345.00
100-4081100-3190	PROFESSIONAL SERVICES	\$	5,000.00	\$	3,000.00
100-4081100-3195	PREPAID APPLICATION FEES	\$	-	\$	-
100-4081100-3500	PRINTING	\$	200.00	\$	200.00
100-4081100-5510	MILEAGE	\$	100.00	\$	100.00
100-4081100-5540	TRAINING	\$	500.00	\$	200.00
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	\$	107,000.00	\$	107,420.00
	BOARD OF ZONING APPEALS				
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				
100-4081500-3400	WEB SITE REDESIGN	\$	-	\$	-
100-4081500-3450	SE COLLECTOR EVALUATION	\$	-	\$	-
100-4081500-3650	MARKETING & BRANDING	\$	-	\$	-
100-4081500-5693	ARTS FUNDING MATCH	\$	4,500.00	\$	4,500.00
100-4081500-5695	TOWN/COUNTY ECONOMIC DEV	\$	17,500.00	\$	17,500.00
100-4081500-5696	ECONOMIC DEVELOPMENT RESERVE	\$	-	\$	2,500.00
100-4081500-5698	GRANT AND MATCHING FUNDS	\$	-	\$	-
100-4081500-5699	DBI/ECO DEV PROF SERVICES	\$	4,000.00	\$	-
100-4081500-5700	ANNEXATION AREA PROF SERVICES	\$	25,000.00	\$	10,000.00
	TOTAL ECONOMIC DEVELOPMENT	\$	51,000.00	\$	34,500.00
	PLANNING COMMISSION				
100-4081600-1111	EXPENSE COMPENSATION	\$	5,000.00	\$	5,000.00
100-4081600-5540	TRAINING	\$	1,000.00	\$	1,000.00
100-4081600-5810	DUES	\$	250.00	\$	250.00
	TOTAL PLANNING COMMISSION	\$	6,250.00	\$	6,250.00
	B'VILLE AREA DEV AUTHORITY				
100-4081700-1111	EXPENSE COMPENSATION	\$	2,500.00	\$	2,500.00

100-4081700-1111	MATCHING FICA EXPENSE (7.65 %)	\$	-	\$	-
100-4081700-5540	TRAINING	\$	250.00	\$	250.00
100-4081700-5810	DUES	\$	125.00	\$	-
	TOTAL B'VILLE AREA DEV AUTHORITY	\$	2,875.00	\$	2,750.00
	ARCHITECTURAL REVIEW BOARD				
100-4081800-5540	TRAINING	\$	500.00	\$	500.00
	TOTAL ARCHITECTURAL REVIEW BD	\$	500.00	\$	500.00
	TREE BOARD				
100-4081900-5800	MISCELLANEOUS	\$	500.00	\$	500.00
	TOTAL TREE BOARD	\$	500.00	\$	500.00
	CAPITAL OUTLAY				
100-4094200-8207	SOFTWARE UPGRADES	\$	-	\$	-
100-4094200-8225	COMPUTER REPLACEMENT/UPGRADES	\$	7,500.00	\$	7,500.00
100-4094200-8230	REPAIRS TO 23 E MAIN-LS RESERVE	\$	44,235.00	\$	-
100-4094200-8231	PATROL VEHICLE	\$	52,600.00	\$	56,000.00
100-4094200-8338	SNOW PLOW	\$	-	\$	13,000.00
100-4094200-8340	MOWER	\$	-	\$	-
100-4094200-8345	PW TON DUMP	\$	-	\$	27,500.00
100-4094200-8411	CAPITAL RESERVE	\$	-	\$	10,462.00
100-4094200-8602	3/4 TON TRUCK (PW)	\$	-	\$	12,000.00
100-4094200-8603	PD SERVER REPLACEMENT RESERVE	\$	6,000.00	\$	-
100-4094200-8702	WAYFINDING SIGNS RESERVE	\$	5,000.00	\$	5,000.00
100-4094200-8803	PUBLIC WORKS IMPROVEMENTS	\$	-	\$	-
100-4094200-8910	PD BODY CAMERA REPLACEMENTS	\$	-	\$	-
100-4094200-8911	VIRGINIA AVENUE	\$	55,000.00	\$	-
100-4094200-8912	POLICE MDT REPLACEMENT	\$	-	\$	-
100-4094200-8913	POLICE AV EQUIPMENT	\$	-	\$	-
100-4094200-8914	RIXEY MOOR PLAYGROUND IMP	\$	-	\$	-
100-4094200-8915	HOGAN'S ALLEY IMPROVE RESERVE	\$	1,000.00	\$	-
100-4094200-8919	STORM WATER MITIGATION	\$	-	\$	-
100-4094200-8950	FOUR WHEELER	\$	-	\$	-
100-4094200-8951	PD RADIO REPLACEMENT RESERVE	\$	20,000.00	\$	55,000.00
100-4094200-8955	TOWN RUN PER	\$	-	\$	-
100-4094200-8956	ASHBY/ARCHER PER	\$	-	\$	-
100-4094200-8958	ENDERS PROFFER RESERVES	\$	-	\$	-
100-4094200-8959	HOLIDAY DECOR REPLACEMENT	\$	10,000.00	\$	-
100-4094200-9002	JACKSON DR SWMA/DORSEY ST STMWATER	\$	-	\$	25,000.00
100-4094200-9003	BACKHOE (PW)	\$	-	\$	22,500.00
100-4094200-9004	MOSBY BOULEVARD SIDEWALK	\$	-	\$	25,000.00
	TOTAL CAPITAL OUTLAY	\$	201,335.00	\$	258,962.00
	CONTINGENCY				
100-4094300-5800	CONTINGENCY (3.00%)	\$	110,300.00	\$	110,544.00
	TOTAL CONTINGENCY	\$	110,300.00	\$	110,544.00
	DEBT SERVICE				
100-4095000-9110	RDA PRINCIPAL	\$	40,988.00	\$	43,200.00
100-4095000-9120	RDA INTEREST	\$	80,488.00	\$	77,800.00
100-4095000-9130	RDA DEBT SER RESERVE	\$	-	\$	-
	TOTAL DEBT SERVICE	\$	121,476.00	\$	121,000.00

