

TOWN OF BERRYVILLE

ESTABLISHED 1798

FISCAL YEAR 2025 OPERATING BUDGET
&
CAPITAL IMPROVEMENT PROGRAM FY 2025-2029



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Town of Berryville, Virginia



Fiscal Year 2025 Operating Budget and Capital Improvement Plan

Town Council

Harry Arnold, Jr., Mayor
Erecka Gibson, Vice Mayor
William Steinmetz, Ward One
Diane Harrison, Ward Two
Grant Mazzarino, Ward Three
Ryan Tibbens, Ward Four

Town Staff

Keith Dalton, Town Manager
Jean Petti, Deputy Town Manager
Cynthia Poulin, Director of Finance/Treasurer
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**TOWN OF
BERRYVILLE
VIRGINIA**

June 11, 2024

Berryville Town Council
101 Chalmers Court
Berryville, VA 22611

Members of the Town Council:

Please find attached the proposed budget for Fiscal Year 2025. Town staff is confident that the budget will make available the resources needed to provide excellent service to the citizens of Berryville in the coming fiscal year.

The proposed budget includes revenues and expenditures for the Town's general, water, and sewer funds. Revenues are obtained from taxes, user fees, availability fees (no such fees are anticipated in this budget), loans, intergovernmental transfers, and other sources. Expenditures in each of the three funds provide funding for both operations and capital projects. Highlights for each of the Town's three funds include:

General Fund: General Fund expenses total \$5,572,011.00, which is an increase of 23.7% from Fiscal Year 2024. For the most part, this increase is attributable to expanded spending on capital projects.

No tax increases have been proposed or approved. The PPTRA tax relief percentage remains at 35%.

Water Fund: Water Fund expenses total \$6,494,000.00, which is an increase of 106% from Fiscal Year 2024. For the most part, this increase is attributable to expanded spending on capital projects, specifically funding for the upgrade of the water treatment plant.

Water rates and fees are unchanged from Fiscal Year 2024.

Harry Lee Arnold, Jr.
Mayor

Erecka L. Gibson
Vice Mayor

Council Members

William Steinmetz
Ward 1

Diane Harrison
Ward 2

Grant Mazzarino
Ward 3

Ryan Tibbens
Ward 4

Keith R. Dalton
Town Manager

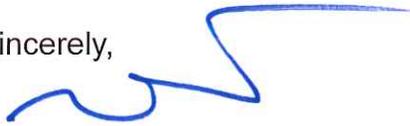
Town Council
June 11, 2024
Page 2 of 2

Sewer Fund: Sewer Fund expenses total \$2,527,800.00, which is a decrease of 14.69% from Fiscal Year 2024. For the most part, this decrease is attributable to a reduction in spending on capital projects.

Sewer rates and fees are unchanged from Fiscal Year 2024.

Town staff is very appreciative of the support that the Town Council provides them as they work to protect the health, safety, and welfare of Berryville's residents and guests.

Sincerely,



Keith R. Dalton
Town Manager

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 Contingency Plan.....	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.....	76
Approved Budget.....	77
Supplemental Information Data.....	97

Descriptions of General Fund Revenues.....	99
Town Council Reserve Policy.....	105
Fund Reserve Specifics.....	107
General Fund – Sources & Uses.....	115
General Fund Revenue Chart & Table.....	118
General Fund Expense Chart.....	119
General Fund Expense Table.....	120
Water Fund – Sources & Uses.....	121
Water Fund Revenue Chart & Table.....	122
Water Fund Expense Chart & Table.....	124
Sewer Fund – Sources & Uses.....	126
Sewer Fund Revenue Chart & Table.....	127
Sewer Fund Expense Chart & Table.....	128
Personnel Expenditures.....	135
Capital Improvement Plan Fiscal Year 2025 to 2029.....	137
5 Year Capital Improvements Program.....	139
Narrative FY 2025.....	141
Narrative FY 2026.....	148
Narrative FY 2027.....	155
Narrative FY 2028.....	160
Narrative FY 2029.....	166

Organizational and Community Information

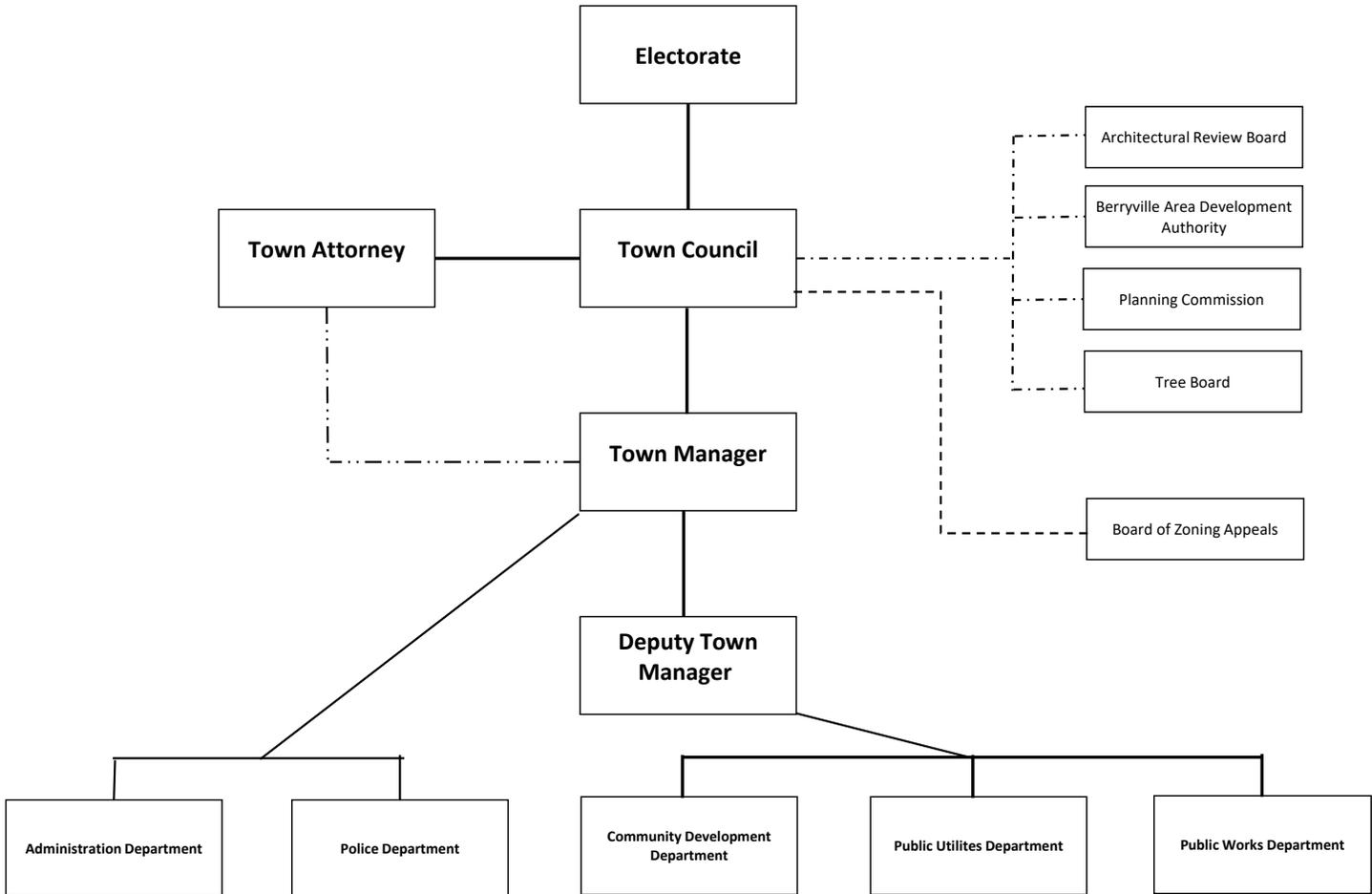


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TOWN OF BERRYVILLE Virginia

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 2.47 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 2020 U.S. Census, the population of Berryville was 4,574.

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 and vice mayor 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 (2020 Census.gov)	4574
Total Dwelling Units (Town estimate)	1892
Average Household Size (Town estimate)	2.80
Area (square miles)	2.470
2024 Real Estate Tax Rate	\$.20
2024 Personal Property Tax Rate	1.25
2024 PPTRA Rate	35%
2024 Machinery \$ Tools Tax Rate	\$1.30
2024 Meals Tax Rate	4.00%
2024 Lodging Tax Rate	2.00%
2024 Cigarette Tax Rate (per pack)	\$.10
2024 Water Rate per thousand gallons	\$8.15
2024 Sewer Rate per thousand gallons	\$17.27

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 4 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.

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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

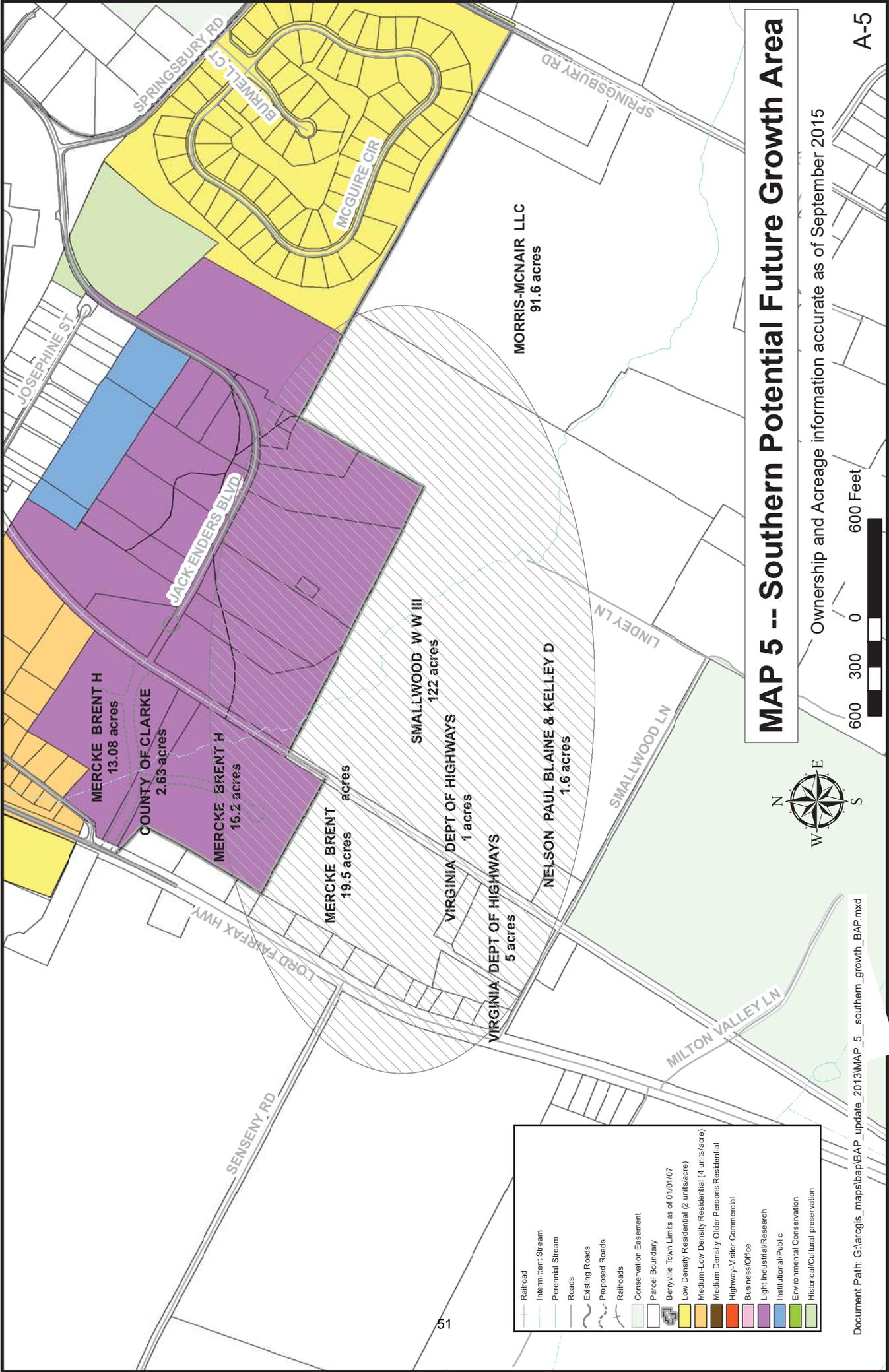


0 1,000 2,000 Feet



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MAP 5 -- Southern Potential Future Growth Area

Ownership and Acreage information accurate as of September 2015



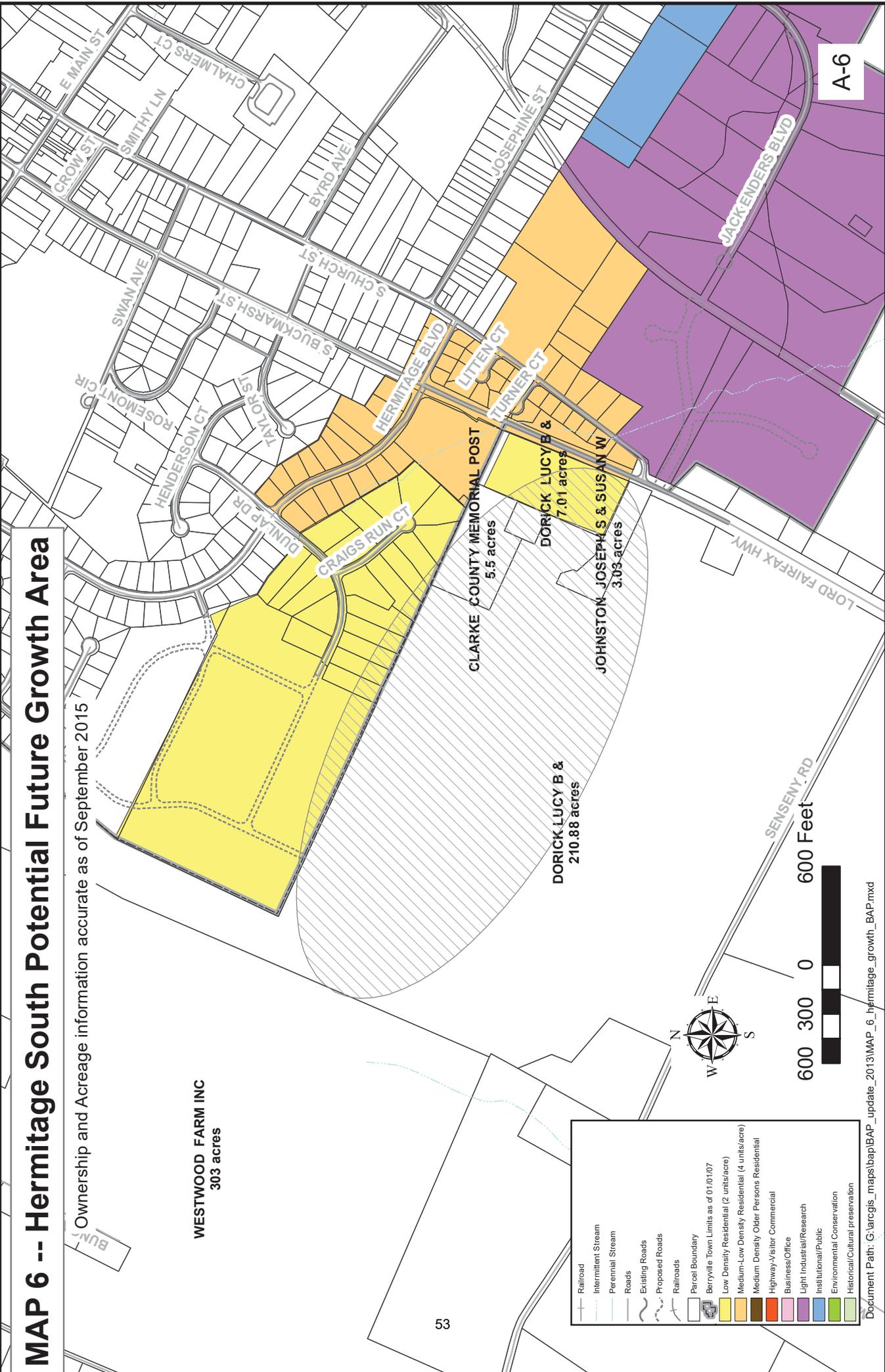
	Railroad
	Intermittent Stream
	Perennial Stream
	Roads
	Existing Roads
	Proposed Roads
	Railroads
	Conservation Easement
	Parcel Boundary
	Berryville Town Limits as of 01/01/07
	Low Density Residential (2 units/acre)
	Medium-Low Density Residential (4 units/acre)
	Medium Density Older Persons Residential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

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MAP 6 -- Hermitage South Potential Future Growth Area

Ownership and Acreage information accurate as of September 2015

WESTWOOD FARM INC
303 acres



	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

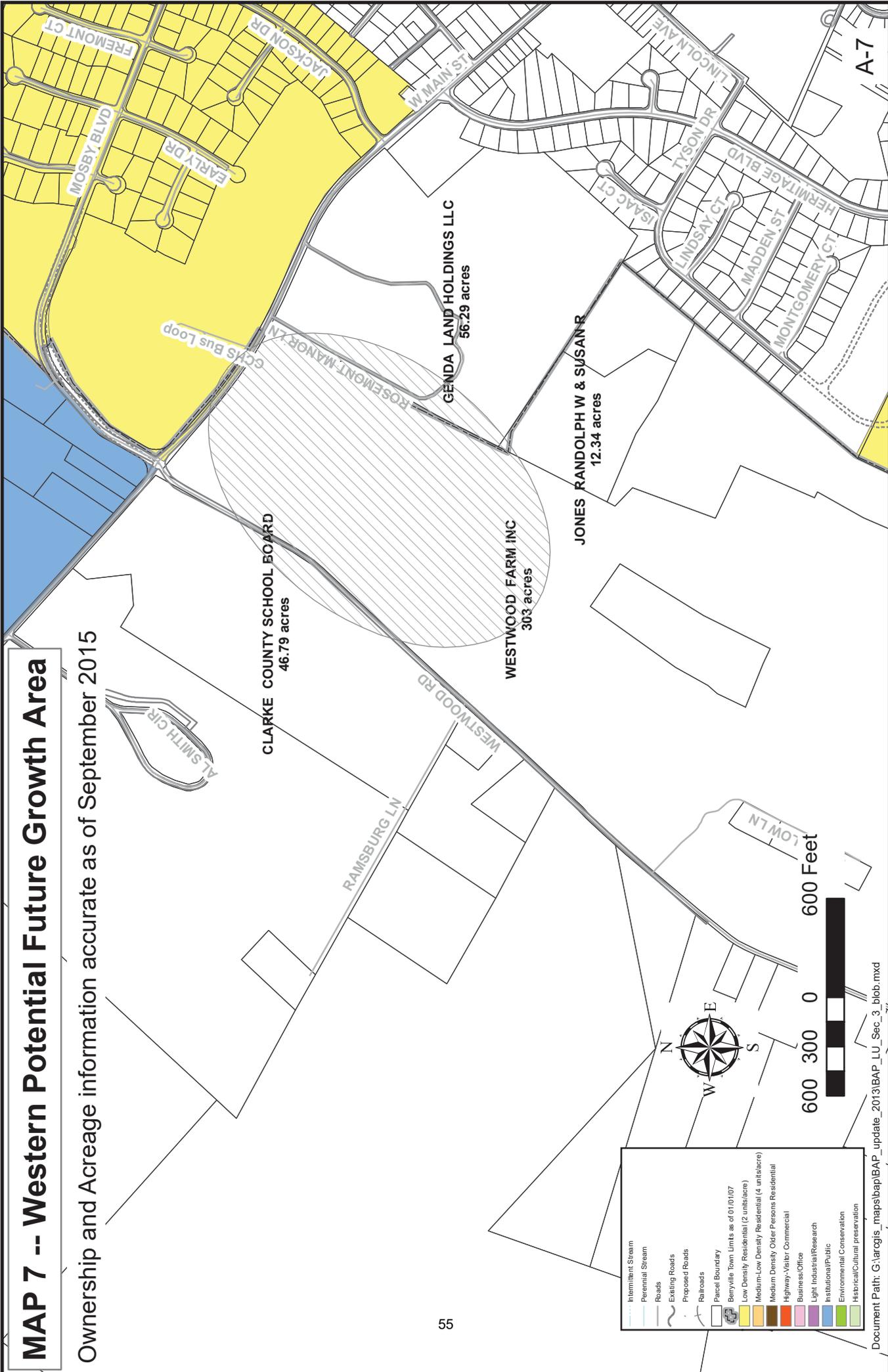
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MAP 7 -- Western Potential Future Growth Area

