

Town of Berryville

APPROVED

6-13-17

TOWN COUNCIL

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

TOWN STAFF

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



FY 2018 OPERATING BUDGET

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Capital Improvement Program

FY 2018-2022

6/13/2017

FY 17-18 BUDGET REVENUES

Account Number	Account Description	CURRENT AMENDED 2016-2017	APPROVED 2017-2018
GENERAL FUND			
FUND BALANCE			
100-3000000-0000	FUND BALANCE FORWARD	\$ -	\$ 75,000.00
	TOTAL FUND BALANCE	\$ -	\$ 75,000.00
REVENUE FROM LOCAL SOURCES			
100-3110101-0000	CURRENT REAL ESTATE TAXES	\$ 885,000.00	\$ 900,000.00
100-3110102-0000	DEL REAL ESTATE TAXES	\$ 2,500.00	\$ 5,000.00
100-3110201-0000	UTILITY REAL ESTATE TAXES	\$ 11,200.00	\$ 11,375.00
100-3110301-0000	CURRENT PERS PROP TAXES	\$ 230,000.00	\$ 238,000.00
100-3110302-0000	DEL PERS PROP TAXES	\$ 3,000.00	\$ 3,000.00
100-3110401-0000	MACHINERY & TOOLS	\$ 207,000.00	\$ 155,000.00
100-3110601-0000	TAX PENALTIES	\$ 3,000.00	\$ 6,000.00
100-3110602-0000	TAX INTEREST	\$ 5,000.00	\$ 6,000.00
	TOTAL REV FROM LOCAL SOURCES	\$ 1,346,700.00	\$ 1,324,375.00
OTHER LOCAL TAXES			
100-3120101-0000	LOCAL SALES TAX	\$ 190,000.00	\$ 185,000.00
100-3120201-0000	CONSUMER UTILITY TAX	\$ 90,000.00	\$ 95,000.00
100-3120300-0000	BUSINESS LICENSE	\$ 185,000.00	\$ 200,000.00
100-3120402-0000	REC FRANCHISE FEES	\$ 35,000.00	\$ 32,000.00
100-3120501-0000	AUTO LICENSE	\$ 90,000.00	\$ 90,000.00
100-3120601-0000	BANK FRANCHISE TAXES	\$ 145,000.00	\$ 125,000.00
100-3120801-0000	CIGARETTE TAX (10¢)	\$ 42,500.00	\$ 50,000.00
100-3121001-0000	LODGING TAX (2%)	\$ 9,000.00	\$ 7,500.00
100-3121101-0000	MEALS TAX (4%)	\$ 190,000.00	\$ 240,000.00
	TOTAL OTHER LOCAL TAXES	\$ 976,500.00	\$ 1,024,500.00
PERMITS, FEES & LICENSES			
100-3130304-0000	LAND USE APPLICATION FEES	\$ 500.00	\$ 500.00
100-3130307-0000	ZONING & SUBDIVISION FEES	\$ 10,000.00	\$ 10,000.00
	TOTAL PERMITS, FEES & LICENSES	\$ 10,500.00	\$ 10,500.00
FINES & FORFEITURES			
100-3140101-0000	COURT FINES	\$ 25,000.00	\$ 20,000.00
100-3140102-0000	PARKING METER FINES	\$ 3,300.00	\$ 4,000.00
	TOTAL FINES & FORFEITURES	\$ 28,300.00	\$ 24,000.00
REVENUE FROM MONEY OR PROP			
100-3150101-0000	INTEREST ON DEPOSITS	\$ 6,000.00	\$ 20,000.00
100-3150201-0000	RENTAL OF PROPERTY	\$ 12,000.00	\$ 12,000.00
100-3150205-0000	WATER TANK SITE LEASE	\$ 66,250.00	\$ 68,750.00
100-3150206-0000	CHARGE CARD REBATE		\$ 10,000.00
	TOTAL FROM MONEY OR PROP	\$ 84,250.00	\$ 110,750.00