TOTAL GENERAL FUND OPERATIONAL	\$	3,540,309.00	\$	3,682,076.00
TOTAL GENERAL FUND CONTINGENCY	\$	110,300.00	\$	110,544.00
TOTAL GENERAL FUND CAP OUTLAY	\$	201,335.00	\$	258,962.00
TOTAL GENERAL FUND DEBT SERVICE	\$	121,476.00	\$	121,000.00

TOTAL GENERAL FUND EXPENSES \$ 3,973,420.00 \$ 4,172,582.00

WATER FUND

PERSONNEL

501-4012220-1140	COMPENSATION	\$	39,350.00	\$	40,600.00
501-4012220-2100	MATCHING FICA EXPENSE (7.65 %)	\$	3,010.00	\$	3,110.00
501-4012220-2210	VRS	\$	32,810.00	\$	33,262.00
501-4012220-2220	VMLIP - STD	\$	154.00	\$	158.00
501-4012220-2230	VMLIP - LTD	\$	1,415.00	\$	1,438.00
501-4012220-2300	HEALTH INSURANCE	\$	47,910.00	\$	48,700.00
501-4012220-2400	LIFE INSURANCE	\$	3,510.00	\$	3,560.00
501-4012220-2600	UNEMPLOYMENT INSURANCE	\$	46.00	\$	139.00
501-4012220-2700	WORKER'S COMPENSATION	\$	8,500.00	\$	14,000.00
501-4012220-3170	MISS UTILITY	\$	1,500.00	\$	1,500.00
501-4012220-3320	HANDHELD MAINT	\$	4,500.00	\$	4,600.00
501-4012220-5210	POSTAGE	\$	4,400.00	\$	4,400.00
501-4012220-5540	TRAINING	\$	2,500.00	\$	2,500.00
501-4012220-6001	OFFICE SUPPLIES	\$	500.00	\$	500.00
	TOTAL PERSONNEL	\$	150,105.00	\$	158,467.00