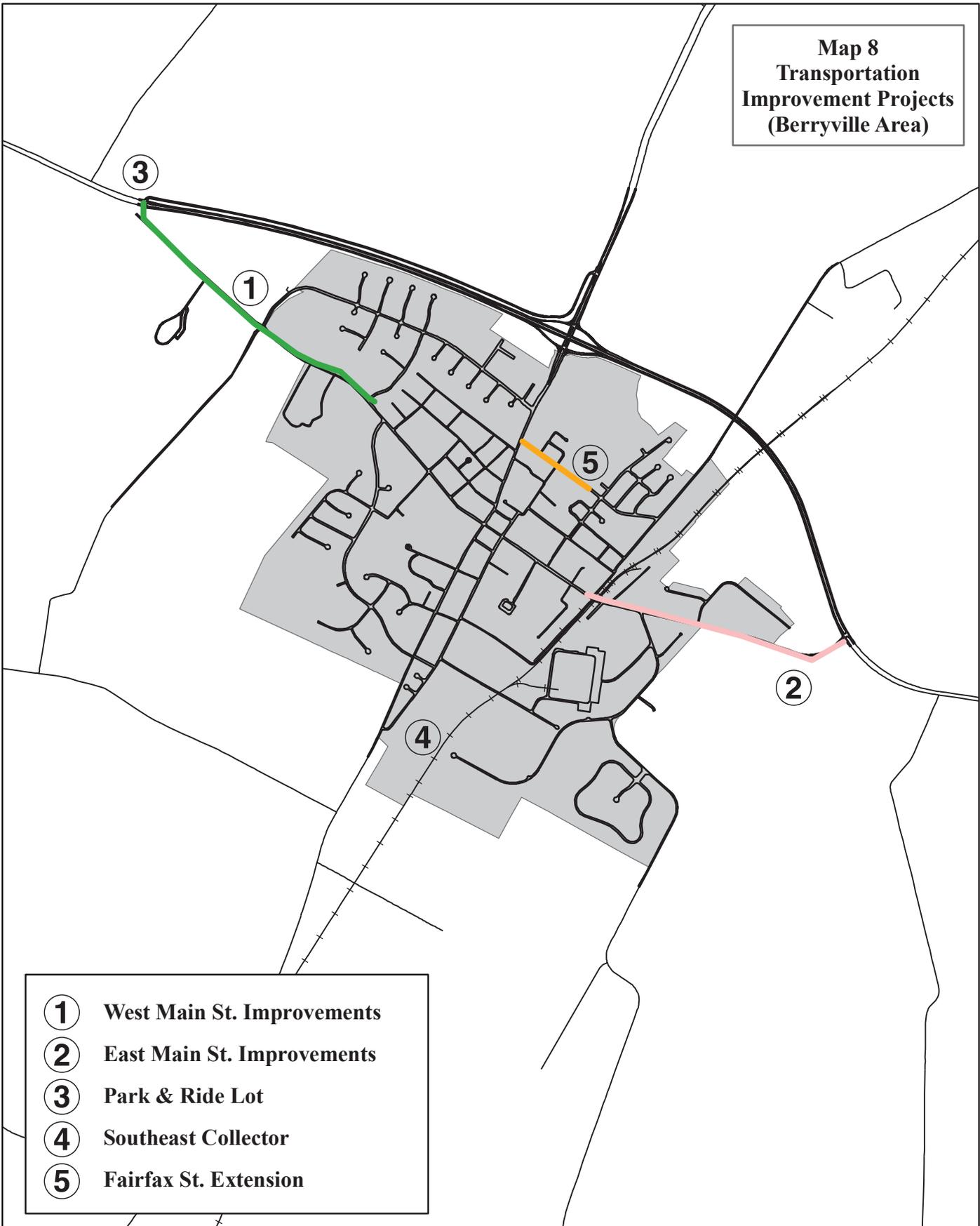
Ownership and Acreage information accurate as of September 2015



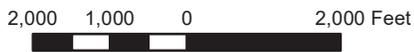
	Intermittent Stream
	Perennial Stream
	Roads
	Existing Roads
	Proposed Roads
	Railroads
	Parcel Boundary
	Berryville Town Units as of 01/01/07
	Low Density Residential (2 units/acre)
	Medium-Low Density Residential (4 units/acre)
	Medium Density Older Persons Residential
	Highway-Visitor Commercial
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

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**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

— Railroads

— State Roads

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

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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 or 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



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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 CALENDAR FY 2024-2025

ACTIVITY	RESPONSIBILITY	DATE
Standing Comm. Budget Priorities	Standing Committees	October 26, 2023
Council Budget Priorities	Town Council	November 30, 2023
Ask for Department & CIP Budget Requests	Town Manager Town Treasurer	January 12, 2024
Prepare Budget & CIP Requests	Department Heads	January 12, 2024 February 2, 2024
Submit Departmental & CIP Budget Requests to Treasurer	Department Heads	February 2, 2024
Prepare Initial Revenue Estimates for Upcoming FY	Town Treasurer	January 12, 2024 February 2, 2024
Prepare Non-departmental Budget Requests	Town Treasurer	January 12, 2024 February 2, 2024
Review Department & CIP Budget Requests	Town Manager Town Treasurer	February 5, 2024 February 16, 2024
Review/Revise Budget Estimates with Dept Heads	Town Manager	February 5, 2024 February 16, 2024
Budget Committee Work session	B&F Committee Town Staff	February 26, 2024 A/B Meeting Room 3:00 p.m.
Council Budget Work session	Town Council Town Staff	March 4, 2024 Main Mtg Room 3:00 p.m.
PH Ad to Newspaper	Town Treasurer	March 19, 2024
Tax PH Notice Published	Town Staff	March 26, 2024
Public Hearing Real Estate Tax Rates	Town Council	April 9, 2024
Council Meeting Set 2024 Tax Rates	Town Council	April 9, 2024
Print & Proof Budget	Town Treasurer	April 10, 2024 April 26, 2024
PH Ad to Newspaper	Town Treasurer	April 23, 2024
Budget PH Notice Published	Town Staff	April 30 & May 7, 2024
Public Hearing FY 2024-2025 Budget	Town Council	May 14, 2024
Adopt Budget & Appropriate Funds	Town Council	June 11, 2024
Print & Distribute Approved Budget	Town Treasurer	June 12, 2024 June 30, 2024

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.”

Budget Contingency Plan

The purpose of the Budget Contingency Plan 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 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.

FY 2024-2025 DRAFT BUDGET PREPARATION HIGHLIGHTS

REVENUES

GENERAL FUND

- No increase in Real Estate tax rate.
- No increase in Personal Property tax rate.
- No increase in PPTRA.
- No increase in Machinery & Tools tax rate.
- No increase in Vehicle License Fees.
- No increase in Business & Professional License rates.
- Water Tank Site Lease adjustments per agreements.
- No increase in Lodging Tax, Meals Tax or Cigarette Tax.

WATER FUND

- Revenues reflect no proposed increase in Admin/Facility fees or User fees.
- No residential Availability Fees projected.

SEWER FUND

- Revenues reflect no proposed increase in Admin/Facility fees or User fees.
- No residential Availability Fees projected.

OPERATING EXPENSES

ALL FUNDS

- 3% increase and directed market adjustments in payroll.
- Police Dept CDP payroll increases included.
- 8.0% projected increase in Health Insurance costs.
- Employer contribution to VRS did not increase.
- TOTAL BUDGET increase of 37.43%.

GENERAL FUND

- Increase in Maintenance & Operational Expenses of 19.64%.
- Contingency is 3% of the Operating Budget.
- General Fund total increase of 23.70 %.

WATER FUND

- Decrease in Maintenance & Operational Expenses of 1.25%.
- There is currently no Debt Service in the Water Fund.
- New Utility Chief Operator position budgeted.
- Contingency is 3 % of the Operating Budget.
- Water Fund total increase of 106.06%.

SEWER FUND

- Increase in Maintenance & Operational Expenses of 25.40%.
- Debt service reflects payments to VRA.
- New Utility Chief Operator budgeted.
- Contingency is 3% of the Operating Budget.
- Sewer Fund total Decrease of 14.69%.

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BERRYVILLE TOWN COUNCIL PUBLIC HEARING NOTICE

The Berryville Town Council will hold the following public hearing at 7:00 p.m., or as soon after as this matter may be heard, on Tuesday, May 14, 2024, to consider the following:

1) Proposed Fiscal Year 2024-2025 Budget as follows:

Resources and Revenues	APPROVED FY 23-24	REQUESTED FY 24-25
GENERAL FUND		
Fund Balance	\$ 0.00	\$ 558,169.00
Revenue from Local Sources	\$ 3,554,275.00	\$ 3,924,275.00
Revenue from State Sources	\$ 949,172.00	\$ 1,088,567.00
Revenue from Other Sources	\$ 1,000.00	\$ 1,000.00
Total	\$ 4,504,447.00	\$ 5,572,011.00
WATER FUND		
Fund Balance	\$ 615,000.00	\$ 0.00
Revenue from Local Sources	\$ 2,506,000.00	\$ 6,494,000.00
Availability Fees	\$ 30,500.00	\$ 0.00
Total	\$ 3,151,500.00	\$ 6,494,000.00
SEWER FUND		
Fund Balance	\$ 1,095,000.00	\$ 360,300.00
Revenue from Local Sources	\$ 1,835,500.00	\$ 2,167,500.00
Availability Fees	\$ 32,750.00	\$ 0.00
Total	\$ 2,963,250.00	\$ 2,527,800.00
TOTAL RESOURCES AND REVENUES	\$ 10,619,197.00	\$ 14,593,811.00

Expenses and Reserves

GENERAL FUND		
Maintenance and Operational	\$ 3,832,630.00	\$ 4,585,350.00
Debt Service	\$ 121,600.00	\$ 121,600.00
Capital Reserves and Expenses	\$ 435,238.10	\$ 727,500.00
Contingency	\$ 114,978.90	\$ 137,561.00
Total	\$ 4,504,447.00	\$ 5,572,011.00
WATER FUND		
Maintenance and Operational	\$ 1,283,410.00	\$ 1,267,315.00
Debt Service	\$ 0.00	\$ 0.00
Capital Reserves and Expenses	\$ 1,829,587.70	\$ 5,188,665.55
Contingency	\$ 38,502.30	\$ 38,019.45

Total	\$	3,151,500.00	\$	6,494,000.00
SEWER FUND				
Maintenance and Operational	\$	1,353,925.00	\$	1,697,864.00
Debt Service	\$	470,000.00	\$	470,000.00
Capital Reserves and Expenses	\$	1,098,707.25	\$	309,000.00
Contingency	\$	40,617.75	\$	50,936.00
Total	\$	2,963,250.00	\$	2,527,800.00
TOTAL EXPENSES AND RESERVES	\$	10,619,197.00	\$	14,593,811.00

Copies of the materials may be examined at www.berryvilleva.gov and the Town Business Office, Berryville/Clarke County Government Center (101 Chalmers Court), First Floor, Berryville, Virginia during regular business hours. Additional information may be obtained by calling Director of Finance/Treasurer Cindy Pulin at 540 955-1099. Any person desiring to be heard on this matter should appear at the appointed time and place.

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

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

Consolidated Financial Schedules



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OVERVIEW OF REVENUES

	FY2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025		
	Actual	Actual	Actual	Actual	Budgeted	Proposed	\$ Change	% Change
General Fund Revenues								
General Property Taxes	1,462,650	1,650,675	1,832,895	1,757,200	1,974,775	2,171,275	196,500	9.95%
Other Local Taxes	1,072,817	1,162,900	1,352,387	1,241,500	1,330,000	1,488,000	158,000	11.88%
Permits and Licenses	11,500	51,498	53,400	11,000	11,000	11,000	-	0.00%
Fines and Forfeitures	44,500	16,045	13,313	16,000	15,000	14,500	(500)	-3.33%
Use of Money and Property	149,500	181,702	171,134	197,500	210,500	224,500	14,000	6.65%
Charges for Services	14,000	8,809	11,899	10,000	8,000	10,000	2,000	25.00%
Miscellaneous	6,000	25,200	150,702	6,000	5,000	5,000	-	0.00%
State Revenues	961,677	952,674	1,241,402	3,212,815	950,172	1,089,567	139,395	14.67%
Federal revenues	-	37,580	4,102	-	-	-	-	-
Other Funding Sources (Fund Balance)	307,000	307,000	-	40,000	40,000	558,169	518,169	1295.42%
Total General Fund Revenues	4,029,644	4,394,082	4,831,235	6,492,015	4,544,447	5,572,011	1,027,564	22.61%
Public Utilities Funds Revenues								
Use of Money and Property	79,414	60,000	45,470	39,217	65,000	285,000	220,000	338.46%
Charges for Services	2,577,362	2,712,375	5,114,501	5,808,963	4,341,500	8,376,000	4,034,500	92.93%
Capital Grants & Contributions	1,898						-	0.00%
Other Funding Sources (Fund Balance)	382,445	175,000	0.00	-	200,000	360,300	160,300	80.15%
Total Public Utility Funds Revenues	3,041,119	2,947,375	5,159,971	5,848,180	4,606,500	9,021,300	4,414,800	95.84%
Total Revenues	7,070,763	7,341,457	9,991,206	12,340,195	9,150,947	14,593,311	5,442,364	59.47%

OVERVIEW OF EXPENDITURES

	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025		
	Actual	Actual	Actual	Actual	Budget	Proposed	\$ Change	% Change
General Fund Expenditures								
General Government Administration	1,138,010	1,051,801	1,260,548	3,369,343	1,208,080	1,495,350	287,270	23.78%
Public Safety	712,205	808,230	820,687	963,640	949,750	1,133,400	183,650	19.34%
Public Works	1,308,968	1,064,042	1,217,545	1,391,400	1,508,100	1,699,100	191,000	12.66%
Parks and Recreation	7,500	2,885	10,850	11,500	19,500	14,500	(5,000)	-25.64%
Planning and Community Development	177,785	141,216	151,234	144,320	147,200	243,000	95,800	65.08%
Capital Outlay	463,365	160,490	40,425	313,906	435,238	727,500	292,262	67.15%
Contingency	100,335	15,952	12,683	176,406	114,979	137,561	22,582	19.64%
Debt Service	121,476	121,476	121,476	121,500	121,600	121,600	-	0.00%
Total General Fund Expenditures	4,029,644	3,366,092	3,635,447	6,492,015	4,504,447	5,572,011	1,067,564	23.70%
Public Utilities Funds Expenditures								
General Administration	120,070	88,615	227,741	275,750	324,900	180,151	(144,749)	-44.55%
Supply Purification	369,970	396,724	422,651	484,050	589,500	663,550	74,050	12.56%
Transmission and Distribution	194,800	213,684	341,338	416,025	314,400	327,400	13,000	4.13%
Wastewater Treatment	773,570	645,292	534,928	785,800	916,500	1,284,655	368,155	40.17%
Maintenance of Sewer Lines	123,475	117,368	167,600	115,400	126,000	146,500	20,500	16.27%
Fringe Benefits	218,315	229,118	270,245	341,806	366,035	362,924	(3,111)	-0.85%
Capital Outlay	623,615	1,501,498	273,027	1,645,104	2,928,295	5,497,665	2,569,370	87.74%
Depreciation			856,425	-	-	-	-	0.00%
Contingency	53,560	23,042	23,630	72,565	79,120	88,955	9,835	12.43%
Debt Service	470,000	470,000	470,000	470,000	470,000	470,000	-	0.00%
Total Public Utility Funds Expenditures	2,947,375	3,685,341	3,587,585	4,606,500	6,114,750	9,021,800	2,907,050	47.54%
Total Expenditures	6,977,019	7,051,433	7,223,032	11,098,515	10,619,197	14,593,811	3,974,614	37.43%

DEBT OVERVIEW

1/1/2024

Updated 3/4/24

Permissible debt

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

Assessed value of real property as of 1/1/24	\$696,490,400
Statutory debt limit (10% of assessed value of taxable real estate)	\$ 69,649,040
Lease revenue bond obligations as of 6/30/23:	\$ 1,841,691
General obligation bond obligations as of 6/30/23:	\$ <u>6,815,000</u>
Total bond obligations as of 6/30/23:	\$ 8,656,691
Legal debt margin:	\$ 60,992,349

Narrative - Current debt

General Fund

The Town borrowed \$2,327,000 in 2009 from the United States Department of Agriculture to fund its share of the Berryville-Clarke County Government Center.

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

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

Water Fund

The Town's water fund has no debt.

Sewer Fund

The Town borrowed \$11,750,000 in 2013 from the Virginia Resources Authority to fund construction of a new wastewater treatment plant and treated wastewater transmission line.

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

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

Narrative - Borrowing anticipated in the next five years

General Fund

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

Water Fund

The Town anticipates that its upgraded water treatment plant will be on line in mid-FY2027.

While the Town is reserving funds for this project, it will be necessary to incur long-term debt to complete required work. The current cost estimate for the project is **\$12,600,000.**

It is expected that a loan for this project will be closed in the first half of FY25. The amount of money that will have to be borrowed has not been determined, but it appears that the Town will have reserved at least \$2,200,000 that can be applied to the project. The Town expects to have saved additional funds that can be used to establish a treatment plant maintenance reserve. Such a reserve would provide funds to pay for planned and unplanned repair/replacement of plant components and equipment.