Account Number	Account Description		CURRENT AMENDED 2016-2017		APPROVED 2017-2018
CHARGES FOR SERVICES					
100-3160703-0000	PARKING METERS	\$	11,000.00	\$	12,000.00
100-3161502-0000	SALE OF PUBLICATIONS	\$	-	\$	-
	TOTAL CHARGES FOR SERVICES	\$	11,000.00	\$	12,000.00
MISCELLANEOUS REVENUES					
100-3189905-0000	SALE OF SURPLUS	\$	1,000.00	\$	5,000.00
	TOTAL MISC REVENUES	\$	1,000.00	\$	5,000.00
RECOVERED COSTS					
100-3190203-0000	REIMBURSABLE FEES	\$	5,000.00	\$	5,000.00
	TOTAL RECOVERED COSTS	\$	5,000.00	\$	5,000.00
TOTAL LOCAL REVENUES		\$	2,463,250.00	\$	2,591,125.00

REVENUE FROM THE COMMONWEALTH

NON-CATEGORICAL AID					
100-3220107-0000	ROLLING STOCK TAX	\$	2,000.00	\$	2,000.00
100-3220109-0000	PPTRA	\$	209,917.00	\$	209,917.00
100-3220201-0000	COMMUNICATION TAX	\$	90,000.00	\$	90,000.00
	TOTAL NON-CATEGORICAL AID	\$	301,917.00	\$	301,917.00
CATEGORICAL AID					
100-3240103-0000	599 LAW ENFORCEMENT GRANT	\$	74,052.00	\$	76,436.00
100-3240103-0000	LE BLOCK GRANT	\$	10,000.00	\$	2,500.00
100-3240201-0000	FIRE FUND PROGRAM	\$	14,000.00	\$	14,000.00
100-3240300-0000	VDOT LANE MILE ALLOWANCE	\$	474,787.00	\$	513,000.00
100-3240301-0000	VDOT ROAD MAINTENANCE	\$	10,000.00	\$	10,000.00
100-3240302-0000	LITTER CONTROL GRANT	\$	2,000.00	\$	2,000.00
100-3240311-0000	ST EMERGENCY R&R	\$	-	\$	-
100-3240312-0000	VA COMMISSION FOR THE ARTS	\$	5,000.00	\$	5,000.00
100-3240710-0000	DMV ANIMAL FRIENDLY PLATES	\$	30.00	\$	30.00
	TOTAL CATEGORICAL AID	\$	589,869.00	\$	622,966.00
TOTAL FROM THE COMMONWEALTH		\$	891,786.00	\$	924,883.00

REVENUE FROM THE FEDERAL GOVERNMENT

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

Account Number	Account Description	CURRENT AMENDED 2016-2017	APPROVED 2017-2018
	TOTAL CATEGORICAL AID	\$ -	\$ -
TOTAL FROM FEDERAL GOVERNMENT		\$ -	\$ -
REVENUE FROM OTHER SOURCES			
NON-REVENUE RECEIPTS			
100-3410201-0000	MISCELLANEOUS REVENUES	\$ 1,000.00	\$ 1,000.00
	TOTAL FROM OTHER SOURCES	\$ 1,000.00	\$ 1,000.00
TOTAL FROM OTHER SOURCES		\$ 1,000.00	\$ 1,000.00
TOTAL GENERAL FUND REVENUES		\$ 3,356,036.00	\$ 3,517,008.00
WATER FUND			
FUND BALANCE			
501-3000000-0000	FUND BALANCE	\$ 70,000.00	\$ 460,000.00
	TOTAL FUND BALANCE	\$ 70,000.00	\$ 460,000.00
REVENUE FROM MONEY OR PROP			
501-3150102-0000	INTEREST ON INVESTMENTS	\$ 3,000.00	\$ 4,000.00
	TOTAL FROM USE OF MONEY OR PROP	\$ 3,000.00	\$ 4,000.00
CHARGES FOR SERVICES			
501-3160110-0000	TREATMENT FEES	\$ 825,000.00	\$ 860,000.00
501-3160111-0000	DELINQUENT ACCT PENALTIES	\$ 30,000.00	\$ 30,000.00
501-3160112-0000	SECURITY DEPOSITS	\$ 100.00	\$ -
501-3160113-0000	AVAILABILITY CHARGES	\$ 78,050.00	\$ 72,190.00
501-3160114-0000	CONNECTION CHARGES	\$ -	\$ -
501-3160115-0000	METER FEES	\$ 4,550.00	\$ 1,625.00
	TOTAL CHARGES FOR SERVICES	\$ 937,700.00	\$ 963,815.00
TOTAL WATER FUND		\$ 1,010,700.00	\$ 1,427,815.00
SEWER FUND			
FUND BALANCE			
502-3000000-0000	FUND BALANCE	\$ 90,000.00	\$ 10,000.00