TREATMENT

501-4012222-1147	COMPENSATION	\$	147,122.00	\$	160,100.00
501-4012222-2100	MATCHING FICA EXPENSE (7.65 %)	\$	11,255.00	\$	11,551.00
501-4012222-2830	CERTIFICATION FEES	\$	900.00	\$	600.00
501-4012222-2840	STATE CONNECTION FEES	\$	5,400.00	\$	5,700.00
501-4012222-2850	LAB TESTING	\$	8,500.00	\$	9,000.00
501-4012222-3110	MEDICAL EXAMS	\$	200.00	\$	200.00
501-4012222-3145	PROFESSIONAL SERVICES	\$	15,000.00	\$	10,000.00
501-4012222-3146	UTILITY RATE STUDY	\$	-	\$	-
501-4012222-3210	SLUDGE REMOVAL	\$	30,000.00	\$	27,000.00
501-4012222-3220	CLEAN RIVER INTAKE	\$	2,000.00	\$	2,000.00
501-4012222-3310	REPAIR & MAINTENANCE	\$	60,000.00	\$	60,000.00
501-4012222-3510	CONSUMER CONFIDENCE RPT	\$	500.00	\$	1,000.00
501-4012222-5110	ELECTRICITY	\$	61,500.00	\$	65,000.00
501-4012222-5120	PROPANE HEAT WTP	\$	3,500.00	\$	3,600.00
501-4012222-5230	TELECOMMUNICATIONS	\$	3,800.00	\$	4,200.00
501-4012222-5415	COPIER LEASE	\$	670.00	\$	700.00
501-4012222-5540	TRAINING	\$	2,500.00	\$	3,500.00
501-4012222-5690	DISCHARGE PERMIT RENEWAL	\$	650.00	\$	700.00
501-4012222-5810	DUES	\$	1,100.00	\$	1,000.00
501-4012222-6001	OFFICE SUPPLIES	\$	1,000.00	\$	1,000.00
501-4012222-6004	LAB SUPPLIES	\$	4,500.00	\$	4,500.00
501-4012222-6005	JANITORIAL SUPPLIES	\$	1,000.00	\$	1,000.00
501-4012222-6008	GASOLINE & OIL	\$	6,200.00	\$	6,200.00
501-4012222-6011	UNIFORMS	\$	1,300.00	\$	1,000.00
501-4012222-6014	TOOLS	\$	500.00	\$	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	\$	40,000.00	\$	40,000.00
	TOTAL TREATMENT	\$	411,697.00	\$	422,651.00

DISTRIBUTION & MAINTENANCE				
501-4012224-1183	COMPENSATION	\$	138,300.00	\$ 139,000.00
501-4012224-2100	MATCHING FICA EXPENSE (7.65 %)	\$	10,600.00	\$ 10,600.00
501-4012224-3330	LINE REPAIR & MAINTENANCE	\$	50,000.00	\$ 50,000.00
501-4012224-6007	MATERIALS & SUPPLIES	\$	30,000.00	\$ 30,000.00
501-4012224-6019	SAFETY EQUIPMENT	\$	700.00	\$ 700.00
501-4012224-6030	NEW SERVICE SUPPLIES	\$	9,000.00	\$ 9,000.00
501-4012224-9008	STORAGE TANK MAINTENANCE CONTRACT	\$	-	\$ 8,466.00
	TOTAL DISTRIBUTION & MAINT	\$	238,600.00	\$ 247,766.00
CAPITAL OUTLAY				
501-4094200-8102	TANK REPAIR & MAINT	\$	85,000.00	\$ 155,700.00
501-4094200-8105	PICKUP (1/2)	\$	15,000.00	\$ -
501-4094200-8118	WTP BACKWASH LAGOON REPAIR	\$	-	\$ 86,000.00
501-4094200-8167	SCADA			
501-4094200-8211	CAPITAL RESERVES	\$	208,488.00	\$ 149,674.48
501-4094200-8225	COMPUTER UPGRADE	\$	-	\$ 2,000.00
501-4094200-8340	MOWER (1/2)			
501-4094200-8345	PW ONE TON DUMP TRUCK			\$ 13,500.00
501-4094200-8360	HANDHELD METER READER	\$	7,000.00	\$ -
501-4094200-8361	WATER DIST SYSTEM UPGRADES	\$	115,000.00	\$ 400,000.00
501-4094200-8550	EQUIPMENT REPAIR RESERVE	\$	25,000.00	\$ -
501-4094200-8602	3/4 TON TRUCK	\$	-	\$ 12,000.00
501-4094200-8605	WTP BUILDING MAINTENANCE			
501-4094200-8704	WATER FINISH PUMP REPLACEMENT			
501-4094200-8953	UTILITY PLANT GATES			
501-4094200-8954	STORAGE BUILDING	\$	-	\$ -
501-4094200-8957	WTP EVALUATION & REPAIRS	\$	-	\$ -
501-4094200-8958	WATER METER REPLACEMENT	\$	165,000.00	\$ 165,000.00
501-4094200-9003	BACKHOE(PW)	\$	-	\$ 22,500.00
501-4094200-9004	SECURITY IMPROVEMENTS	\$	-	\$ 10,500.00
501-4094200-9005	WATER RIVER PUMP DISCONNECT ELIMINATION	\$	-	\$ 7,000.00
	TOTAL CAPITAL OUTLAY	\$	620,488.00	\$ 1,023,874.48
CONTINGENCY				
501-4094300-5800	CONTINGENCY (3.00%)	\$	24,735.00	\$ 24,866.52
	TOTAL CONTINGENCY	\$	24,735.00	\$ 24,866.52
	TOTAL WATER FUND OPERATIONAL	\$	800,402.00	\$ 828,884.00
	TOTAL WATER FUND CONTINGENCY	\$	24,735.00	\$ 24,866.52
	TOTAL WATER FUND CAP OUTLAY	\$	620,488.00	\$ 1,023,874.48
TOTAL WATER FUND EXPENSES		\$	1,445,625.00	\$ 1,877,625.00