Sewer Fund

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

Budget



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FY 24-25 BUDGET REVENUES

Account Number	Account Description	FY23-24 APPROVED 2023-2024	FY24-25 APPROVED 2024-2025
GENERAL FUND			
FUND BALANCE			
100-3000000-0000	FUND BALANCE FORWARD	\$ -	\$ 558,169.00
	TOTAL FUND BALANCE	\$ -	\$ 558,169.00
REVENUE FROM LOCAL SOURCES			
100-3110101-0000	CURRENT REAL ESTATE TAXES	\$ 1,355,575.00	\$ 1,355,575.00
100-3110102-0000	DEL REAL ESTATE TAXES	\$ -	\$ -
100-3110201-0000	UTILITY REAL ESTATE TAXES	\$ 11,200.00	\$ 11,200.00
100-3110301-0000	CURRENT PERS PROP TAXES	\$ 410,000.00	\$ 600,000.00
100-3110302-0000	DEL PERS PROP TAXES	\$ -	\$ -
100-3110303-0000	REFUSE COLLECTION(EXTRA TOTERS)	\$ 13,000.00	\$ 13,000.00
100-3110401-0000	MACHINERY & TOOLS	\$ 175,000.00	\$ 180,000.00
100-3110601-0000	TAX PENALTIES	\$ 8,000.00	\$ 8,000.00
100-3110602-0000	TAX INTEREST	\$ 2,000.00	\$ 3,500.00
	TOTAL REV FROM LOCAL SOURCES	\$ 1,974,775.00	\$ 2,171,275.00
OTHER LOCAL TAXES			
100-3120101-0000	LOCAL SALES TAX	\$ 280,000.00	\$ 325,000.00
100-3120201-0000	CONSUMER UTILITY TAX	\$ 100,000.00	\$ 110,000.00
100-3120300-0000	BUSINESS LICENSE	\$ 240,000.00	\$ 280,000.00
100-3120402-0000	REC FRANCHISE FEES	\$ 35,000.00	\$ 43,000.00
100-3120501-0000	AUTO LICENSE	\$ 102,000.00	\$ 102,000.00
100-3120601-0000	BANK FRANCHISE TAXES	\$ 150,000.00	\$ 175,000.00
100-3120801-0000	CIGARETTE TAX (10¢)	\$ 13,000.00	\$ 13,000.00
100-3121001-0000	LODGING TAX (2%)	\$ 10,000.00	\$ 10,000.00
100-3121101-0000	MEALS TAX (4%)	\$ 400,000.00	\$ 430,000.00
	TOTAL OTHER LOCAL TAXES	\$ 1,330,000.00	\$ 1,488,000.00
PERMITS, FEES & LICENSES			
100-3130304-0000	LAND USE APPLICATION FEES	\$ 1,000.00	\$ 1,000.00
100-3130307-0000	ZONING & SUBDIVISION FEES	\$ 10,000.00	\$ 10,000.00
	TOTAL PERMITS, FEES & LICENSES	\$ 11,000.00	\$ 11,000.00
FINES & FORFEITURES			
100-3140101-0000	COURT FINES	\$ 12,000.00	\$ 12,000.00
100-3140102-0000	PARKING METER FINES	\$ 2,000.00	\$ 2,000.00
100-3140103-0000	ESUMMONS	\$ 1,000.00	\$ 500.00
	TOTAL FINES & FORFEITURES	\$ 15,000.00	\$ 14,500.00

Account Number	Account Description		FY23-24 APPROVED 2023-2024		FY24-25 APPROVED 2024-2025
REVENUE FROM MONEY OR PROP					
100-3150101-0000	INTEREST ON DEPOSITS	\$	95,000.00	\$	105,000.00
100-3150201-0000	RENTAL OF PROPERTY	\$	12,500.00	\$	13,500.00
100-3150205-0000	WATER TANK SITE LEASE	\$	86,000.00	\$	92,000.00
100-3150206-0000	CHARGE CARD REBATE	\$	17,000.00	\$	14,000.00
	TOTAL FROM MONEY OR PROP	\$	210,500.00	\$	224,500.00
CHARGES FOR SERVICES					
100-3160703-0000	PARKING METERS	\$	8,000.00	\$	10,000.00
100-3161502-0000	SALE OF PUBLICATIONS	\$	-	\$	-
	TOTAL CHARGES FOR SERVICES	\$	8,000.00	\$	10,000.00
MISCELLANEOUS REVENUES					
100-3189905-0000	SALE OF SURPLUS	\$	5,000.00	\$	5,000.00
	TOTAL MISC REVENUES	\$	5,000.00	\$	5,000.00
TOTAL LOCAL REVENUES		\$	3,554,275.00	\$	4,482,444.00

REVENUE FROM THE COMMONWEALTH					
NON-CATEGORICAL AID					
100-3220107-0000	ROLLING STOCK TAX	\$	1,850.00	\$	1,900.00
100-3189999-0000	PPTRA	\$	209,917.00	\$	209,917.00
100-3220201-0000	COMMUNICATION TAX	\$	65,000.00	\$	62,000.00
100-3220106-0000	ARPA FUNDS (2ND TRANCHE)	\$	-	\$	-
	TOTAL NON-CATEGORICAL AID	\$	276,767.00	\$	273,817.00
CATEGORICAL AID					
100-3220108-0000	599 LAW ENFORCEMENT GRANT	\$	90,600.00	\$	95,000.00
100-3240103-0000	LE BLOCK GRANT	\$	1,000.00	\$	1,000.00
100-3240201-0000	FIRE FUND PROGRAM	\$	15,250.00	\$	15,250.00
100-3240300-0000	VDOT LANE MILE ALLOWANCE	\$	503,000.00	\$	635,000.00
100-3240301-0000	VDOT PRIM RD SNOW REMOVAL REIMB	\$	55,555.00	\$	60,000.00
100-3240302-0000	LITTER CONTROL GRANT	\$	2,500.00	\$	4,000.00
100-3240312-0000	VA COMMISSION FOR THE ARTS	\$	4,500.00	\$	4,500.00
100-3240710-0000	DMV ANIMAL FRIENDLY PLATES	\$	-	\$	-
	TOTAL CATEGORICAL AID	\$	672,405.00	\$	814,750.00
TOTAL FROM THE COMMONWEALTH		\$	949,172.00	\$	1,088,567.00

Account Number	Account Description	FY23-24 APPROVED 2023-2024	FY24-25 APPROVED 2024-2025
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		\$ 4,504,447.00	\$ 5,572,011.00
WATER FUND			
FUND BALANCE			
501-3000000-0000	FUND BALANCE	\$ 615,000.00	\$ -
	TOTAL FUND BALANCE	\$ 615,000.00	\$ -
REVENUE FROM MONEY OR PROP			
501-3150102-0000	INTEREST ON INVESTMENTS	\$ 65,000.00	\$ 130,000.00
	TOTAL FROM USE OF MONEY OR PROP	\$ 65,000.00	\$ 130,000.00
CHARGES FOR SERVICES			
501-3160110-0000	TREATMENT FEES	\$ 1,200,000.00	\$ 1,324,000.00
501-3160111-0000	DELINQUENT ACCT PENALTIES	\$ 40,000.00	\$ 40,000.00
501-3160113-0000	AVAILABILITY CHARGES	\$ 30,500.00	\$ -
501-3160114-0000	CONNECTION CHARGES	\$ -	\$ -
501-3160115-0000	METER FEES	\$ 1,000.00	\$ -
501-3160116-0000	LOAN PROCEEDS	\$ 1,200,000.00	\$ 5,000,000.00
	TOTAL CHARGES FOR SERVICES	\$ 2,471,500.00	\$ 6,364,000.00
TOTAL WATER FUND		\$ 3,151,500.00	\$ 6,494,000.00

Account Number	Account Description		FY23-24 APPROVED 2023-2024		FY24-25 APPROVED 2024-2025
SEWER FUND					
FUND BALANCE					
502-3000000-0000	FUND BALANCE	\$	1,095,000.00	\$	360,300.00
	TOTAL FUND BALANCE	\$	1,095,000.00	\$	360,300.00
REVENUE FROM MONEY OR PROP					
502-3150101-0000	INTEREST INCOME	\$	35,000.00	\$	155,000.00
	TOTAL REVENUE FROM MONEY OR PROP	\$	35,000.00	\$	155,000.00
CHARGES FOR SERVICES					
502-3160110-0000	TREATMENT FEES	\$	1,800,000.00	\$	2,012,000.00
502-3160112-0000	SECURITY DEPOSITS	\$	-	\$	-
502-3160113-0000	AVAILABILITY CHARGES	\$	32,750.00	\$	-
	TOTAL CHARGES FOR SERVICES	\$	1,832,750.00	\$	2,012,000.00
REVENUE FROM OTHER SOURCES					
NON-REVENUE RECEIPTS					
502-3410401-0000	VRA LOAN	\$	-	\$	-
502-3410402-0000	WQIF Grant	\$	-	\$	-
502-3410404-0000	NUTRIENT CREDIT REBATE	\$	500.00	\$	500.00
	TOTAL NON-REVENUE RECEIPTS	\$	500.00	\$	500.00
	TOTAL FROM OTHER SOURCES	\$	500.00	\$	500.00
	TOTAL SEWER FUND	\$	2,963,250.00	\$	2,527,800.00
	TOTAL REVENUES ALL FUNDS	\$	10,619,197.00	\$	14,593,811.00

Account Number	Account Description	FY23-24 APPROVED 2023-2024	FY24-25 APPROVED 2024-2025
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FY 24-25 BUDGET EXPENSES

Account Number	Account Description	FY23-24 APPROVED 2023-2024	FY24-25 DRAFT 2024-2025
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	\$ 400.00
100-4011100-5699	LOCAL CONTRIBUTIONS	\$ -	\$ 5,000.00
100-4011100-5800	MISCELLANEOUS	\$ 5,000.00	\$ 5,000.00
100-4011100-5810	DUES	\$ 3,000.00	\$ 3,000.00
100-4011100-6017	TOWN CODE SUPPLEMENTS	\$ 2,000.00	\$ 2,000.00
100-4011100-6018	STATE CODE SUPPLEMENTS	\$ -	\$ -
TOTAL TOWN COUNCIL		\$ 34,350.00	\$ 35,750.00
TOWN CLERK			
100-4011200-1114	SALARIES/WAGES/TNCLK	\$ 52,100.00	\$ 53,100.00
100-4011200-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 4,100.00	\$ 4,350.00
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		\$ 57,550.00	\$ 58,800.00
OFFICE OF TOWN MANAGER/DEP TM			
100-4012110-1112	COMPENSATION	\$ 83,000.00	\$ 240,000.00
100-4012110-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 6,500.00	\$ 18,000.00
100-4012110-3399	BLIGHT ABATEMENT	\$ 50,000.00	\$ 50,000.00
100-4012110-5230	TELECOMMUNICATIONS	\$ 600.00	\$ 1,200.00
100-4012110-5510	MILEAGE	\$ 150.00	\$ 150.00
100-4012110-5540	TRAINING	\$ 1,000.00	\$ 1,000.00
100-4012110-5810	DUES	\$ 750.00	\$ 750.00
TOTAL TOWN MANAGER		\$ 142,000.00	\$ 311,100.00
LEGAL SERVICES			
100-4012210-3150	PROFESSIONAL SERVICES	\$ 50,000.00	\$ 50,000.00
TOTAL LEGAL SERVICES		\$ 50,000.00	\$ 50,000.00

Account Number	Account Description		FY23-24 APPROVED 2023-2024		FY24-25 APPROVED 2024-2025
PERSONNEL					
100-4012220-2210	VRS	\$	169,000.00	\$	205,000.00
100-4012220-2220	VMLIP - STD	\$	650.00	\$	670.00
100-4012220-2230	VMLIP - LTD	\$	6,900.00	\$	8,800.00
100-4012220-2250	Line of Duty Act	\$	8,500.00	\$	8,200.00
100-4012220-2300	HEALTH INSURANCE	\$	227,000.00	\$	265,000.00
100-4012220-2400	LIFE INSURANCE	\$	17,400.00	\$	21,000.00
100-4012220-2600	UNEMPLOYMENT INSURANCE	\$	230.00	\$	180.00
100-4012220-2700	WORKER'S COMPENSATION	\$	35,000.00	\$	35,000.00
100-4012220-3110	RANDOM DRUG SCREENING	\$	750.00	\$	750.00
100-4012220-9001	EMPLOYEE RECOGNITION	\$	2,000.00	\$	2,000.00
	TOTAL PERSONNEL	\$	467,430.00	\$	546,600.00
INDEPENDENT AUDITOR					
100-4012240-3120	CONTRACTUAL SERVICES	\$	20,000.00	\$	21,000.00
	TOTAL INDEPENDENT AUDITOR	\$	20,000.00	\$	21,000.00
TOWN TREASURER					
100-4012410-1113	COMPENSATION	\$	85,500.00	\$	92,000.00
100-4012410-2100	MATCHING FICA EXPENSE (7.65 %)	\$	6,700.00	\$	9,100.00
100-4012410-3130	PROFESSIONAL SER/TAX CONV	\$	2,500.00	\$	2,500.00
100-4012410-3150	PROFESSIONAL SER/VEC	\$	-	\$	-
100-4012410-5306	SURETY BONDS	\$	500.00	\$	500.00
100-4012410-5540	TRAINING	\$	2,000.00	\$	2,000.00
100-4012410-5810	DUES	\$	1,000.00	\$	1,000.00
100-4012410-6015	AUTO DECALS	\$	-	\$	-
100-4012410-6020	CIGARETTE TAX STAMPS	\$	-	\$	-
	TOTAL TOWN TREASURER	\$	98,200.00	\$	107,100.00
FINANCE/ACCOUNTING					
100-4012430-1113	COMPENSATION	\$	130,000.00	\$	131,000.00
100-4012430-2100	MATCHING FICA EXPENSE (7.65 %)	\$	9,700.00	\$	10,000.00
100-4012430-5540	TRAINING	\$	3,400.00	\$	3,400.00
	TOTAL FINANCE/ACCOUNTING	\$	143,100.00	\$	144,400.00
CENTRAL ADM/PURCHASING					
100-4012530-3320	MAINTENANCE CONTRACTS	\$	52,250.00	\$	69,000.00
100-4012530-3400	WEB SITE	\$	1,000.00	\$	1,000.00
100-4012530-3450	DIGITIZING	\$	7,000.00	\$	7,000.00
100-4012530-3501	NEWSLETTER	\$	1,000.00	\$	1,000.00
100-4012530-3600	ADVERTISING	\$	8,000.00	\$	8,000.00
100-4012530-5210	POSTAGE	\$	16,000.00	\$	17,000.00
100-4012530-5230	TELECOMMUNICATIONS	\$	4,300.00	\$	4,500.00
100-4012530-5250	SOCIAL MEDIA ARCHIVING	\$	3,300.00	\$	3,300.00
100-4012530-5415	COPIER LEASE	\$	5,100.00	\$	5,300.00
100-4012530-5540	TRAINING	\$	2,500.00	\$	2,500.00
100-4012530-5699	CONTRIBUTION / CC SOCIAL MEDIA	\$	5,000.00	\$	5,000.00

Account Number	Account Description		FY23-24 APPROVED 2023-2024		FY24-25 APPROVED 2024-2025
100-4012530-5810	DUES	\$	500.00	\$	500.00
100-4012530-6001	OFFICE SUPPLIES	\$	15,000.00	\$	17,000.00
TOTAL CENTRAL ADM/PURCHASING		\$	120,950.00	\$	141,100.00
RISK MANAGEMENT					
100-4012550-5304	BLANKET EXCESS LIABILITY	\$	16,000.00	\$	16,000.00
100-4012550-5305	AUTOMOBILE INSURANCE	\$	13,000.00	\$	15,500.00
100-4012550-5308	SEMI-MULTI PERIL INS	\$	36,500.00	\$	43,000.00
100-4012550-5800	INSURANCE DEDUCTABLES	\$	-	\$	-
TOTAL RISK MANAGEMENT		\$	65,500.00	\$	74,500.00
ENGINEERING SERVICES					
100-4012600-3140	ENGINEERING SERVICES	\$	5,000.00	\$	5,000.00
TOTAL ENGINEERING SERVICES		\$	5,000.00	\$	5,000.00
ELECTIONS					
100-4013100-1125	ELECTION OFFICIALS	\$	2,500.00	\$	3,500.00
100-4013100-6001	OFFICE SUPPLIES	\$	1,500.00	\$	1,500.00
TOTAL ELECTIONS		\$	4,000.00	\$	5,000.00
PUBLIC DEFENDER FEES					
100-4021500-3150	PUBLIC DEFENDER FEES	\$	2,000.00	\$	2,000.00
TOTAL PUBLIC DEFENDER FEES		\$	2,000.00	\$	2,000.00
POLICE DEPARTMENT					
100-4031100-1139	COMPENSATION	\$	700,500.00	\$	794,400.00
100-4031100-2100	MATCHING FICA EXPENSE (7.65 %)	\$	54,000.00	\$	60,500.00
100-4031100-3110	MEDICAL EXAMINATIONS	\$	900.00	\$	500.00
100-4031100-3115	PRE EMPLOYMENT SCREENING	\$	250.00	\$	2,000.00
100-4031100-3190	INTERPRETER	\$	400.00	\$	400.00
100-4031100-3310	VEHICLE REPAIR & MAINTENANCE	\$	12,000.00	\$	16,000.00
100-4031100-3320	MAINTENANCE CONTRACTS	\$	40,100.00	\$	34,300.00
100-4031100-4081	RICH RAU SAFETY EQUIP & EDUCATION	\$	5,000.00	\$	5,000.00
100-4031100-4082	WILDLIFE MANAGEMENT	\$	250.00	\$	250.00
100-4031100-5210	POSTAGE	\$	500.00	\$	500.00
100-4031100-5230	TELECOMMUNICATIONS	\$	3,000.00	\$	5,600.00
100-4031100-5415	COPIER LEASE	\$	4,400.00	\$	5,300.00
100-4031100-5540	TRAINING	\$	19,000.00	\$	16,000.00
100-4031100-5545	OFFICE ACCREDIATION	\$	500.00	\$	500.00
100-4031100-5810	DUES	\$	850.00	\$	850.00
100-4031100-5815	COMMUNITY RELATIONS	\$	2,000.00	\$	2,000.00
100-4031100-6001	OFFICE SUPPLIES	\$	1,600.00	\$	1,800.00
100-4031100-6008	VEHICLE GASOLINE & OIL	\$	20,000.00	\$	20,000.00
100-4031100-6010	POLICE SUPPLIES	\$	13,500.00	\$	14,000.00
100-4031100-6011	UNIFORMS	\$	3,000.00	\$	5,000.00
100-4031100-6012	RECRUITMENT/ADVERTISING			\$	2,000.00
TOTAL POLICE DEPARTMENT		\$	881,750.00	\$	986,900.00