Account Number	Account Description	CURRENT AMENDED 2016-2017	APPROVED 2017-2018
	TOTAL FUND BALANCE	\$ 90,000.00	\$ 10,000.00
	REVENUE FROM MONEY OR PROP		
502-3150101-0000	INTEREST INCOME	\$ 5,000.00	\$ 8,000.00
	TOTAL REVENUE FROM MONEY OR PROP	\$ 5,000.00	\$ 8,000.00
	CHARGES FOR SERVICES		
502-3160110-0000	TREATMENT FEES	\$ 1,620,000.00	\$ 1,690,000.00
502-3160112-0000	SECURITY DEPOSITS	\$ 100.00	\$ -
502-3160113-0000	AVAILABILITY CHARGES	\$ 318,500.00	\$ 312,820.00
	TOTAL CHARGES FOR SERVICES	\$ 1,938,600.00	\$ 2,002,820.00
	REVENUE FROM OTHER SOURCES		
	NON-REVENUE RECEIPTS		
502-3410401-0000	VRA LOAN	\$ -	\$ -
502-3410402-0000	WQIF Grant	\$ -	\$ -
502-3410404-0000	NUTRIENT CREDIT REBATE	\$ -	\$ 3,000.00
	TOTAL NON-REVENUE RECEIPTS	\$ -	\$ 3,000.00
	TOTAL FROM OTHER SOURCES	\$ -	\$ 3,000.00
	TOTAL SEWER FUND	\$ 2,033,600.00	\$ 2,023,820.00
	230000		
	TOTAL REVENUES ALL FUNDS	\$ 6,400,336.00	\$ 6,968,643.00

FY 17-18 BUDGET EXPENSES			
Account Number	Account Description	APPROVED 2016-2017	REQUESTED 2017-2018
	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
100-4011100-5540	TRAINING	\$ 1,000.00	\$ 1,000.00
100-4011100-5699	LOCAL CONTRIBUTIONS	\$ -	\$ -
100-4011100-5800	MISCELLANEOUS	\$ 1,000.00	\$ 1,000.00
100-4011100-5810	Dues	\$ 3,000.00	\$ 3,000.00
100-4011100-6017	TOWN CODE SUPPLEMENTS	\$ 2,000.00	\$ 2,000.00
100-4011100-6018	STATE CODE SUPPLEMENTS	\$ -	\$ -
	TOTAL TOWN COUNCIL	\$ 25,900.00	\$ 27,350.00