SEWER FUND

PERSONNEL

502-4012220-1114	COMPENSATION	\$	39,350.00	\$ 40,560.00
502-4012220-2100	MATCHING FICA EXPENSE (7.65 %)	\$	3,010.00	\$ 3,105.00
502-4012220-2210	VRS	\$	51,785.00	\$ 52,500.00
502-4012220-2220	VMLIP - STD	\$	243.00	\$ 250.00
502-4012220-2230	VMLIP - LTD	\$	2,236.00	\$ 2,270.00
502-4012220-2300	HEALTH INSURANCE	\$	75,608.00	\$ 76,860.00
502-4012220-2400	LIFE INSURANCE	\$	5,545.00	\$ 5,620.00
502-4012220-2600	UNEMPLOYMENT INSURANCE	\$	71.00	\$ 220.00
502-4012220-2700	WORKER'S COMPENSATION	\$	13,500.00	\$ 22,000.00

502-4012220-3320	HANDHELD MAINT	\$	2,800.00	\$	3,000.00
502-4012220-5210	POSTAGE	\$	7,500.00	\$	7,500.00
502-4012220-6001	OFFICE SUPPLIES	\$	1,000.00	\$	1,000.00
	TOTAL PERSONNEL	\$	202,648.00	\$	214,885.00
	TREATMENT				
502-4012222-1147	COMPENSATION	\$	323,614.00	\$	363,445.00
502-4012222-2100	MATCHING FICA EXPENSE (7.65 %)	\$	24,756.00	\$	27,800.00
502-4012222-2830	CERTIFICATION FEES	\$	500.00	\$	900.00
502-4012222-2850	LAB TESTING	\$	36,000.00	\$	36,000.00
502-4012222-3145	PROFESSIONAL SERVICES	\$	18,000.00	\$	18,000.00
502-4012222-3146	UTILITY RATE STUDY	\$	-	\$	-
502-4012222-3210	LANDFILL-SOLIDS DISPOSAL	\$	48,000.00	\$	65,000.00
502-4012222-3310	REPAIR & MAINTENANCE	\$	110,000.00	\$	120,000.00
502-4012222-5110	ELECTRICITY	\$	135,000.00	\$	140,000.00
502-4012222-5230	TELECOMMUNICATIONS	\$	6,000.00	\$	6,500.00
502-4012222-5415	COPIER LEASE	\$	3,900.00	\$	3,900.00
502-4012222-5540	TRAINING	\$	3,000.00	\$	3,000.00
502-4012222-5690	Discharge Permit Renewal	\$	3,000.00	\$	3,500.00
502-4012222-5810	DUES	\$	500.00	\$	600.00
502-4012222-6001	OFFICE SUPPLIES	\$	1,000.00	\$	1,200.00
502-4012222-6004	LAB SUPPLIES	\$	5,400.00	\$	5,800.00
502-4012222-6005	JANITORIAL SUPPLIES	\$	1,200.00	\$	1,500.00
502-4012222-6008	GASOLINE & DIESEL FUEL	\$	9,000.00	\$	9,300.00
502-4012222-6011	UNIFORMS	\$	1,300.00	\$	1,000.00
502-4012222-6014	TOOLS	\$	1,500.00	\$	1,500.00
502-4012222-6019	SAFETY EQUIPMENT	\$	2,000.00	\$	2,500.00
502-4012222-6020	PERSONAL EQUIPMENT	\$	800.00	\$	800.00
502-4012222-6025	CHEMICALS	\$	90,000.00	\$	80,000.00
	TOTAL TREATMENT	\$	824,470.00	\$	892,245.00
	DISTRIBUTION & MAINTENANCE				
502-4012224-1183	COMPENSATION	\$	138,250.00	\$	139,000.00