Account Number	Account Description		FY23-24 APPROVED 2023-2024		FY24-25 APPROVED 2024-2025
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	\$	18,500.00	\$	22,000.00
100-4032200-8411	CAPITAL PROJECT	\$	10,000.00	\$	80,000.00
	TOTAL VOLUNTEER FIRE DEPT	\$	58,500.00	\$	132,000.00
CORRECTION & DETENTION					
100-4033200-5550	CONFINEMENT OF PRISONERS	\$	-	\$	-
	TOTAL CORRECTION & DETENTION	\$	-	\$	-
PUBLIC WORKS ADMINISTRATION					
100-4041100-1140	COMPENSATION	\$	38,000.00	\$	61,500.00
100-4041100-2100	MATCHING FICA EXPENSE (7.65 %)	\$	2,900.00	\$	4,700.00
100-4041100-3110	MEDICAL EXAMS	\$	1,000.00	\$	1,000.00
100-4041100-3310	VEHICLE REP & MAINTENANCE	\$	11,000.00	\$	11,000.00
100-4041100-5120	FUEL OIL/HEAT	\$	3,000.00	\$	3,000.00
100-4041100-5230	TELECOMMUNICATIONS	\$	8,000.00	\$	8,000.00
100-4041100-5415	COPIER LEASE	\$	2,700.00	\$	4,200.00
100-4041100-5540	TRAINING	\$	6,000.00	\$	4,000.00
100-4041100-6001	OFFICE SUPPLIES	\$	500.00	\$	500.00
	TOTAL PUBLI WKS ADMINISTRATION	\$	73,100.00	\$	97,900.00
HWYS, STS BRIDGES & SDWLKS					
100-4041200-1183	COMPENSATION	\$	191,000.00	\$	205,000.00
100-4041200-2100	MATCHING FICA EXPENSE (7.65 %)	\$	14,800.00	\$	16,000.00
100-4041200-3310	EQUIPMENT MAINTENANCE	\$	12,000.00	\$	18,000.00
100-4041200-3311	STREET TREES/SIDEWALKS	\$	15,000.00	\$	15,000.00
100-4041200-3315	SIDEWALK MAINTENANCE	\$	16,000.00	\$	16,000.00
100-4041200-3316	STREET SIGN MAINTENANCE	\$	-	\$	-
100-4041200-5425	NORFOLK/SOUTHERN R-O-W'S	\$	1,200.00	\$	1,200.00
100-4041200-6007	MATERIALS & SUPPLIES	\$	6,000.00	\$	8,000.00
100-4041200-6008	VEHICLE GASOLINE & OIL	\$	24,000.00	\$	24,000.00
100-4041200-6011	UNIFORMS	\$	6,000.00	\$	6,000.00
	TOTAL HWYS, STS BRIDGES & SWLKS	\$	286,000.00	\$	309,200.00

Account Number	Account Description		FY23-24 APPROVED 2023-2024		FY24-25 APPROVED 2024-2025
VDOT STREET MAINTENANCE					
100-4041250-3140	ENGINEERING	\$	10,000.00	\$	50,000.00
100-4041250-3310	EQUIPMENT MAINTENANCE	\$	15,000.00	\$	20,000.00
100-4041250-3311	STORM SEWER MAINTENANCE	\$	15,000.00	\$	20,000.00
100-4041250-3316	SIGN MAINTENANCE	\$	10,000.00	\$	10,000.00
100-4041250-5800	CONTINGENCY	\$	25,000.00	\$	27,000.00
100-4041250-6007	MATERIALS AND SUPPLIES	\$	10,000.00	\$	10,000.00
100-4041250-6050	STREET MAINTENANCE	\$	125,000.00	\$	135,000.00
100-4041250-6060	SIDEWALK REPLACEMENT	\$	45,000.00	\$	45,000.00
100-4041250-6135	MOWING/TREE REMOVAL	\$	15,000.00	\$	15,000.00
100-4041250-6207	STREET SWEEPING	\$	18,000.00	\$	18,000.00
100-4041250-6307	SNOW REMOVAL	\$	60,000.00	\$	180,000.00
100-4041250-8801	EQUIPMENT PURCHASE	\$	-	\$	50,000.00
100-4041250-8803	PW SITE IMPROVEMENTS	\$	150,000.00	\$	50,000.00
100-4041250-8804	SAFETY EQUIPMENT	\$	5,000.00	\$	5,000.00
	TOTAL VDOT STREET MAINTENANCE	\$	503,000.00	\$	635,000.00
STREET LIGHTS					
100-4041320-5110	ELECTRICITY	\$	90,000.00	\$	90,000.00
	TOTAL STREET LIGHTS	\$	90,000.00	\$	90,000.00
SNOW REMOVAL - DOWNTOWN					
100-4041330-3220	CONTRACTUAL SERVICES	\$	20,000.00	\$	20,000.00
100-4041330-6007	MATERIALS & SUPPLIES	\$	2,000.00	\$	2,000.00
	TOTAL SNOW REMOVAL-DOWNTOWN	\$	22,000.00	\$	22,000.00
PARKING METERS & LOTS					
100-4041340-6007	MATERIALS & SUPPLIES	\$	2,000.00	\$	3,000.00
	TOTAL PARKING METERS & LOTS	\$	2,000.00	\$	3,000.00
REFUSE COLLECTION					
100-4042300-3220	CONTRACTUAL SERVICES	\$	240,000.00	\$	250,000.00
100-4042300-6225	RECYCLING SERVICES	\$	110,000.00	\$	120,000.00
	TOTAL REFUSE COLLECTION	\$	350,000.00	\$	370,000.00
REFUSE DISPOSAL					
100-4042400-3800	FCO LANDFILL CHARGES	\$	50,000.00	\$	30,000.00
	TOTAL REFUSE DISPOSAL	\$	50,000.00	\$	30,000.00
GENERAL PROPERTIES					
100-4043200-3310	IMPROVEMENT,REPAIR,MAINTENANCE	\$	47,000.00	\$	50,000.00
100-4043200-3325	HERMITAGE SWPOND MAINT	\$	4,100.00	\$	5,400.00
100-4043200-6007	MATERIALS & SUPPLIES	\$	500.00	\$	500.00

Account Number	Account Description		FY23-24 APPROVED 2023-2024		FY24-25 APPROVED 2024-2025
100-4043200-6017	CHRISTMAS WREATHS	\$	500.00	\$	500.00
	TOTAL GENERAL PROPERTIES	\$	52,100.00	\$	56,400.00
	BUILDING SERVICES				
100-4064200-3150	PROFESSIONAL SERVICES	\$	1,000.00	\$	1,000.00
100-4064200-3200	CONTRACTURAL SERVICES	\$	10,000.00	\$	12,000.00
100-4064200-5110	ELECTRICITY	\$	20,100.00	\$	22,500.00
100-4064200-5120	NATURAL GAS/HEAT	\$	3,000.00	\$	3,100.00
100-4064200-5130	WATER/SEWER	\$	800.00	\$	1,000.00
100-4064200-5230	TELECOMMUNICATIONS	\$	1,500.00	\$	1,500.00
100-4064200-5304	LIABILITY INSURANCE	\$	1,500.00	\$	1,500.00
100-4064200-7113	IN KIND COSTS	\$	13,000.00	\$	13,000.00
100-4064200-7115	SHARED MAINTENANCE	\$	19,000.00	\$	20,000.00
100-4064200-8411	CAPITAL ASSET RESERVES	\$	10,000.00	\$	10,000.00
	TOTAL BUILDING SERVICES	\$	79,900.00	\$	85,600.00
	PARKS & RECREATION				
100-4071310-3160	CONTRACTURAL SER/JN BLUE	\$	1,000.00	\$	1,000.00
100-4071310-6017	CHRISTMAS LIGHTS	\$	3,500.00	\$	3,500.00
100-4071310-6018	ROSE HILL PARK MAINTENANCE	\$	15,000.00	\$	10,000.00
	TOTAL PARKS & RECREATION	\$	19,500.00	\$	14,500.00
	PLANNING				
100-4081100-1155	COMPENSATION	\$	97,000.00	\$	129,000.00
100-4081100-2100	MATCHING FICA EXPENSE (7.65 %)	\$	7,500.00	\$	9,900.00
100-4081100-3190	PROFESSIONAL SERVICES	\$	3,000.00	\$	8,000.00
100-4081100-3195	PREPAID APPLICATION REVIEW FEES	\$	-	\$	-
100-4081100-3500	PRINTING	\$	250.00	\$	250.00
100-4081100-5510	MILEAGE	\$	100.00	\$	100.00
100-4081100-5540	TRAINING	\$	-	\$	3,000.00
100-4081100-5810	DUES	\$	-	\$	-
100-4081100-6001	OFFICE EQUIPMENT	\$	100.00	\$	-
100-4081100-6012	PUBLICATIONS	\$	-	\$	-
	TOTAL PLANNING	\$	107,950.00	\$	150,250.00
	BOARD OF ZONING APPEALS				
100-4081400-1110	EXPENSE COMPENSATION	\$	500.00	\$	500.00
100-4081400-5540	TRAINING	\$	750.00	\$	750.00
	TOTAL BOARD OF ZONING APPEALS	\$	1,250.00	\$	1,250.00
	ECONOMIC DEVELOPMENT				
100-4081500-5411	WAYFINDING SIGNS	\$	-	\$	50,000.00
100-4081500-5693	VA COMMISSION FOR ARTS FUNDING	\$	4,500.00	\$	4,500.00
100-4081500-5695	TOWN/COUNTY ECONOMIC DEV	\$	20,500.00	\$	21,500.00

Account Number	Account Description		FY23-24 APPROVED 2023-2024		FY24-25 APPROVED 2024-2025
100-4081500-5696	ECONOMIC DEVELOPMENT RESERVE	\$	2,500.00	\$	2,500.00
100-4081500-5699	DBI/ECO DEV PROF SERVICES	\$	-	\$	2,000.00
100-4081500-5700	ANNEXATION AREA PROF SERVICES	\$	-	\$	-
	TOTAL ECONOMIC DEVELOPMENT	\$	27,500.00	\$	80,500.00
	PLANNING COMMISSION				
100-4081600-1111	EXPENSE COMPENSATION	\$	5,000.00	\$	5,000.00
100-4081600-5540	TRAINING	\$	1,500.00	\$	2,000.00
100-4081600-5810	DUES	\$	-	\$	-
	TOTAL PLANNING COMMISSION	\$	6,500.00	\$	7,000.00
	B'VILLE AREA DEV AUTHORITY				
100-4081700-1111	EXPENSE COMPENSATION	\$	2,500.00	\$	2,500.00
100-4081700-5540	TRAINING	\$	1,000.00	\$	1,000.00
100-4081700-5810	DUES	\$	-	\$	-
	TOTAL B'VILLE AREA DEV AUTHORITY	\$	3,500.00	\$	3,500.00
	ARCHITECTURAL REVIEW BOARD				
100-4081800-5540	TRAINING	\$	500.00	\$	500.00
	TOTAL ARCHITECTURAL REVIEW BD	\$	500.00	\$	500.00
	TREE BOARD				
100-4081900-5800	MISCELLANEOUS	\$	-	\$	-
	TOTAL TREE BOARD	\$	-	\$	-

Account Number	Account Description		FY23-24 APPROVED 2023-2024		FY24-25 APPROVED 2024-2025
CAPITAL OUTLAY					
100-4094200-8225	COMPUTER REPLACEMENT	\$	35,000.00	\$	3,500.00
100-4094200-8231	PATROL VEHICLE	\$	57,500.00	\$	62,000.00
100-4094200-8338	SNOW PLOW(S)	\$	-	\$	-
100-4094200-8340	MOWER	\$	-	\$	12,000.00
100-4094200-8341	ROSE HILL PARK REPAIRS (PW)	\$	30,000.00	\$	-
100-4094200-8345	PW TON DUMP	\$	-	\$	-
100-4094200-8411	CAPITAL RESERVE	\$	196,238.10	\$	-
100-4094200-8602	3/4 TON TRUCK (PW)	\$	-	\$	-
100-4094200-8702	WAYFINDING SIGNS RESERVE	\$	-	\$	-
100-4094200-8803	PUBLIC WORKS SITE IMPROVEMENTS	\$	-	\$	-
100-4094200-8915	HOGAN'S ALLEY IMPROVEMENTS	\$	10,000.00	\$	-
100-4094200-8918	ROSE HILL PARK MASTERPLAN			\$	600,000.00
100-4094200-8951	PD RADIO REPLACEMENT RESERVE	\$	-	\$	-
100-4094200-8959	CHRISTMAS DECORATIONS FOR STS(PW)	\$	-	\$	-
100-4094200-9002	JACKSON DR SWMA/DORSEY ST STMWTR				
100-4094200-9003	BACKHOE (PW)	\$	-	\$	-
100-4094200-9004	MOSBY BOULEVARD SIDEWALK	\$	20,000.00	\$	-
100-4094200-9005	FAIRFAX (E&W) SIDEWALK RESERVE	\$	60,000.00	\$	50,000.00
100-4094200-9006	SECOND STREET REPAIRS	\$	-	\$	-
100-4094200-9007	INTERVIEW ROOM AV (PD)	\$	6,500.00	\$	-
100-4094200-9008	SALT BUILDING (PW)	\$	-	\$	-
100-4094200-9009	TOWN STREET REPAIRS	\$	20,000.00	\$	-
	TOTAL CAPITAL OUTLAY	\$	435,238.10	\$	727,500.00
ARPA EXPENSES					
100-4094300-5700	ARPA EXPENSES	\$	-	\$	-
	TOTAL ARPA EXPENSES	\$	-	\$	-
CONTINGENCY					
100-4094300-5800	CONTINGENCY (3.00%)	\$	114,978.90	\$	137,561.00
	TOTAL CONTINGENCY	\$	114,978.90	\$	137,561.00
DEBT SERVICE					
100-4095000-9110	RDA PRINCIPAL	\$	46,500.00	\$	48,400.00
100-4095000-9120	RDA INTEREST	\$	75,100.00	\$	73,200.00
100-4095000-9130	RDA DEBT SER RESERVE	\$	-	\$	-
	TOTAL DEBT SERVICE	\$	121,600.00	\$	121,600.00
	TOTAL GENERAL FUND OPERATIONAL	\$	3,832,630.00	\$	4,585,350.00
	TOTAL GENERAL FUND CONTINGENCY	\$	114,978.90	\$	137,561.00
	TOTAL GENERAL FUND CAP OUTLAY	\$	435,238.10	\$	727,500.00
	TOTAL GENERAL FUND DEBT SERVICE	\$	121,600.00	\$	121,600.00
TOTAL GENERAL FUND EXPENSES		\$	4,504,447.00	\$	5,572,011.00

Account Number	Account Description		FY23-24 APPROVED 2023-2024		FY24-25 APPROVED 2024-2025
WATER FUND					
PERSONNEL					
501-4012220-1140	COMPENSATION	\$	130,000.00	\$	60,000.00
501-4012220-2100	MATCHING FICA EXPENSE (7.65 %)	\$	9,950.00	\$	4,600.00
501-4012220-2210	VRS	\$	79,000.00	\$	60,000.00
501-4012220-2220	VMLIP - STD	\$	300.00	\$	240.00
501-4012220-2230	VMLIP - LTD	\$	3,200.00	\$	2,200.00
501-4012220-2300	HEALTH INSURANCE	\$	105,500.00	\$	93,000.00
501-4012220-2400	LIFE INSURANCE	\$	7,500.00	\$	6,000.00
501-4012220-2600	UNEMPLOYMENT INSURANCE	\$	110.00	\$	75.00
501-4012220-2700	WORKER'S COMPENSATION	\$	21,000.00	\$	24,000.00
501-4012220-3170	MISS UTILITY	\$	1,750.00	\$	1,750.00
501-4012220-3320	HANDHELD MAINT	\$	5,000.00	\$	5,000.00
501-4012220-3450	DIGITIZING	\$	7,000.00	\$	7,000.00
501-4012220-5210	POSTAGE	\$	4,700.00	\$	5,500.00
501-4012220-5540	TRAINING	\$	2,500.00	\$	2,500.00
501-4012220-6001	OFFICE SUPPLIES	\$	2,000.00	\$	4,500.00
	TOTAL PERSONNEL	\$	379,510.00	\$	276,365.00
TREATMENT					
501-4012222-1147	COMPENSATION	\$	273,000.00	\$	290,000.00
501-4012222-2100	MATCHING FICA EXPENSE (7.65 %)	\$	21,000.00	\$	22,000.00
501-4012222-2830	CERTIFICATION FEES	\$	600.00	\$	300.00
501-4012222-2840	STATE CONNECTION FEES	\$	5,900.00	\$	5,900.00
501-4012222-2850	LAB TESTING	\$	11,000.00	\$	15,000.00
501-4012222-3110	MEDICAL EXAMS	\$	200.00	\$	100.00
501-4012222-3145	PROFESSIONAL SERVICES	\$	10,000.00	\$	10,000.00
501-4012222-3210	SLUDGE REMOVAL	\$	27,000.00	\$	24,000.00
501-4012222-3220	CLEAN RIVER INTAKE	\$	3,000.00	\$	4,000.00
501-4012222-3310	REPAIR & MAINTENANCE	\$	75,000.00	\$	125,000.00
501-4012222-3510	CONSUMER CONFIDENCE RPT	\$	1,000.00	\$	-
501-4012222-5110	ELECTRICITY	\$	70,000.00	\$	70,000.00
501-4012222-5120	PROPANE HEAT WTP	\$	7,200.00	\$	4,000.00
501-4012222-5230	TELECOMMUNICATIONS	\$	4,700.00	\$	4,700.00
501-4012222-5415	COPIER LEASE	\$	1,300.00	\$	1,800.00
501-4012222-5540	TRAINING	\$	3,500.00	\$	3,500.00
501-4012222-5690	DISCHARGE PERMIT RENEWAL	\$	3,000.00	\$	-
501-4012222-5810	DUES	\$	1,000.00	\$	400.00
501-4012222-6001	OFFICE SUPPLIES	\$	1,000.00	\$	400.00
501-4012222-6004	LAB SUPPLIES	\$	7,000.00	\$	20,000.00
501-4012222-6005	JANITORIAL SUPPLIES	\$	1,300.00	\$	1,000.00
501-4012222-6008	VEHICLE GASOLINE & OIL	\$	7,200.00	\$	7,200.00
501-4012222-6011	UNIFORMS	\$	1,000.00	\$	1,500.00
501-4012222-6014	TOOLS	\$	1,000.00	\$	750.00
501-4012222-6019	SAFETY EQUIPMENT	\$	2,000.00	\$	2,000.00
501-4012222-6020	PERSONAL EQUIPMENT	\$	600.00	\$	-
501-4012222-6025	CHEMICALS	\$	50,000.00	\$	50,000.00