502-4012224-1183	MATCHING FICA EXPENSE (7.65 %)	\$	10,575.00	\$	10,600.00
502-4012224-3310	EQUIPMENT MAINTENANCE	\$	5,000.00	\$	5,000.00
502-4012224-3330	REPAIR & MAINTENANCE	\$	10,000.00	\$	10,000.00
502-4012224-6007	MATERIALS & SUPPLIES	\$	2,500.00	\$	2,500.00
502-4012224-6019	SAFETY EQUIPMENT	\$	-	\$	500.00
502-4012224-6030	NEW SERVICE SUPPLIES	\$	-	\$	-
	TOTAL DISTRIBUTION & MAINT	\$	166,325.00	\$	167,600.00
	CAPITAL PROJECTS				
	TOTAL CAPITAL PROJECTS	\$	-	\$	-
	CAPITAL OUTLAY				
502-4094200-8105	PICKUP (1/2)	\$	15,000.00	\$	-
502-4094200-8110	WWTP UPGRADES				
502-4094200-8123	SCADA				
502-4904200-8225	COMPUTER UPGRADE	\$	-	\$	2,000.00
502-4094200-8134	Sewer Collection Sys Rehab	\$	115,000.00	\$	100,000.00
502-4094200-8340	MOWER (1/2)				
502-4094200-8345	PW ONE TON DUMP TRUCK			\$	13,500.00
502-4094200-8360	HANDHELD METER READER	\$	7,000.00	\$	-
502-4094200-8411	CAPITAL RESERVES	\$	243,477.00	\$	115,153.10
502-4094200-8540	MEMBRANE REPLACEMENT RESERVE	\$	10,000.00	\$	-
502-4094200-8545	MEMBRANE PRE-PURCHASE	\$	90,000.00	\$	110,000.00
502-4094200-8550	EQUIPMENT REPAIR RESERVE	\$	25,000.00	\$	-
502-4094200-8602	3/4 TON PICKUP (1/2 VDOT)	\$	-	\$	12,000.00

502-4094200-8604	STORM SEWER CAMERA (1/2 VDOT)			
502-4094200-8952	COMMUNICATION NET FOR UTILITIES			
502-4094200-8953	UTILITY PLANT GATES			
502-4094200-8954	INVENTORY LOCKUP FENCING	\$	-	\$ -
502-4094200-8955	WWTP BUILDING REPAIR/JOINT RESERVE	\$	7,000.00	\$ -
502-4094200-9003	BACKHOE (PW)	\$	-	\$ 22,500.00
502-4094220-9004	SECURITY IMPROVEMENTS	\$	-	\$ 10,500.00
502-4094200-9006	WWTP BLOWERT DISCONNECTS	\$	-	\$ 8,000.00
502-4094200-9007	WWTP PERMEATE PUMPS	\$	-	\$ 35,000.00
	TOTAL CAPITAL OUTLAY	\$	512,477.00	\$ 428,653.10
	CONTINGENCY			
502-4094300-5800	CONTINGENCY (3.00%)	\$	36,580.00	\$ 38,241.90
	TOTAL CONTINGENCY	\$	36,580.00	\$ 38,241.90
	DEBT SERVICE			
502-4095000-9118	VRA PRINCIPAL	\$	470,000.00	\$ 470,000.00
	TOTAL DEBT SERVICE	\$	470,000.00	\$ 470,000.00
	TOTAL SEWER FUND OPERATIONAL	\$	1,193,443.00	\$ 1,274,730.00
	TOTAL SEWER FUND CONTINGENCY	\$	36,580.00	\$ 38,241.90
	TOTAL SEWER FUND CAP OUTLAY	\$	512,477.00	\$ 428,653.10
	TOTAL SEWER FUND DEBT SERVICE	\$	470,000.00	\$ 470,000.00