Account Number	Account Description	FY23-24 APPROVED 2023-2024	FY24-25 APPROVED 2024-2025
	TOTAL TREATMENT	\$ 589,500.00	\$ 663,550.00
	DISTRIBUTION & MAINTENANCE		
501-4012224-1183	COMPENSATION	\$ 192,000.00	\$ 205,000.00
501-4012224-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 14,700.00	\$ 15,700.00
501-4012224-3330	LINE REPAIR & MAINTENANCE	\$ 50,000.00	\$ 50,000.00
501-4012224-6007	MATERIALS & SUPPLIES	\$ 30,000.00	\$ 30,000.00
501-4012224-6019	SAFETY EQUIPMENT	\$ 700.00	\$ 700.00
501-4012224-6030	NEW SERVICE SUPPLIES	\$ 2,000.00	\$ 1,000.00
501-4012224-9008	STORAGE TANK MAINT CONTRACT	\$ 25,000.00	\$ 25,000.00
	TOTAL DISTRIBUTION & MAINT	\$ 314,400.00	\$ 327,400.00
	CAPITAL OUTLAY		
501-4094200-8102	TANK REPAIR & MAINTENANCE	\$ -	\$ -
501-4094200-8105	PICKUP (1/2)	\$ -	\$ 20,000.00
501-4094200-8118	WTP BACKWASH LAGOON REPAIR		
501-4094200-8144	WATER TREATMENT PLANT UPGRADES	\$ 1,200,000.00	\$ 5,000,000.00
501-4094200-8211	CAPITAL RESERVES	\$ 11,587.70	\$ -
501-4094200-8225	COMPUTER UPGRADE	\$ 3,000.00	\$ 3,500.00
501-4094200-8340	MOWER (1/3)	\$ -	\$ -
501-4094200-8345	PW ONE TON DUMP TRUCK	\$ -	\$ 20,500.00
501-4094200-8360	HANDHELD METER READER	\$ -	\$ -
501-4094200-8361	WATER DIST SYSTEM UPGRADES	\$ 400,000.00	\$ 144,665.55
501-4094200-8602	3/4 TON TRUCK	\$ -	\$ -
501-4094200-8605	WTP BUILDING MAINTENANCE		
501-4094200-8704	FINISH PUMP PROJECT	\$ 50,000.00	\$ -
501-4094200-8958	WATER METER REPLACEMENT	\$ 165,000.00	\$ -
501-4094200-9003	BACKHOE(PW)	\$ -	\$ -
501-4094200-9004	SECURITY IMPROVEMENTS	\$ -	\$ -
501-4094200-9005	WATER RIVER PUMP DISCONNECT ELIM	\$ -	\$ -
501-4094200-9006	WTP UPGRADE- PER		
	TOTAL CAPITAL OUTLAY	\$ 1,829,587.70	\$ 5,188,665.55
	CONTINGENCY		
501-4094300-5800	CONTINGENCY (3.00%)	\$ 38,502.30	\$ 38,019.45
	TOTAL CONTINGENCY	\$ 38,502.30	\$ 38,019.45
	TOTAL WATER FUND OPERATIONAL	\$ 1,283,410.00	\$ 1,267,315.00
	TOTAL WATER FUND CONTINGENCY	\$ 38,502.30	\$ 38,019.45
	TOTAL WATER FUND CAP OUTLAY	\$ 1,829,587.70	\$ 5,188,665.55
	TOTAL WATER FUND EXPENSES	\$ 3,151,500.00	\$ 6,494,000.00

Account Number	Account Description	FY23-24 APPROVED 2023-2024	FY24-25 APPROVED 2024-2025
SEWER FUND			
PERSONNEL			
502-4012220-1114	COMPENSATION	\$ 130,000.00	\$ 61,000.00
502-4012220-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 10,000.00	\$ 4,600.00
502-4012220-2210	VRS	\$ 54,300.00	\$ 60,100.00
502-4012220-2220	VMLIP - STD	\$ 200.00	\$ 237.00
502-4012220-2230	VMLIP - LTD	\$ 2,250.00	\$ 2,400.00
502-4012220-2300	HEALTH INSURANCE	\$ 73,000.00	\$ 91,500.00
502-4012220-2400	LIFE INSURANCE	\$ 5,600.00	\$ 6,100.00
502-4012220-2600	UNEMPLOYMENT INSURANCE	\$ 75.00	\$ 72.00
502-4012220-2700	WORKER'S COMPENSATION	\$ 14,000.00	\$ 17,000.00
502-4012220-3320	HANDHELD MAINT	\$ 5,000.00	\$ 5,000.00
502-4012220-3450	DIGITIZING	\$ 7,000.00	\$ 7,000.00
502-4012220-5210	POSTAGE	\$ 7,500.00	\$ 7,700.00
502-4012220-6001	OFFICE SUPPLIES	\$ 2,500.00	\$ 4,000.00
	TOTAL PERSONNEL	\$ 311,425.00	\$ 266,709.00
TREATMENT			
502-4012222-1147	COMPENSATION	\$ 275,000.00	\$ 290,000.00
502-4012222-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 21,000.00	\$ 22,000.00
502-4012222-2830	CERTIFICATION FEES	\$ 600.00	\$ 600.00
502-4012222-2850	LAB TESTING	\$ 33,000.00	\$ 40,000.00
502-4012222-3145	PROFESSIONAL SERVICES	\$ 18,000.00	\$ 108,000.00
502-4012222-3210	LANDFILL-SOLIDS DISPOSAL	\$ 85,000.00	\$ 90,000.00
502-4012222-3310	REPAIR & MAINTENANCE	\$ 174,000.00	\$ 374,030.00
502-4012222-5110	ELECTRICITY	\$ 145,000.00	\$ 155,000.00
502-4012222-5230	TELECOMMUNICATIONS	\$ 6,500.00	\$ 6,600.00
502-4012222-5415	COPIER LEASE	\$ 4,300.00	\$ 5,300.00
502-4012222-5540	TRAINING	\$ 3,000.00	\$ 3,000.00
502-4012222-5690	DISCHARGE PERMIT RENEWAL	\$ 3,500.00	\$ 3,500.00
502-4012222-5810	DUES	\$ 600.00	\$ 625.00
502-4012222-6001	OFFICE SUPPLIES	\$ 1,500.00	\$ 1,000.00
502-4012222-6004	LAB SUPPLIES	\$ 6,200.00	\$ 5,000.00
502-4012222-6005	JANITORIAL SUPPLIES	\$ 3,500.00	\$ 3,500.00
502-4012222-6008	VEHICLE GASOLINE & DIESEL FUEL	\$ 10,000.00	\$ 2,000.00
502-4012222-6011	UNIFORMS	\$ 1,000.00	\$ 1,500.00
502-4012222-6014	TOOLS	\$ 1,500.00	\$ 1,000.00
502-4012222-6019	SAFETY EQUIPMENT	\$ 2,500.00	\$ 2,000.00
502-4012222-6020	PERSONAL EQUIPMENT	\$ 800.00	\$ -
502-4012222-6025	CHEMICALS	\$ 120,000.00	\$ 170,000.00
	TOTAL TREATMENT	\$ 916,500.00	\$ 1,284,655.00

Account Number	Account Description		FY23-24 APPROVED 2023-2024		FY24-25 APPROVED 2024-2025
DISTRIBUTION & MAINTENANCE					
502-4012224-1183	COMPENSATION	\$	95,000.00	\$	105,000.00
502-4012224-1183	MATCHING FICA EXPENSE (7.65 %)	\$	7,500.00	\$	8,000.00
502-4012224-3310	EQUIPMENT MAINTENANCE	\$	5,000.00	\$	5,000.00
502-4012224-3330	REPAIR & MAINTENANCE	\$	15,000.00	\$	25,000.00
502-4012224-6007	MATERIALS & SUPPLIES	\$	3,000.00	\$	3,000.00
502-4012224-6019	SAFETY EQUIPMENT	\$	500.00	\$	500.00
502-4012224-6030	NEW SERVICE SUPPLIES	\$	-	\$	-
	TOTAL DISTRIBUTION & MAINT	\$	126,000.00	\$	146,500.00
CAPITAL OUTLAY					
502-4094200-8105	PICK UP			\$	20,000.00
502-4094200-8110	WWTP UPGRADES	\$	775,000.00	\$	-
502-4094200-8134	SEWER COLLECTION SYSTEM REHAB	\$	100,000.00	\$	100,000.00
502-4094200-8225	COMPUTER REPLACEMENT/UPGRADE	\$	3,000.00	\$	3,500.00
502-4094200-8340	MOWER (1/3)	\$	-	\$	-
502-4094200-8345	PW ONE TON DUMP TRUCK	\$	-	\$	20,500.00
502-4094200-8360	HANDHELD METER READER				
502-4094200-8367	SEWER JET RODDER				
502-4094200-8411	CAPITAL RESERVES	\$	707.25	\$	-
502-4094200-8540	MEMBRANE REPLACEMENT RESERVE				
502-4094200-8545	MEMBRANE PRE-PURCHASE	\$	-	\$	-
502-4094200-8550	EQUIPMENT REPAIR RESERVE				
502-4094200-8602	3/4 TON PICKUP (1/3 VDOT)	\$	-	\$	-
502-4094200-9003	BACKHOE PW	\$	-	\$	-
502-4094200-9006	WWTP BLOWERT DISCONNECTS	\$	-	\$	-
502-4094200-9007	WWTP PERMEATE PUMPS	\$	-	\$	40,000.00
502-4094200-9008	HARMONIC BALANCER	\$	70,000.00	\$	-
502-4094200-9009	BAR SCREEN WWTP	\$	150,000.00	\$	-
502-4094200-9010	WWTP MEMBRANE GANTRY			\$	125,000.00
	TOTAL CAPITAL OUTLAY	\$	1,098,707.25	\$	309,000.00
CONTINGENCY					
502-4094300-5800	CONTINGENCY (3.00%)	\$	40,617.75	\$	50,936.00
	TOTAL CONTINGENCY	\$	40,617.75	\$	50,936.00
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	\$	1,353,925.00	\$	1,697,864.00
	TOTAL SEWER FUND CONTINGENCY	\$	40,617.75	\$	50,936.00

Account Number	Account Description		FY23-24 APPROVED 2023-2024		FY24-25 APPROVED 2024-2025
	TOTAL SEWER FUND CAP OUTLAY	\$	1,098,707.25	\$	309,000.00
	TOTAL SEWER FUND DEBT SERVICE	\$	470,000.00	\$	470,000.00
	TOTAL SEWER FUND EXPENSES	\$	2,963,250.00	\$	2,527,800.00
	TOTAL EXPENSES ALL FUNDS	\$	10,619,197.00	\$	14,593,811.00

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Supplemental Information



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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 2024 tax rate was adopted at \$0.20 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 that was adopted for tax year 2024 is \$1.25 per \$100 valuation. Taxes are billed annually and are due by December 5 each year. For the tax year 2024, the Town Council approved a 35% credit for all qualified vehicles.

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 2024 tax rate was adopted at \$1.30 per \$100 valuation. Taxes are billed annually and are due by 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 \$0.10 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 December 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, real estate and professional services, \$0.20 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, \$100.00 per day 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 \$50.00 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.

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.

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 singly 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.

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Town Council Policies

Reserves

2021- 01

Approved: 6/8
Amended 12/22

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:

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.

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.

Reporting

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

Procedure:

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.

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.

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 11, 2024

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

General Fund

General Fund Reserve

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

Reserve	\$314,808.42
Reserve goal	\$650,000.00
	50% of annual debt service +
	10% of FY 23 GF operational expenses

Property Improvements and Maintenance Reserve

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

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

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

Reserve	\$1,250,000
Reserve goal	\$1,250,000

Berryville-Clarke County Government Center Reserve

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

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

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

Reserve	\$325,000
Reserve goal	\$350,000

Flood Plain/Stormwater Mitigation Reserve

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

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

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

Reserve	\$700,000
Reserve goal	\$750,000

Downtown Improvement Reserve

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

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

Reserve	\$225,000*
Reserve goal	\$175,000

* Reserve exceeds goal because \$50,000 from this fund will be used in FY25 to fabricate and install wayfinding signs.

Economic Development Reserve

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

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

Blight Abatement Reserve

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

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

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

John H. Enders Vol. Fire Department Reserve

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

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

Police Equipment Replacement Reserve

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

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

Annexation Reserve

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

Reserve	\$50,000
Reserve goal	\$50,000

Town Street Reserve

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

Reserve	\$125,000
Reserve Goal	\$125,000

Transportation Alternatives Program (TAP) Project Matching Funds Reserve

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

The Town has three TAP grant applications (two associated with a sidewalk project on Mosby Boulevard and one sidewalk/drainage project on Fairfax Street) in process. The Town will ultimately be responsible for 20% of the cost of TAP projects. The FY25-29 CIP provides for reserving \$50,000 in FY25, FY26, and FY27 to meet the reserve goal.

Reserve	\$380,000
Reserve Goal	\$530,000

Total General Fund Reserves = \$3,714,808.42

Water Fund

Water Fund Reserve

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

Reserve	\$232,067*
Reserve goal	\$185,000.00*
	100% of annual debt service + 15% of FY23 WF operational expenses

*Reserve amount exceeds reserve goal by 25%. Reserve goal will increase significantly in the near future, because the water fund will have debt that has to be serviced.

Water Storage Tank Reserve

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

Reserve	\$550,000
Reserve goal	\$750,000

Water Treatment Plant Reserve

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

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

The plant and pumping station are slated for replacement/improvement. The Town has approved a preliminary engineering report for the plant improvements and is in the final stages of securing loan(s) needed to fund the project.

It is expected that the upgraded treatment plant will be operational by January 1, 2027.

It is estimated that project will cost \$12,600,000.

It is expected that the Town will utilize at least \$2,200,000 from this reserve for costs associated with this project. It is also expected that these reserve funds will be used to fund lender-required maintenance/loan repayment reserves. Further these reserve funds would likely be used to partially fund a membrane replacement fund.

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

Reserve	\$3,000,000
Reserve goal	\$4,200,000

Water Distribution System Reserve

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

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

Total Water Fund Reserves = \$4,982,067.00

Sewer Fund

Sewer Fund Reserve

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

Reserve	\$702,827.29
Reserve goal	\$730,000 100% of annual debt service + 15% of FY23 SF operational expenses

Wastewater Treatment Plant Reserve

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

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

Reserve	\$3,075,000
Reserve goal	\$7,500,000

Sewer Collection System Reserve

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

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

Reserve	\$2,000,000
Reserve goal	\$2,500,000

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 twelve years. The membranes were last replaced in 2023.

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

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

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

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

**This amount does not include the \$470,000 reserve required by the wastewater treatment plant loan terms. These funds must be reserved separately and will be used for the last payment on the loan. That payment will be made on February 1, 2037.

GENERAL FUND - SOURCES AND USES

\$5,572,011.00

\$5,572,011.00

\$5,600,000			
\$5,500,000	.5%, Fines & Forfeitures, \$14,500		
\$5,000,000	4%, Use of Money & Property, \$224,500		2%, Debt Service, \$121,600
\$4,500,000	10%, Fund Balance Forward \$558,169		2%, Contingency, \$137,561
\$4,000,000	19.5%, Revenue from State Sources \$1,088,567		4%, Community Development, \$243,000
\$3,500,000			13%, Capital Outlay, \$727,500
\$4,000,000			20%, Public Safety, \$1,133,400
\$3,500,000			
\$3,000,000	26%, Other Local Taxes, \$1,488,000		28%, General Government Administration \$1,593,850
\$2,500,000			
\$2,000,000	39%, General Property Taxes, \$2,171,275		29%, Public Works, \$1,600,600
\$1,500,000			
\$1,000,000			
\$500,000			
\$0			
	Sources		Uses

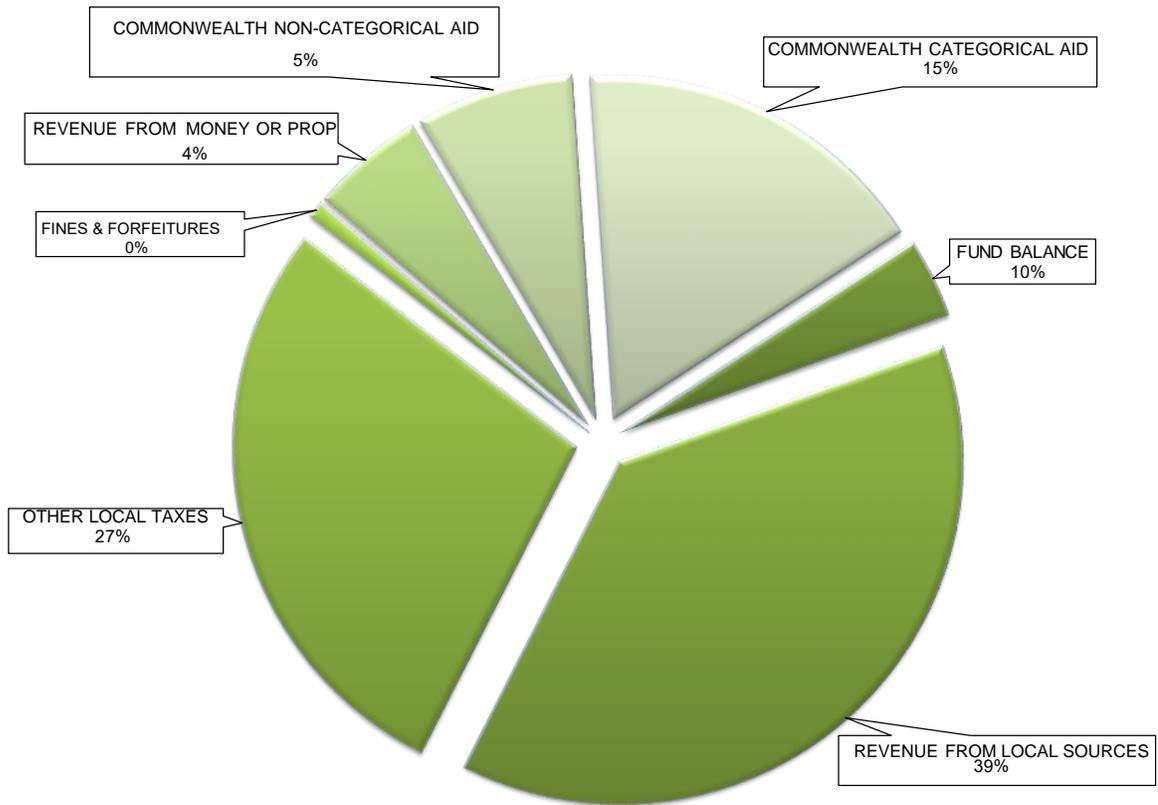
*See reverse for more information

	Charges & Services	Permits, Fees & Licenses	Misc Revenue & Recovered Costs	Revenue from Other Sources	Parks & Recreation
Sources	\$ 10,000.00	\$ 11,000.00	\$ 5,000.00	\$ 1,000.00	
Uses					\$ 14,500.00
Percentages	0%	0%	0%	0%	0%

*Categories and amounts noted here are 0% of the General Fund budget and are not represented on the chart titled "GENERAL FUND - SOURCES AND USES" on the reverse side.

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GENERAL FUND REVENUES

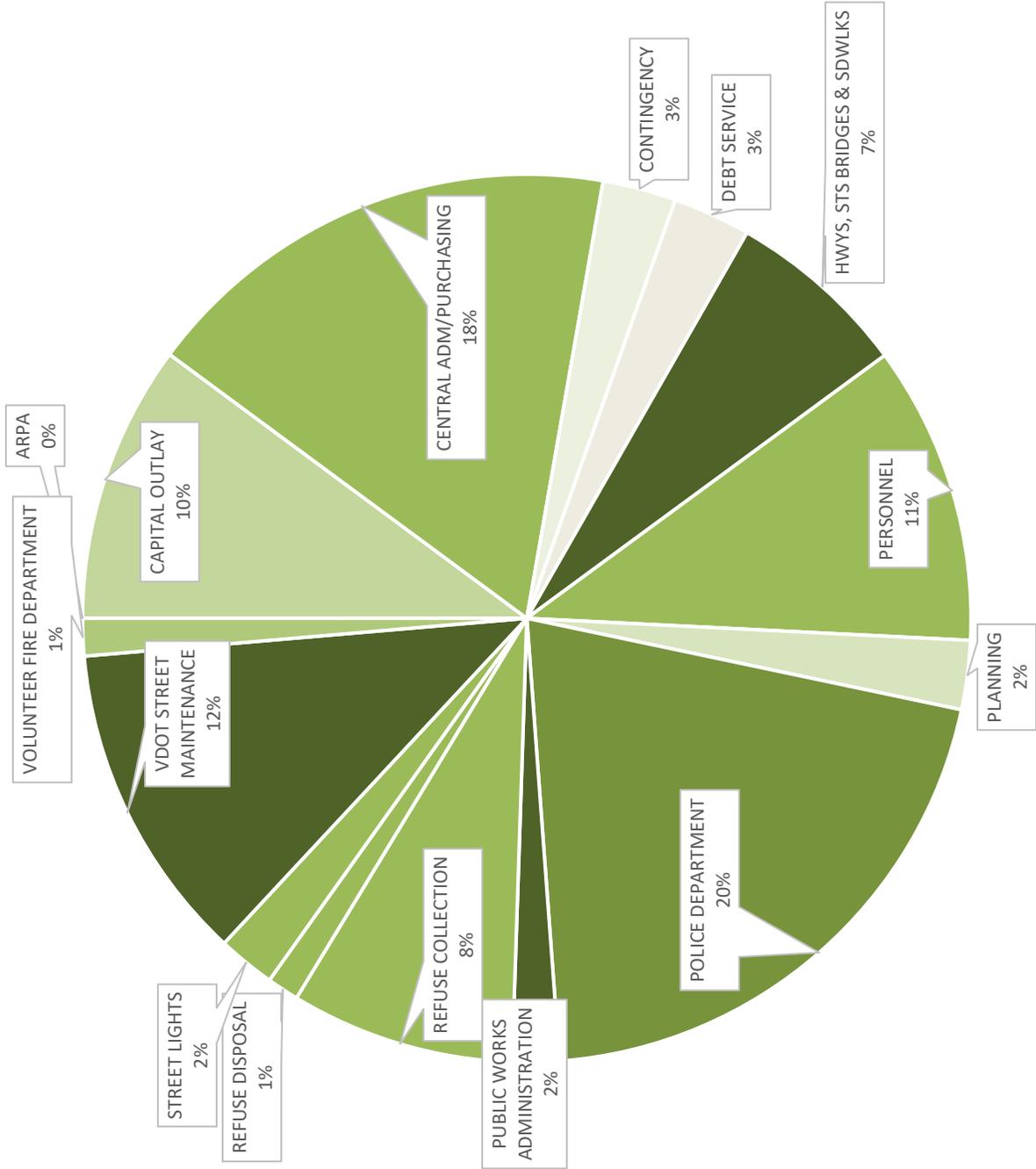


*Revenue Categories that are 0% of the fund grand total are not represented on the pie chart.

GENERAL FUND REVENUES

SOURCE	AMOUNT	PERCENTAGE
CHARGES FOR SERVICES*	\$ 10,000.00	0%
COMMONWEALTH CATEGORICAL AID	\$ 814,750.00	15%
COMMONWEALTH NON-CATEGORICAL AID	\$ 273,817.00	5%
FINES & FORFEITURES	\$ 14,500.00	0%
FUND BALANCE	\$ 558,169.00	10%
MISCELLANEOUS REVENUES*	\$ 5,000.00	0%
OTHER LOCAL TAXES	\$ 1,488,000.00	27%
OTHER SOURCES NON-REVENUE RECEIPTS*	\$ 1,000.00	0%
PERMITS, FEES & LICENSES*	\$ 11,000.00	0%
RECOVERED COSTS*	\$ -	0%
REVENUE FROM MONEY OR PROP	\$ 224,500.00	4%
REVENUE FROM LOCAL SOURCES	\$ 2,171,275.00	39%
GRAND TOTAL	\$ 5,572,011.00	100%

GENERAL FUND EXPENSES

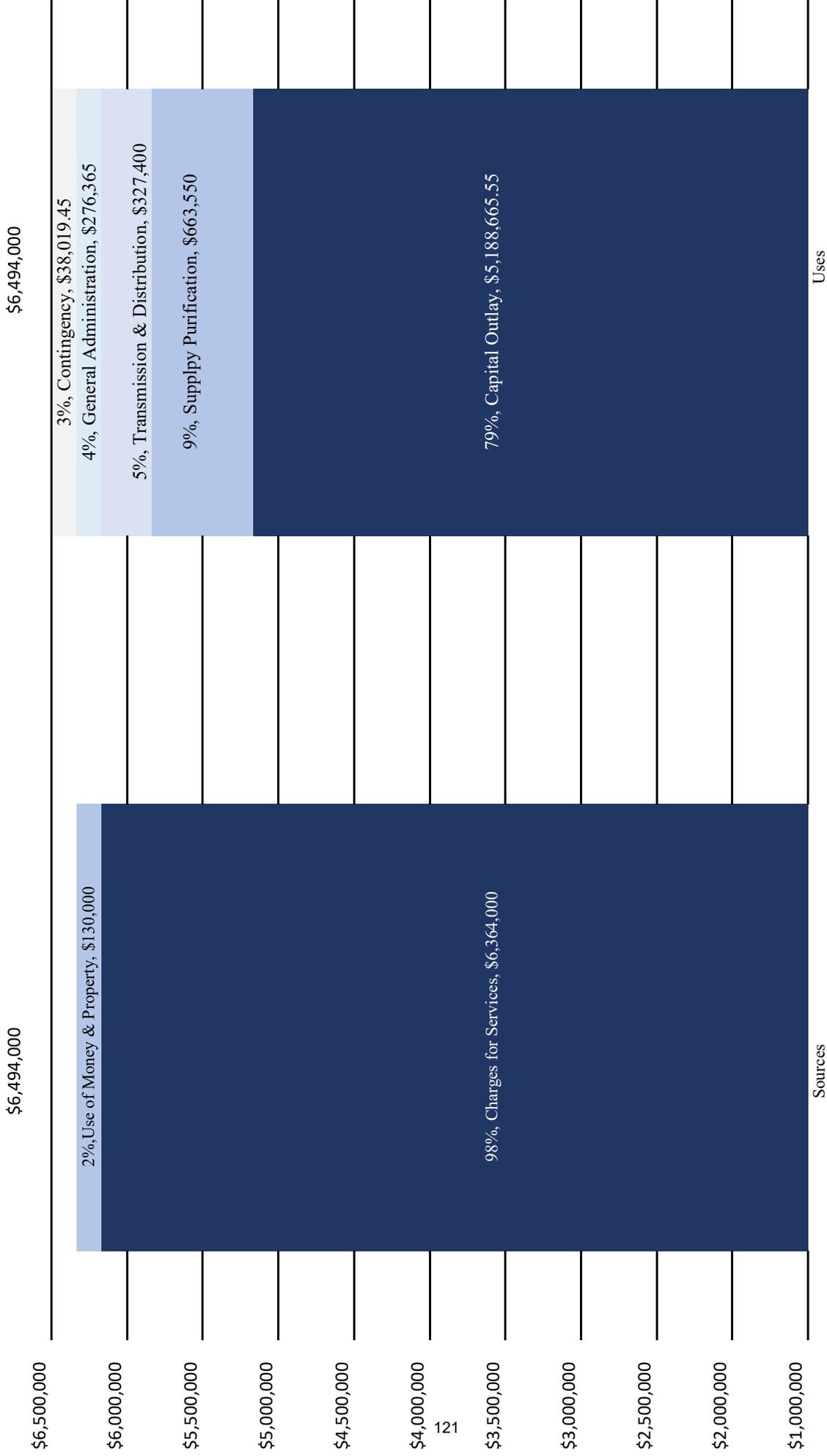


GENERAL FUND EXPENSES

SOURCE	AMOUNT	PERCENTAGE
ARPA	\$0.00	0%
ARCHITECTURAL REVIEW BOARD*	\$ 500.00	0%
BERRYVILLE AREA DEV AUTHORITY*	\$ 3,500.00	0%
BOARD OF ZONING APPEALS*	\$ 1,250.00	0%
CAPITAL OUTLAY	\$ 727,500.00	14%
CENTRAL ADM/PURCHASING	\$ 972,600.00	18%
CONTINGENCY	\$ 137,561.00	3%
CORRECTION & DETENTION*	\$ 0.00	0%
DEBT SERVICE	\$ 121,600.00	2%
ECONOMIC DEVELOPMENT	\$ 80,500.00	0%
ELECTIONS*	\$ 5,000.00	0%
EMERGENCY SERVICES*	\$ 5,000.00	0%
ENGINEERING SERVICES*	\$ 5,000.00	0%
GENERAL PROPERTIES*	\$ 56,400.00	0%
HWYS, STS BRIDGES & SDWLKS	\$ 309,200.00	6%
INDEPENDENT AUDITOR*	\$ 21,000.00	0%
PARKING METERS & LOTS*	\$ 3,000.00	0%
PARKS & RECREATION*	\$ 14,500.00	0%
PERSONNEL	\$ 546,600.00	10%
PLANNING	\$ 150,250.00	3%
PLANNING COMMISSION*	\$ 7,000.00	0%
POLICE DEPARTMENT	\$ 986,900.00	18%
PUBLIC DEFENDER FEES*	\$ 2,000.00	0%
PUBLIC WORKS ADMINISTRATION	\$ 97,900.00	2%
REFUSE COLLECTION	\$ 370,000.00	7%
REFUSE DISPOSAL	\$ 30,000.00	0%
RESCUE SERVICES*	\$ -	0%
SNOW REMOVAL*	\$ 22,000.00	0%
STREET & ROAD CLEANING*	\$ 0.00	0%
STREET LIGHTS	\$ 90,000.00	2%
TOWN COUNCIL	\$ 35,750.00	0%
TRAFFIC CONTROL*	\$ 2,500.00	0%
TREE BOARD*	\$ 0.00	0%
VDOT STREET MAINTENANCE	\$ 635,000.00	12%
VOLUNTEER FIRE DEPARTMENT	\$ 132,000.00	3%
GRAND TOTAL	\$ 5,572,011.00	100%

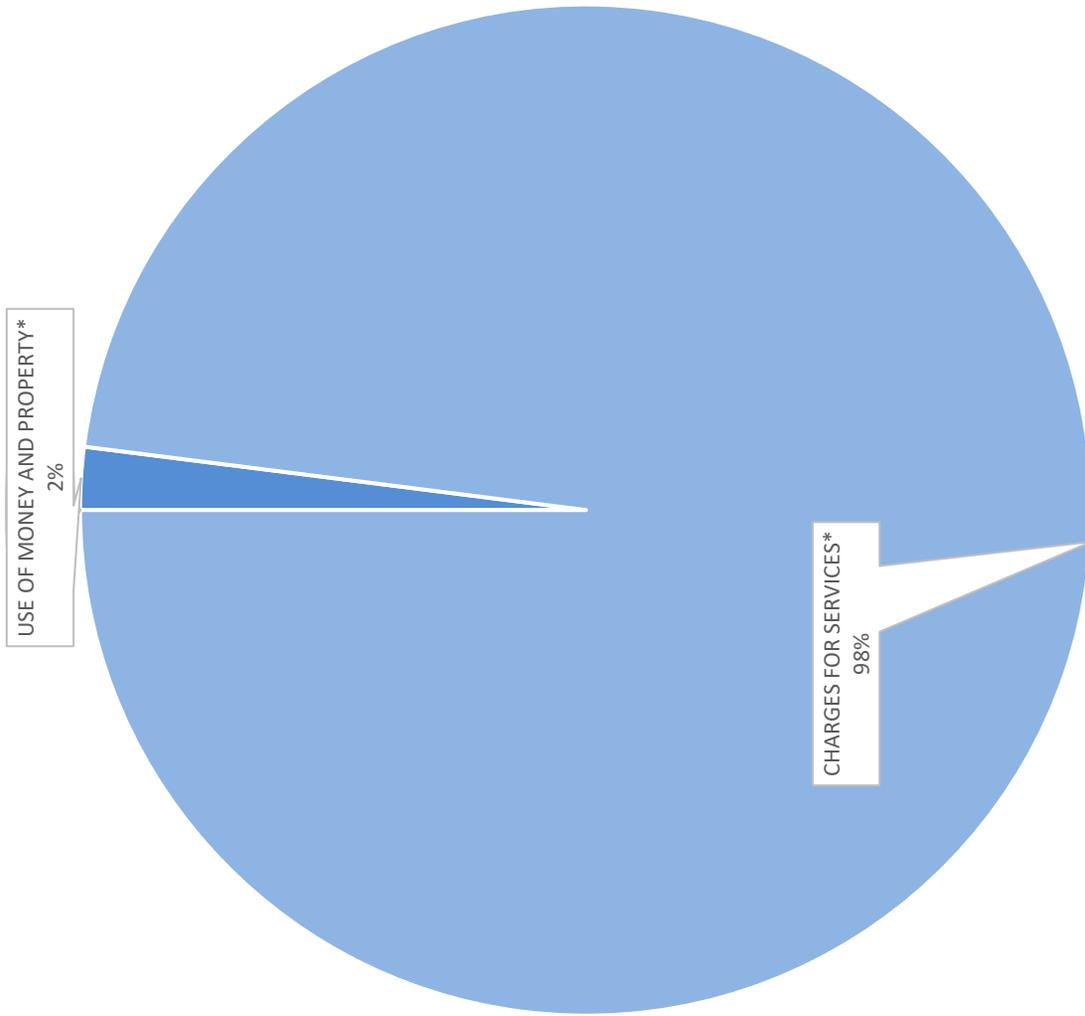
*Expense Categories that are 0% of the fund grand total are not represented on the pie chart.

WATER FUND - SOURCES AND USES



*See reverse for more information

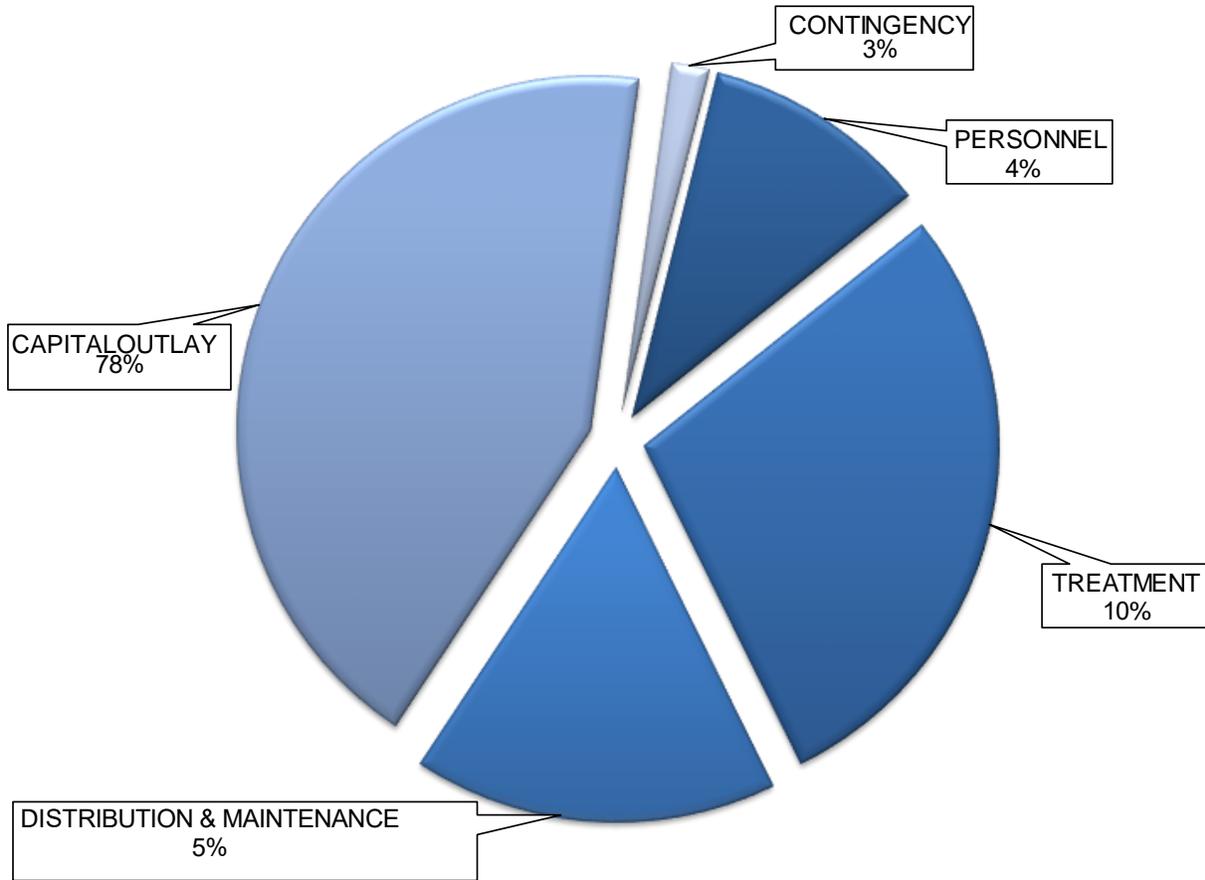
WATER FUND EXPENSES



WATER FUND REVENUE

SOURCE	AMOUNT	PERCENTAGE
REVENUE FROM MONEY OR PROPERTY	\$130,000.00	2%
CHARGES FOR SERVICES	\$6,364,000.00	98%
GRAND TOTAL	\$6,494,000.00	100%