TOTAL SEWER FUND EXPENSES	\$	2,212,500.00	\$	2,211,625.00
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TOTAL EXPENSES ALL FUNDS	\$	7,631,545.00	\$	8,261,832.00
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MINUTES
BERRYVILLE TOWN COUNCIL
Berryville-Clarke County Government Center
Work Session
June 22, 2021
3:00 p.m.

Town Council: Present--Harry Lee Arnold, Jr., Mayor; Erecka L. Gibson, Recorder; Donna McDonald, Diane Harrison, Grant Mazzarino. Participating by telephone--Kara Rodriguez

Staff: Present—Keith Dalton, Town Manager; Paul Culp, Town Clerk; Cynthia Poulin, Finance Clerk.

Press: Mickey Powell, *The Winchester Star*

1. Call to Order

Mayor Arnold called the meeting to order at 3:00 p.m. and asked for a motion approving the remote participation of Ms. Rodriguez.

Ms. McDonald moved that the Council of the Town of Berryville, with a quorum present in the Main Meeting Room of the Berryville-Clarke County Government Center, approve remote participation via telephone by Council member Kara Rodriguez at this meeting because she is unable to attend in person because of personal reasons. The motion passed by unanimous voice vote.

2. Approval of Agenda

Mayor Arnold invited a motion to approve the agenda.

Recorder Gibson moved to approve the agenda. The motion passed by unanimous voice vote.

3. Unfinished Business

Discussion: Annexation

Mr. Dalton explained that in 1988 the Town of Berryville and Clarke County had entered into an annexation agreement that was subsequently amended to create the Berryville Area Development Authority (BADA). He said that Town Community Development Director Christy Dunkle had recently recommended the annexation of the Town's Public Works yard at 201 Tom Whiteacre Circle, the properties at 341 and 343 First Street, and the Bel Voi and Friant properties at 25 Battletown Drive and the two surrounding parcels. He said a developer has expressed interest in the larger of the Friant properties and that Ms. Dunkle therefore recommended that the Town act promptly in order

to achieve annexation effective January 1, 2022 rather than waiting another year for the next permissible opportunity.

Mr. Dalton said that if annexation occurs, the Council and the Planning Commission would likely need to consider revisions of the zoning ordinance and Town Code with reference to agricultural use and the number of animals on the property.

Mr. Dalton said that if the Town acts on the matter, it would recommend to the County that annexation occur by mutual agreement. He said that if the Council is interested in proceeding, the Town would communicate with the County, after which the Council and Board of Supervisors would hold a joint hearing, notices would be given, and the annexation made effective on January 1, 2022.

Ms. Harrison asked Mr. Dalton about the cost of annexation. Mr. Dalton said the only cost of annexation per se would be in staff time and the publication of public hearing notices. Ms. Harrison asked whether Battletown Drive could accommodate the additional traffic. Mr. Dalton said the subdivision process would determine whether street upgrades would be necessary.

Mr. Mazzarino and Mr. Dalton discussed the matter of agricultural activity and zoning. Mr. Dalton explained that the zoning ordinance allows exceptions for continuation of non-conforming uses, while the Town Code limitations on the number of animals per acre would apply regardless of the level of activity on the property at the time of annexation.

Mayor Arnold said the timing is favorable.

Ms. McDonald asked Mr. Dalton how many houses could be built on the residential properties under consideration. Mr. Dalton said a precise figure is not currently obtainable. Ms. McDonald said the Town should be mindful of the amount of development occurring. Mr. Dalton said a decision not to annex the property would not guarantee a lack of development, the decision that the property would be developed having been made in 1992, and that the question was whether persons living there would receive Town services.

Mayor Arnold said the Town would have more control of events if it annexed the properties.

Ms. McDonald asked how the Town would provide services to the additional territory, considering limited manpower, especially in the police department.

Mr. Dalton said the Council would need to respond to manpower needs and the expansion of Town services when deliberating on budgets.