WATER FUND EXPENSES



WATER FUND EXPENSES

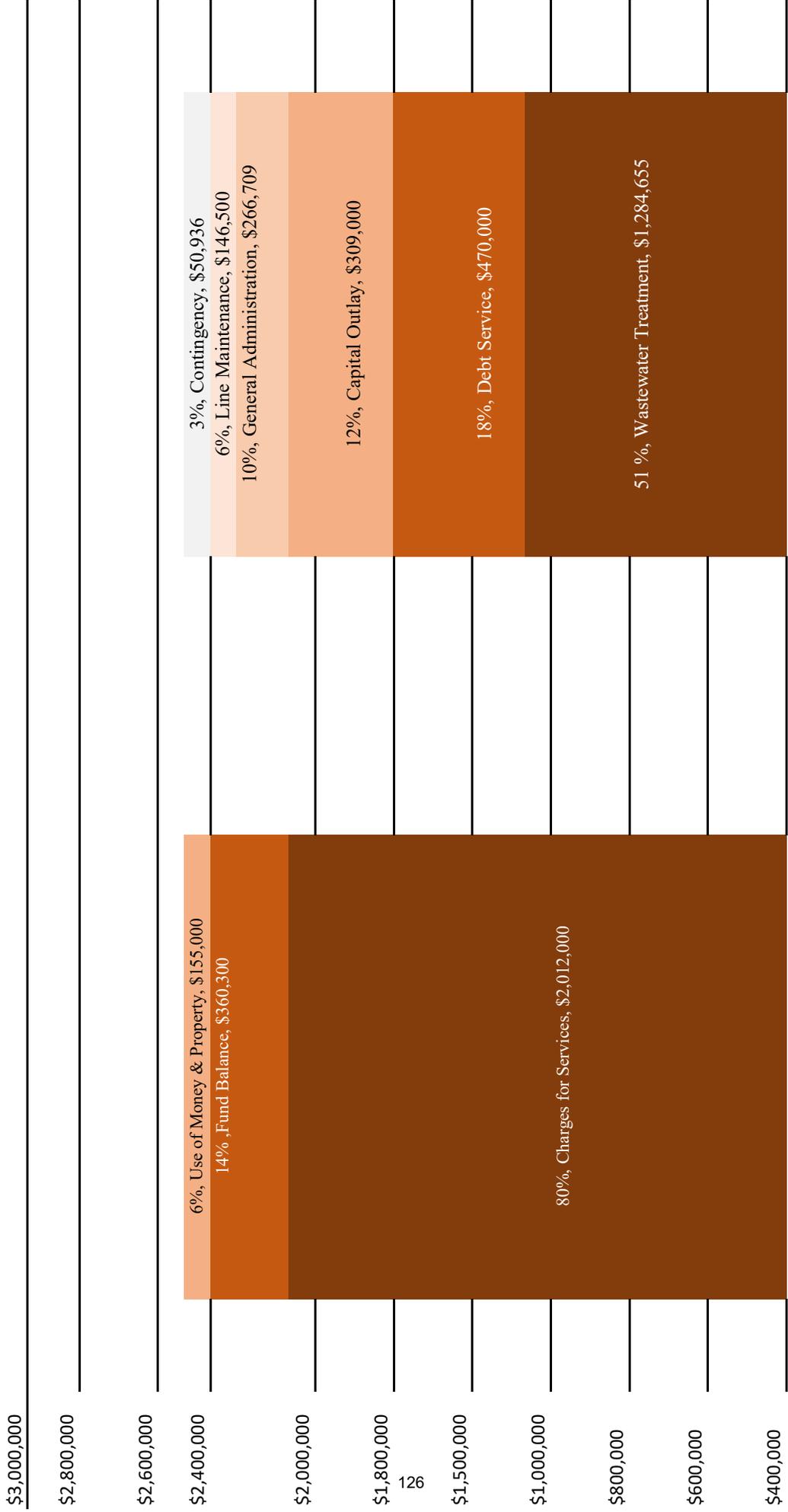
SOURCE	AMOUNT	PERCENTAGE
CAPITAL OUTLAY	\$ 5,188,665.55	78%
CONTINGENCY	\$ 38,019.45	3%
DISTRIBUTION & MAINTENANCE	\$ 327,400.00	5%
PERSONNEL	\$ 276,365.00	4%
TREATMENT	\$ 663,550.00	10%
GRAND TOTAL	\$ 6,494,000.00	100%

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SEWER FUND - SOURCES AND USES

\$2,527,800

\$2,527,800

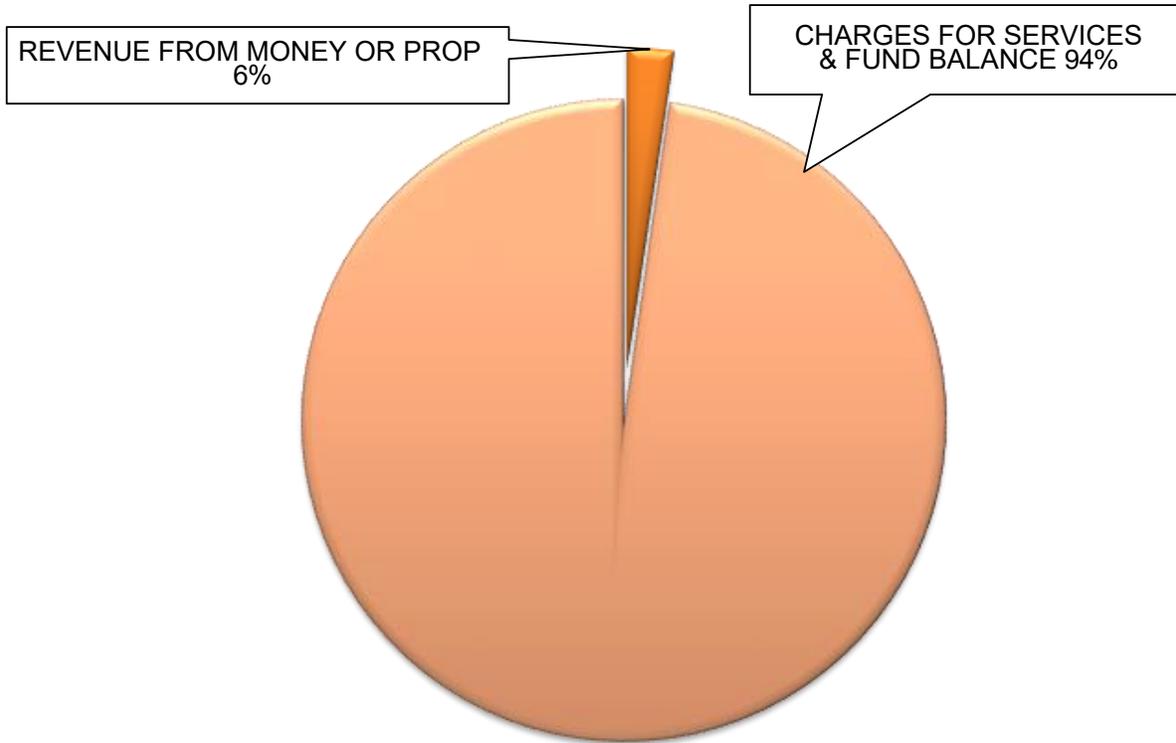


Uses

Sources

*See reverse for more information

SEWER FUND REVENUES

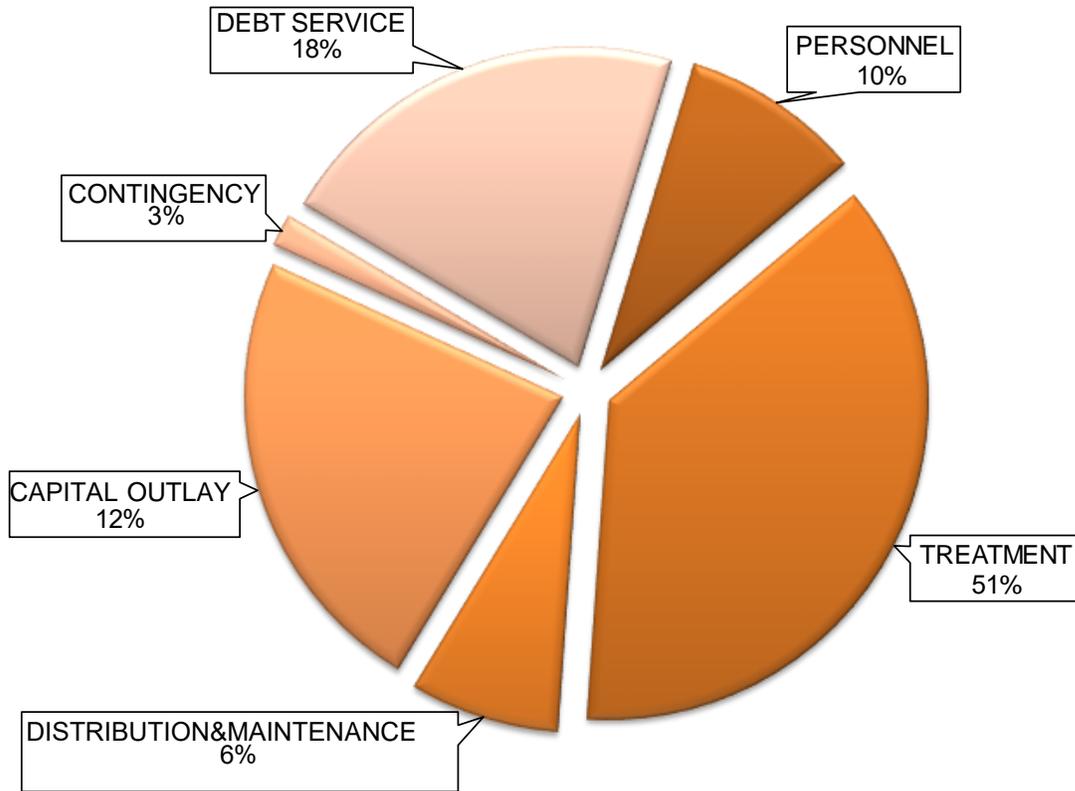


*Revenue Categories that are 0% of the fund grand total are not represented on the pie chart.

SEWER FUND REVENUES

SOURCE	AMOUNT	PERCENTAGE
CHARGES FOR SERVICES	\$ 2,012,000.00	80%
FUND BALANCE	\$ 360,300.00	14%
NON-REVENUE RECEIPTS*	\$ 500.00	0%
REVENUE FROM MONEY OR PROP	\$ 155,000.00	6%
GRAND TOTAL	\$ 2,527,800.00	100%

SEWER FUND EXPENSES



*Expense Categories that are 0% of the fund grand total are not represented on the pie chart.

SEWER FUND EXPENSES

SOURCE	AMOUNT	PERCENTAGE
CAPITAL OUTLAY	\$ 309,000.00	12%
CAPITAL PROJECTS*	\$ -	0%
CONTINGENCY	\$ 50,936.00	3%
DEBT SERVICE	\$ 470,000.00	18%
DISTRIBUTION & MAINTENANCE	\$ 146,500.00	6%
PERSONNEL	\$ 266,709.00	10%
TREATMENT	\$ 1,284,655.00	51%
GRAND TOTAL	\$ 2,527,800.00	100%

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TOWN OF BERRYVILLE
SCHEDULE OF WATER AND SEWER FEES AND CHARGES

Effective November 21, 2023

I. USER FEES

A. WATER

1. Within corporate limits or the limits of an approved annexation area: \$8.15 per 1,000 gallons of usage. Minimum charge \$5.00 per month for usage under 1,000 gallons during billing period.
2. Other: \$10.18 per 1,000 gallons of usage. Minimum charge \$6.25 per month for usage under 1,000 gallons during billing period.

B. SEWER

1. Within corporate limits or the limits of an approved annexation area: \$17.27 per 1,000 gallons of usage. Minimum charge \$15.00 per month for usage under 1,000 gallons during billing period.
2. Other: \$21.58 per 1,000 gallons of usage. Minimum charge \$18.75 per month for usage under 1,000 gallons during billing period.

II. ADMINISTRATIVE AND FACILITIES FEES AND DEPOSITS

A. ADMINISTRATIVE AND FACILITIES FEES

Monthly Administrative and Facilities Fees, charged with usage:

Water \$24.35

Sewer \$12.18

Late Fee: 10% of bill amount

Service Disconnection/Reconnection Fee: \$50

Returned Check/ACH Fee: \$50

B. DEPOSITS

Residential: individually metered single-family units, town homes, and duplexes: \$285

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

Business/Commercial excluding restaurants and laundries: \$285

Restaurant: \$880*

Laundry: \$4,605*

Institutional: \$1,625*

Industrial: \$5,645*

*Town Manager may increase or decrease on the basis of actual usage.

Note: Town Manager may establish reasonable deposit amounts for use types not anticipated by this schedule.

III. AVAILABILITY FEES

A. WATER

Meter Size (Inches)	Demand Ratio	Avail. Fee (Corp. Limits or Annex. Area)	Avail. Fee (Other)	Meter Cost
5/8	1	\$ 16,226	\$ 20,283	Meter Fee
3/4	1.5	\$ 24,339	\$ 30,424	Meter Fee
1	2.5	\$ 40,565	\$ 50,707	Meter Fee
1.5	4.375	\$ 70,989	\$ 88,738	Meter Fee
2	8	\$ 129,808	\$ 162,264	Meter Fee
3	16	\$ 259,616	\$ 324,528	Meter Fee
4	25	\$ 405,560	\$ 507,075	Meter Fee
6	50	\$ 811,300	\$ 1,014,150	Meter Fee

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

Notes:

(a) Multi-family residences are defined as any master-metered group of apartment, townhouse, condominium, or other residential units with each unit having separate kitchen facilities.

(b) In cases in which a master meter serves multi-family residences or a combination of multi-family and commercial units, the applicant will pay a fee based on the higher of A) an amount derived by multiplying .8 by the applicable water availability fee for demand ratio 1 times the total number of residential and commercial units to be served by a single meter, or B) an amount based on the meter size as specified above.

(c) Meter fee is calculated by adding the cost of the meter and a 30% (of meter cost) handling fee.

B. SEWER

Meter Size (Inches)	Demand Ratio	Avail. Fee (Corp. Limits or Annex. Area)	Avail. Fee (Other)
5/8	1	\$ 17,423	\$ 21,779
3/4	1.5	\$ 26,134	\$ 32,668
1	2.5	\$ 43,557	\$ 54,447
1.5	4.375	\$ 76,226	\$ 92,283
2	8	\$ 139,384	\$ 174,232
3	16	\$ 278,768	\$ 348,464
4	25	\$ 435,575	\$ 544,475
6	50	\$ 871,150	\$ 1,088,950

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

IV. LATERAL OR CONNECTION FEES

Connection to the Town's water distribution and/or sewer collection system may be completed only if the following conditions are met:

- Party applying to connect to the system agrees to assume all costs associated with connection to the systems, including excavation, taps, vaults, traffic control, restoration (including pavement), testing, inspections, etc.
- Contractor responsible for completing work has been vetted and approved by the Town.
- Plans for the work, including restoration, have been approved by the Town.
- Required surety has been approved and provided to the Town.
- Required insurance coverage is in place and documentation thereof provided to the Town.
- Required permits have been issued by the Town, Virginia Department of Transportation, or other applicable agency.

V. INSPECTIONS

A. Sanitary Sewer Camera Service and Storm Sewer Camera Inspection Service

1. Mains and Laterals Over 4 Inches in Diameter

Mobilization Fee: \$325

Camera Fee: \$3.00 per linear foot

2. 4-Inch Laterals

Laterals Under 50 Feet in Length: \$175

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

B. Inspections

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

Licensed professional engineer or approved third-party inspector: Cost

C. Hydrant Flow Tests

\$70 per hour (1 hour minimum for any test then billed at ½ hr. increments thereafter) plus cost of water (includes water and sewer charges)

Notes:

Cleaning of lines will be required prior to camera use: Line cleaning is the responsibility of the applicant. If lines are not clean and camera crew must remobilize later to perform the inspection, a second mobilization fee will be charged.

Hydrant flow tests: Hydrant flow tests must be scheduled with the Director of Public Works no less than three work days in advance of test. Contractor will supply gauges and will be responsible for recording results. Town personnel will operate hydrant.

VI. SIGNIFICANT INDUSTRIAL USER FEES

Sewer system discharge permit: \$500

VII. WATER METER TESTING

5/8" meter: \$125

All other meters: \$125 + cost

Note: Fee is refunded if meter is found to be over-registering.

VIII. HYDRANT METERS

Nonrefundable account establishment fee: \$50

Meter deposit: \$1,500 (deposit refunded upon return of undamaged meter)

Note: Usage metered through hydrant meters will be billed for both water and sewer user fees.

IX. UNAUTHORIZED USE OF SERVICE

For unauthorized water withdrawals from fire hydrants or any other part of the Town water system, or when a customer willfully takes steps to reactivate service after service has been disconnected by the Town because of nonpayment of any charge owed to the Town, and the Town must take action to discontinue service again by removal of the meter or by any other necessary measures, a \$250 charge for unauthorized use of services will be imposed. This charge will be in addition to any other charge for water and sewer services owed to the Town, and in addition to any legal remedies the Town may pursue for unauthorized use of service.

Approved by Town Council on September 12, 2023

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FY 24-25 Personnel Expenditures	General Fund	Water Fund	Sewer Fund	TOTAL ALL FUNDS
Full Time Salaries	\$ 1,575,629.00	\$ 508,199.00	\$ 413,658.00	\$ 2,497,486.00
Overtime/Comptime	\$ 114,913.00	\$ 41,436.00	\$ 34,118.00	\$ 190,467.00
Certifications	\$ 7,400.00	\$ 600.00	\$ 600.00	\$ 8,600.00
Employee Appreciation	\$ 3,100.00	\$ 1,450.00	\$ 1,050.00	\$ 5,600.00
Part Time Salaries	\$ -	\$ -	\$ -	\$ -
Town Council	\$ 18,900.00	\$ -	\$ -	\$ 18,900.00
Social Security & Medicare (FICA)	\$ 117,049.00	\$ 36,446.00	\$ 37,572.00	\$ 191,067.00
Retirement (VRS)	\$ 204,721.00	\$ 59,211.00	\$ 60,632.00	\$ 324,564.00
Life Insurance (VRS)	\$ 20,503.00	\$ 5,930.00	\$ 6,072.00	\$ 32,505.00
Short Term Disability	\$ 669.00	\$ 234.00	\$ 237.00	\$ 1,140.00
Long Term Disability	\$ 8,795.00	\$ 2,168.00	\$ 2,320.00	\$ 13,283.00
Line of Duty Act Coverage	\$ 8,500.00			\$ 8,500.00
Employee Medical	\$ 257,700.00	\$ 90,137.00	\$ 91,292.00	\$ 439,129.00
Unemployment (VEC)	\$ 178.00	\$ 70.00	\$ 71.00	\$ 319.00
Worker's Compensation	\$ 35,000.00	\$ 24,000.00	\$ 17,000.00	\$ 76,000.00
	\$ 2,373,057.00	\$ 769,881.00	\$ 664,622.00	\$ 3,807,560.00

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Capital Improvement Plan Fiscal Years 2025 to 2029



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**Capital Improvement Narrative
Fiscal Year 2025**

General Fund FY25

Capital Reserves \$ 0

Administration

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

Computer Replacement \$3,500

Administration

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

Patrol Vehicle \$62,000

Police

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

At present, the Police Department maintains a fleet of six patrol vehicles. Five of the vehicles are marked all-wheel-drive sport-utility vehicles (SUV) and one is an unmarked sedan. The "replaced" vehicle will remain in the fleet, but will be moved out of regular patrol rotation and therefore will be driven considerably less than it would be if it remained in that rotation. This will increase the number of vehicles in the Police Department fleet to seven.