Mayor Arnold said that without annexation the Town would have to provide certain services but would receive no taxes.

Mr. Dalton reiterated that development would not be stopped by simply refusing to annex the property under discussion. He said that if a developer submitted a plan in accordance with current zoning, there would be no impediment to development.

Ms. McDonald expressed concern about the negative effects of development on adjacent properties and asked whether screening could be required. Mr. Dalton said the zoning ordinance requires screening in certain instances but that a broadening of screening requirements by the Council would require changes to the zoning ordinance.

Recorder Gibson moved that the Council of the Town of Berryville direct staff to proceed with necessary steps to bring about an annexation effective January 1, 2022, and that the Council authorize Mayor Arnold to notify the Clarke County Board of Supervisors of the Council's intent to approve the annexation of property within Annexation Area B.

**Aye: Harrison, Mazzarino, Rodriguez, Gibson, Arnold
Nay: McDonald**

The motion passed.

4. New Business

Discussion of the American Rescue Plan Act of 2021

Mr. Dalton directed the Council's attention to the agenda packet containing a draft of the plan, based on findings by the Council, for the allocation of funds the Town reportedly is to receive under the American Rescue Plan Act, and to appendices he had produced that included figures adjusted in response to comments from members of the Council. He said the Town could expect to receive \$2,267,493 in the near term and another \$2,267,493 a year after the initial disbursement.

Mr. Dalton explained that the Town likely would spend ARPA funds in each fiscal year through mid-FY2027.

Mr. Dalton recommended that unspent funds from any category in the allocation plan be applied to infrastructure.

Mr. Dalton then went through the contents of the allocation plan, pausing for discussion as needed.

The Council agreed with the proposal that the Town pay the balance on water/sewer account delinquencies that were sixty or more days in arrears as of June 22, 2021. He said members of the Council had not endorsed the original suggestion of up to eleven months' worth of relief. Mayor Arnold suggested six months, and the other members concurred.

Ms. Harrison said the Town's recent marketing and branding efforts created favorable circumstances for proceeding with the suggested wayfinding sign project intended to direct traffic to points of interest in the central business district.

The Council then discussed the proposed provision of reimbursement of up to \$12,500 for qualifying improvements to eligible commercial buildings in the central business district, with such improvements including improved access, sign replacement or refurbishment, façade beautification, and site cleaning.

Mr. Mazzarino asked whether a property owner would be required to perform the work and then be reimbursed after approval and inspection. Mr. Dalton said yes and briefly described the process as he envisions it.

There was a discussion of whether the property owner or the occupant must apply. Mr. Dalton said he expected that either would be able to apply but that the owner would have to agree to any application made by a tenant.

There was a discussion of whether improvements would be permissible in the case of historic structures. Mr. Dalton said the Architectural Review Board would address this.

There was a discussion of the nature of façade beautification.

Mr. Dalton asked whether the Council would favor a process requiring application by occupants, with a maximum of \$25,000 available per building. Mr. Mazzarino said it would be necessary to impose an upper limit but that \$25,000 might not be sufficient in the case of a building with a large number of occupants. Mayor Arnold suggested that in such circumstances the demand for funds might exceed the supply. Mr. Mazzarino suggested leaving the limit at \$12,500 and accepting applications in multiple cycles if necessary.

There was a discussion of which non-profits might be appropriate recipients of grants provided to non-profits that had assisted residents through the COVID-19 pandemic and those that serve local citizens and were negatively affected by the pandemic.

The Council agreed with the section of the allocation plan providing for the purchase of equipment and supplies to aid in pandemic relief and emergency response.

There was a discussion of the appropriate amount to spend on reconstruction of the Town website as recently discussed in meetings of the Council and the Community Development Committee. Ms. Rodriguez, as chair of the committee, said she favored \$8,000 over the \$15,000 suggested as a possibility. She concurred with Mayor Arnold's suggestion of \$10,000 in order to provide a small cushion but said doubling the original \$8,000 seemed excessive. Recorder Gibson noted that the website provider had already provided firm quotes, rendering a cushion unnecessary. The Council agreed on \$8,000.

There was a discussion of the Council's finding that all Town employees had contributed to the continuity of operations and essential infrastructure sectors during the pandemic and therefore should receive premium pay of \$400 per month per employee for the period from January 1, 2020 to May 31, 2021.