The requested vehicle would be a marked SUV. Additional items purchased include radar unit and rear compartment partition.

Mower \$12,000

Public Works

This item provides for the purchase of a mower that will be used to maintain Town-owned property and maintain properties in accordance with requirements of the Berryville Code.

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

23 East Main Street Parking Lot Improvements \$600,000

This item provides required to complete the following projects:

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

Fairfax Street Sidewalk \$50,000

Community Development

This item will provide a reserve for the Town's share of a Transportation Alternatives Program (TAP) sidewalk/drainage project on East and West Fairfax Streets. The Town Council made the decision to pursue this project because Fairfax Street has now been opened from Buckmarsh Street to First Street.

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

The funds for the Town's share of the project, which will be budgeted over several years, are anticipated to in excess of \$300,000. At present the Transportation Alternatives Program (TAP) Project Matching Funds Reserve has \$380,000. With the addition of \$50,000 to the fund in FY25, FY26, and FY27, it is expected that the Town will have sufficient funds in reserve to meet matching requirements for this project and two Mosby Boulevard sidewalk TAP projects.

Water Fund FY25

Capital Reserves \$ 0

Administration

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

Computer Replacement \$3,500

Administration

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

One-ton dump truck \$20,500

Public Works

This item provides for the purchase of a one-ton dump truck.

The Public Works Department maintains four one-ton dump trucks. The truck purchased with these funds will replace one of those trucks. The truck that is taken out of service will be sold at auction.

This purchase will be funded as follows:

General Fund \$41,000 (VDOT reimbursement funds)

Water Fund \$20,500

Sewer Fund \$20,500

Water Treatment Plant Upgrade \$5,000,000

Public Utilities

This item would provide funds for the upgrade and/or repair of the Town's Water Treatment Plant, raw water intake, and raw water transmission main. These improvements were constructed in 1983-84.

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

On December 27, 2022, the Town entered into a contract with an engineering firm that would be tasked with plant design and construction activity oversight.

On September 12, 2023 the Town Council approved a preliminary engineering report in which it was recommended that the Town upgrade the water treatment plant with membrane filtration units.

The Town will fund a portion of this project with monies from the Water Treatment Plant Reserve. The remaining project funding will be borrowed. It is expected that the Town will secure funding for project in the second half of FY24.

It is expected that the upgraded plant and repaired raw water facilities will go on line by September 2026 (FY27). Final project completion is expected by January 2027 (FY27).

Water Treatment Plant Upgrade
 Expected Expenditures By Year
 (Adjusted for Inflation)

<u>Fiscal Year</u>	<u>Expected Expenditure</u>
FY25	\$5,000,000
FY26	\$4,000,000
FY27	\$3,600,000

Water Treatment Plant Upgrade
 Cost Estimates for Non-Construction v. Construction Activities
 (Adjusted for Inflation)

<u>Type of Activity</u>	<u>Estimated Cost</u>	<u>Fiscal Year(s)</u>
Non-Construction Capital	\$ 1,600,000	FY24, FY25, FY26, & FY27
Construction Capital	\$11,000,000	FY25, FY26, & FY27

The total estimated capital cost for the water treatment plant upgrade project when adjusted for inflation is \$12,600,000.

Water Distribution System Upgrades \$144,666

Public Works Department

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

Half-ton truck \$20,000

Public Utilities

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

The Public Utilities Department maintains three half-ton pickup trucks. The truck purchased with these funds will replace one of those trucks. The truck that is taken out of service with the Public Utilities Department will be transferred to the Public Works Department for their use.

This purchase will be funded as follows:

Water Fund \$20,000

Sewer Fund \$20,000

Sewer Fund FY25

Capital Reserves \$ 0

Administration

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

Computer Replacement \$3,500

Administration

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

One-ton dump truck \$20,500

Public Works

This item provides for the purchase of a one-ton dump truck.

The Public Works Department maintains four small dump trucks. The truck purchased with these funds will replace the one of those trucks. The truck that is taken out of service will be sold at auction.

This purchase will be funded as follows:

General Fund \$41,000 (VDOT reimbursement funds)

Water Fund \$20,500

Sewer Fund \$20,500

Half-ton truck \$20,000

Public Utilities

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

The Public Utilities Department maintains three half-ton pickup trucks. The truck purchased with these funds will replace one of those trucks. The truck that is taken out of service with the Public Utilities Department will be transferred to the Public Works Department for their use.

This purchase will be funded as follows:

Water Fund \$20,000

Sewer Fund \$20,000

Collection System Upgrades \$100,000

Public Works

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's sewer collection system reserve.

Work will be guided by the results of the 2023 I&I study.

Gantry Crane for Membranes at Wastewater Treatment Plant \$125,000

Public Utilities

These funds would be used for the inspection and repair of the pier(s) of the membrane gantry crane.

It is expected that one or more of the piers that support the beams on which the crane operates will have to be repaired/modified (Note: There is damage to one pier. The Town's consulting engineer will provide a recommendation as to whether it is wise to modify all of the piers while the beams and crane are disassembled).

Permeate Pump at Wastewater Treatment Plant \$40,000

Public Utilities

These funds would be used for the purchase and installation of a new permeate pump. It is expected that the pump that is removed will be rebuilt in FY26 and retained as a spare.

The wastewater treatment plant utilizes permeate pumps to pull wastewater through each of its four membrane trains.

**Capital Improvement Narrative
Fiscal Year 2026**

General Fund FY26

Capital Reserves _____ \$

Administration

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

Computer Replacement _____ \$3,500

Administration

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

Replace Pistols _____ \$10,000

Police

This item provides funding for the replacement of the Police Department's sidearms.

Patrol Vehicle _____ \$64,000

Police

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

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

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

Radar Feedback Signs \$18,000

Police

This item provides for the purchase and installation of new radar feedback signs on Main and Buckmarsh Streets.

The four signs currently deployed have been in service since 2018 and need to be replaced.

Fairfax Street Sidewalk \$50,000

Community Development

This item will provide a reserve for the Town's share of a Transportation Alternatives Program (TAP) sidewalk/drainage project on East and West Fairfax Streets. The Town Council made the decision to pursue this project because Fairfax Street has now been opened from Buckmarsh Street to First Street.

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

The funds for the Town's share of the project, which will be budgeted over several years, are anticipated to in excess of \$300,000. At present the Transportation Alternatives Program (TAP) Project Matching Funds Reserve has \$430,000. With the addition of \$50,000 to the fund in FY26 and FY27, it is expected that the Town will have sufficient funds in reserve to meet matching requirements for this project and two Mosby Boulevard sidewalk TAP projects.

Water Fund FY26

Capital Reserves \$

Administration

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

Computer Replacement \$3,500

Administration

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

Three-quarter ton truck \$15,000

Public Works

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

The Public Works Department maintains three three-quarter-ton pickup trucks. The truck purchased with these funds will replace the one of those trucks. The truck that is taken out of service will be sold at auction.

This purchase will be funded as follows:

General Fund \$15,000 (VDOT reimbursement funds)

Water Fund \$15,000

Sewer Fund \$15,000

Water Treatment Plant Upgrade \$4,000,000

Public Utilities

This item would provide funds for the upgrade and/or repair of the Town's Water Treatment Plant, raw water intake, and raw water transmission main. These improvements were constructed in 1983-84.

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

On December 27, 2022, the Town entered into a contract with an engineering firm that would be tasked with plant design and construction activity oversight.

On September 12, 2023 the Town Council approved a preliminary engineering report in which it was recommended that the Town upgrade the water treatment plant with membrane filtration units.

The Town will fund a portion of this project with monies from the Water Treatment Plant Reserve. The remaining project funding will be borrowed. It is expected that the Town will secure funding for project in the second half of FY24.

It is expected that the upgraded plant and repaired raw water facilities will go on line by September 2026 (FY27). Final project completion is expected by January 2027 (FY27).

Water Treatment Plant Upgrade
Expected Expenditures By Year
(Adjusted for Inflation)

<u>Fiscal Year</u>	<u>Expected Expenditure</u>
FY25	\$5,000,000
FY26	\$4,000,000
FY27	\$3,600,000

Water Treatment Plant Upgrade
Cost Estimates for Non-Construction v. Construction Activities
(Adjusted for Inflation)

<u>Type of Activity</u>	<u>Estimated Cost</u>	<u>Fiscal Year(s)</u>
Non-Construction Capital	\$ 1,600,000	FY24, FY25, FY26, & FY27
Construction Capital	\$11,000,000	FY25, FY26, & FY27

The total estimated capital cost for the water treatment plant upgrade project when adjusted for inflation is \$12,600,000.

Water Distribution System Upgrades \$125,000

Public Works Department

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

Sewer Fund FY26

Capital Reserves _____ \$

Administration

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

Computer Replacement _____ \$3,500

Administration

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

Three-quarter ton truck _____ \$15,000

Public Works

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

The Public Works Department maintains three three-quarter-ton pickup trucks. The truck purchased with these funds will replace one of those trucks. The truck that is taken out of service will be sold at auction.

This purchase will be funded as follows:

General Fund \$15,000 (VDOT reimbursement funds)

Water Fund \$15,000

Sewer Fund \$15,000

Collection System Upgrades _____ \$125,000

Public Works

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's sewer collection system reserve.

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

Wastewater Treatment Plant Permeate Pump Rebuild \$20,000

Public Utilities

These funds would be used to rebuild the permeate pump that was replaced in FY25. This rebuilt pump will be retained as a spare.

The wastewater treatment plant utilizes permeate pumps to pull wastewater through each of its four membrane trains. In FY25, the last of the four original permeate pumps were replaced.

Wastewater Treatment Plant Drum Screen Rehabilitation \$100,000

Public Utilities

These funds will be utilized to improve one of the two drum screens at the wastewater treatment plant. A plan for that replacement or rehabilitation has not been finalized. A rehabilitation plan will be developed in FY25 (this may result in adjustment of the cost estimate).

Two drum screens operate at the headworks of the wastewater treatment plant. These screens serve to protect the downstream treatment system from inorganic debris.

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

**Capital Improvement Narrative
Fiscal Year 2027**

General Fund FY27

Capital Reserves _____ \$

Administration

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

Computer Replacement _____ \$10,500

Administration

This item provides for the purchase of replacement computer workstations within the Town's Administrative, Planning, and Police Departments. The Police Department server is expected to be replaced in this fiscal year.

Patrol Vehicle _____ \$66,000

Police

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

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

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

Fairfax Street Sidewalk _____ \$50,000

Community Development

This item will provide a reserve for the Town's share of a Transportation Alternatives Program (TAP) sidewalk/drainage project on East and West Fairfax Streets. The Town Council made the decision to pursue this project because Fairfax Street has now been opened from Buckmarsh Street to First Street.

The project, which has a total estimated budget of \$1,401,096, will provide for installation of nearly 1,130 linear feet of sidewalk and associated improvements. Eighty-percent of the project funding will be provided through TAP and the Town will be responsible for the remaining

twenty percent of the cost. This places the Town's share at \$280,220, but an additional \$19,780 is budgeted as protection against rising project costs.

The funds for the Town's share of the project, which will be budgeted over several years, are anticipated to in excess of \$300,000. At present the Transportation Alternatives Program (TAP) Project Matching Funds Reserve has \$480,000. With the addition of \$50,000 to the fund in FY27, it is expected that the Town will have sufficient funds in reserve to meet matching requirements for this project and two Mosby Boulevard sidewalk TAP projects.

Water Fund FY27

Capital Reserves _____ \$

Administration

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

Computer Replacement _____ \$3,500

Administration

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

Water Treatment Plant Upgrade _____ \$3,600,000

Public Utilities

This item would provide funds for the upgrade and/or repair of the Town's Water Treatment Plant, raw water intake, and raw water transmission main. These improvements were constructed in 1983-84.

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

On December 27, 2022, the Town entered into a contract with an engineering firm that would be tasked with plant design and construction activity oversight.

On September 12, 2023 the Town Council approved a preliminary engineering report in which it was recommended that the Town upgrade the water treatment plant with membrane filtration units.

The Town will fund a portion of this project with monies from the Water Treatment Plant Reserve. The remaining project funding will be borrowed. It is expected that the Town will secure funding for project in the second half of FY24.

It is expected that the upgraded plant and repaired raw water facilities will go on line by September 2026 (FY27). Final project completion is expected by January 2027 (FY27).

Water Treatment Plant Upgrade

Expected Expenditures By Year

(Adjusted for Inflation)

<u>Fiscal Year</u>	<u>Expected Expenditure</u>
FY25	\$5,000,000
FY26	\$4,000,000
FY27	\$3,600,000

Water Treatment Plant Upgrade

Cost Estimates for Non-Construction v. Construction Activities

(Adjusted for Inflation)

<u>Type of Activity</u>	<u>Estimated Cost</u>	<u>Fiscal Year(s)</u>
Non-Construction Capital	\$ 1,600,000	FY24, FY25, FY26, & FY27
Construction Capital	\$11,000,000	FY25, FY26, & FY27

The total estimated capital cost for the water treatment plant upgrade project when adjusted for inflation is \$12,600,000.

Water Distribution System Upgrades \$130,000

Public Works Department

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

Sewer Fund FY27

Capital Reserves _____ \$

Administration

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

Computer Replacement _____ \$3,500

Administration

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

Collection System Upgrades _____ \$130,000

Public Works

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's sewer collection system reserve.

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

Wastewater Treatment Plant Drum Screen Rehabilitation _____ \$100,000

Public Utilities

These funds will be utilized to improve one of the two drum screens at the wastewater treatment plant. A rehabilitation plan will be developed in FY25 (this may result in adjustment of the cost estimate). The other screen is scheduled for improvement in FY26.

Two drum screens operate at the headworks of the wastewater treatment plant. These screens serve to protect the downstream treatment system from inorganic debris.

**Capital Improvement Narrative
Fiscal Year 2028**

General Fund FY28

Capital Reserves _____ \$

Administration

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

Computer Replacement _____ \$40,000

Administration

This item provides for the purchase of replacement computer workstations within the Town's Administrative, Planning, and Police Departments. The Administrative Department server will be replaced in this budget year.

Patrol Vehicle _____ \$68,000

Police

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

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

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

Mower _____ \$5,000

Public Works

This item provides for the purchase of a mower that will be used to maintain Town-owned property and maintain properties in accordance with requirements of the Berryville Code.

Town Street Repairs

\$30,000

Public Works

This item provides funds that may be used to improve Town-maintained streets.

No specific project has been identified, but Barnett Street may need repaving. It is also possible that the portion of Virginia Avenue between East Main Street and the Town Run may need repaving.

Water Fund FY28

Capital Reserves _____ \$

Administration

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

Computer Replacement _____ \$4,000

Administration

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

One-ton dump truck _____ \$21,500

Public Works

This item provides for the purchase of a one-ton dump truck.

The Public Works Department maintains four small dump trucks. The truck purchased with these funds will replace one of those trucks. The truck that is taken out of service will be sold at auction.

This purchase will be funded as follows:

General Fund \$43,000 (VDOT reimbursement funds)

Water Fund \$21,500

Sewer Fund \$21,500

Water Distribution System Upgrades _____ \$135,000

Public Works Department

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

Half-ton truck \$22,000

Public Utilities

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

The Public Utilities Department maintains three half-ton pickup trucks. The truck purchased with these funds will replace one of those trucks. The truck that is taken out of service with the Public Utilities Department will be transferred to the Public Works Department.

This purchase will be funded as follows:

Water Fund \$22,000

Sewer Fund \$22,000

Sewer Fund FY28

Capital Reserves _____ \$

Administration

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

Computer Replacement _____ \$4,000

Administration

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

One-ton dump truck _____ \$21,500

Public Works

This item provides for the purchase of a one-ton dump truck.

The Public Works Department maintains three small dump trucks. The truck purchased with these funds will replace one of those trucks. The truck that is taken out of service will be sold at auction.

This purchase will be funded as follows:

General Fund \$43,000 (VDOT reimbursement funds)

Water Fund \$21,500

Sewer Fund \$21,500

Half-ton truck \$22,000

Public Utilities

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

The Public Utilities Department maintains three half-ton pickup trucks. The truck purchased with these funds will replace one of those trucks. The truck that is taken out of service with the Public Utilities Department will be transferred to the Public Works Department.

This purchase will be funded as follows:

Water Fund \$22,000

Sewer Fund \$22,000

Collection System Upgrades \$135,000

Public Works

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's sewer collection system reserve.

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

**Capital Improvement Narrative
Fiscal Year 2029**

General Fund FY29

Capital Reserves _____ \$

Administration

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

Computer Replacement _____ \$4,500

Administration

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

Mobile Data Terminals _____ \$30,000

Police

This item provides for the purchase of new mobile data terminals.

The Police Department maintains eight mobile terminals for its fleet. These terminals are used for communications, summons creation and management, and reporting.

Patrol Vehicle _____ \$70,000

Police

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

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

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

Water Fund FY29

Capital Reserves _____ \$

Administration

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

Computer Replacement _____ \$4,500

Administration

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

Three-quarter ton truck _____ \$16,500

Public Works

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

The Public Works Department maintains three three-quarter-ton pickup trucks. The truck purchased with these funds will replace the one of those trucks. The truck that is taken out of service will be sold at auction.

This purchase will be funded as follows:

General Fund \$16,500 (VDOT reimbursement funds)

Water Fund \$16,500

Sewer Fund \$16,500

Water Distribution System Upgrades _____ \$140,000

Public Works Department

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

Sewer Fund FY29

Capital Reserves _____ \$

Administration

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

Computer Replacement _____ \$4,500

Administration

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

Three-quarter ton truck _____ \$16,500

Public Works

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

The Public Works Department maintains three three-quarter-ton pickup trucks. The truck purchased with these funds will replace the one of those trucks. The truck that is taken out of service will be sold at auction.

This purchase will be funded as follows:

General Fund \$16,500 (VDOT reimbursement funds)

Water Fund \$16,500

Sewer Fund \$16,500

Collection System Upgrades _____ \$140,000

Public Works

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's sewer collection system reserve.

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