Mr. Mazzarino said that office workers had incurred fewer risks than was the case with police officers and Public Works personnel. Ms. Harrison noted that association with other office workers constituted a risk and that cases of COVID had occurred among office staff. Mayor Arnold noted that office staff had worked for several months without the barriers eventually deployed to reduce the risk of contagion. Ms. McDonald said that all Town workers were essential but that those working on an on-call basis had incurred greater risk.

Mayor Arnold said Public Works personnel do not receive calls for service without the involvement of office staff. He noted that staff members are not numerous and had not received any other form of pandemic compensation.

Mr. Mazzarino said that Town employees perform well and that the Town should strive to retain them. Ms. McDonald suggested a larger premium payment for employees in departments that work around the clock. Mayor Arnold noted that the police department had received previous COVID funding while the rest of the staff had not.

Ms. Harrison suggested abiding by the \$400-per-month figure in the implementation plan. Mr. Mazzarino concurred. Mayor Arnold said this would be a good opportunity to reward Town staff. The consensus of the Council was that the premium compensation should occur as planned.

The Council agreed with the suggestion that the Town take no action regarding reduction in revenues during the pandemic, as no significant loss had occurred.

There was a discussion of the implementation plan's provision for completion of necessary water and sewer infrastructure projects as enumerated in an appendix provided by Mr. Dalton.

Mr. Dalton said the Council must define what a necessary infrastructure project is. Mayor Arnold noted that the list of stormwater projects provided by Mr. Dalton was of items already identified as necessary. Mr. Dalton said the Council could consider other needs in addition to those enumerated.

There was a discussion of the Council's finding that ARPA funds could be used to cover administrative costs related to implementation of the plan and associated projects. Mr. Dalton said the estimate of \$60,000 might be a bit low and that the administrative costs could be blended with infrastructure costs if the administrative costs are generated by infrastructure work. Mayor Arnold suggested the possibility of hiring an outside project manager, and Mr. Dalton agreed that assistance would be needed.

Mr. Dalton said a public hearing on the Town's allocation of ARPA funds was not strictly necessary but might be desirable. Ms. Harrison and Mayor Arnold concurred.

Mr. Dalton and Ms. Harrison discussed plans for publishing monthly implementation plans on the Town website.

Recorder Gibson moved that the Council of the Town of Berryville hold a public hearing on July 13 to receive public comment on the draft American Rescue Plan Act of 2021 Implementation Plan. The motion passed by unanimous voice vote.

A discussion established that the Council can amend the plan at any time.

Mr. Dalton said ARPA could still change before assuming its final form in July.

5. Other

No further business came before the Council.

6. Closed Session

There was no closed session.

7. Adjourn

Mayor Arnold requested a motion to adjourn.

Adjournment occurred by unanimous voice vote at 4:57 p.m. on a motion by Ms. Harrison.

Erecka L. Gibson, Recorder

Paul Culp, Town Clerk

BERRYVILLE TOWN COUNCIL COMMUNITY DEVELOPMENT COMMITTEE
Berryville-Clarke County Government Center
MINUTES
June 28, 2021

A meeting of the Berryville Town Council Community Development Committee was held on Monday, June 28, 2021 at 9:00 a.m. in the Berryville-Clarke County Government Center, located at 101 Chalmers Court in Berryville, Virginia.

Attendance:

Members of the committee present: Kara Rodriguez, chair; Diane Harrison

Staff participating: Christy Dunkle, Community Development Director; Paul Culp, Town Clerk

1. Call to Order

Ms. Rodriguez called the meeting to order at 9:00.

2. Approval of Agenda

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

3. Unfinished Business

Discussion: Town Website

The committee agreed that its members understood the full Council to have agreed in its June 8 regular meeting and June 22 work session to a reconstruction of the Town website at a cost of \$8,000, with funds provided by a grant under the American Rescue Plan Act.

Ms. Harrison displayed on her laptop several templates offered by the Town's website contractor, and Ms. Rodriguez suggested that the choices be narrowed and then submitted to the full Council during the committee's report in the July 13 regular meeting. Ms. Harrison concurred.

Ms. Dunkle counseled avoidance of excessive complexity or the use of examples appropriate only for larger jurisdictions. The committee concurred.

4. New Business

None.