Account Number	Account Description		CURRENT AMENDED 2016-2017		APPROVED 2017-2018
TOWN CLERK					
100-4011200-1114	SALARIES/WAGES/TNCLK	\$	40,300.00	\$	47,000.00
100-4011200-2100	MATCHING FICA EXPENSE (7.65 %)	\$	3,080.00	\$	3,600.00
100-4011200-5510	MILEAGE			\$	150.00
100-4011200-5540	EDUCATION/TRAINING	\$	1,000.00	\$	1,000.00
100-4011200-5810	DUES	\$	200.00	\$	200.00
	TOTAL TOWN CLERK	\$	44,580.00	\$	51,950.00
TOWN MANAGER					
100-4012110-1112	COMPENSATION	\$	129,000.00	\$	130,100.00
100-4012110-2100	MATCHING FICA EXPENSE (7.65 %)	\$	9,850.00	\$	9,950.00
100-4012110-3399	BLIGHT ABATEMENT			\$	20,000.00
100-4012110-5230	TELECOMMUNICATIONS	\$	600.00	\$	600.00
100-4012110-5510	MILEAGE	\$	150.00	\$	150.00
100-4012110-5540	TRAINING	\$	1,000.00	\$	8,200.00
100-4012110-5810	DUES	\$	300.00	\$	300.00
	TOTAL TOWN MANAGER	\$	140,900.00	\$	169,300.00
LEGAL SERVICES					
100-4012210-3150	PROFESSIONAL SERVICES	\$	20,000.00	\$	35,000.00
	TOTAL LEGAL SERVICES	\$	20,000.00	\$	35,000.00
PERSONNEL					
100-4012220-2100	SOCIAL SECURITY	\$	-	\$	-
100-4012220-2210	VRS	\$	116,350.00	\$	110,380.00
100-4012220-2220	VMLIP - STD	\$	570.00	\$	600.00
100-4012220-2230	VMLIP - LTD	\$	5,145.00	\$	5,400.00
100-4012220-2250	Line of Duty Act	\$	3,750.00	\$	4,500.00
100-4012220-2300	HEALTH INSURANCE	\$	154,650.00	\$	165,000.00
100-4012220-2400	LIFE INSURANCE	\$	11,320.00	\$	13,085.00
100-4012220-2600	UNEMPLOYMENT INSURANCE	\$	270.00	\$	225.00
100-4012220-2700	WORKER'S COMPENSATION	\$	21,750.00	\$	16,000.00
100-4012220-3110	RANDOM DRUG SCREENING	\$	750.00	\$	750.00
	TOTAL PERSONNEL	\$	314,555.00	\$	315,940.00
INDEPENDENT AUDITOR					
100-4012240-3120	CONTRACTUAL SERVICES	\$	16,000.00	\$	15,150.00
	TOTAL INDEPENDENT AUDITOR	\$	16,000.00	\$	15,150.00
TOWN TREASURER					
100-4012410-1113	COMPENSATION	\$	92,800.00	\$	91,900.00
100-4012410-2100	MATCHING FICA EXPENSE (7.65 %)	\$	7,000.00	\$	7,030.00
100-4012410-3130	PROFESSIONAL SER/TAX CONV	\$	2,000.00	\$	1,500.00
100-4012410-3150	PROFESSIONAL SER/VEC	\$	100.00	\$	100.00
100-4012410-5306	SURETY BONDS	\$	300.00	\$	275.00
100-4012410-5540	TRAINING	\$	1,500.00	\$	1,500.00

Account Number	Account Description		CURRENT AMENDED 2016-2017		APPROVED 2017-2018
100-4012410-5810	DUES	\$	300.00	\$	300.00
100-4012410-6015	AUTO DECALS	\$	250.00	\$	350.00
100-4012410-6020	CIGARETTE TAX STAMPS			\$	6,000.00
	TOTAL TOWN TREASURER	\$	104,250.00	\$	108,955.00
	FINANCE/ACCOUNTING				
100-4012430-1113	COMPENSATION	\$	64,400.00	\$	101,200.00
100-4012430-2100	MATCHING FICA EXPENSE (7.65 %)	\$	4,900.00	\$	7,750.00
100-4012430-5540	TRAINING	\$	500.00	\$	1,000.00
	TOTAL FINANCE/ACCOUNTING	\$	69,800.00	\$	109,950.00
	CENTRAL ADM/PURCHASING				
100-4012530-3320	MAINTENANCE CONTRACTS	\$	25,000.00	\$	25,000.00
100-4012530-3400	WEB SITE	\$	5,000.00	\$	2,500.00
100-4012530-3501	NEWSLETTER	\$	250.00	\$	250.00
100-4012530-3600	ADVERTISING	\$	7,000.00	\$	10,000.00
100-4012530-5210	POSTAGE	\$	8,000.00	\$	8,000.00
100-4012530-5230	TELECOMMUNICATIONS	\$	400.00	\$	1,200.00
100-4012530-5415	COPIER LEASE	\$	3,000.00	\$	5,000.00
100-4012530-5540	TRAINING	\$	1,500.00	\$	1,500.00
100-4012530-5810	DUES	\$	500.00	\$	500.00
100-4012530-6001	OFFICE SUPPLIES	\$	11,000.00	\$	11,000.00
	TOTAL CENTRAL ADM/PURCHASING	\$	61,650.00	\$	64,950.00
	RISK MANAGEMENT				
100-4012550-5304	BLANKET EXCESS LIABILITY	\$	11,000.00	\$	9,000.00
100-4012550-5305	AUTOMOBILE INSURANCE	\$	9,000.00	\$	9,000.00
100-4012550-5307	VARISK-2	\$	-	\$	-
100-4012550-5308	SEMI-MULTI PERIL INS	\$	29,150.00	\$	28,500.00
100-4012550-5800	INSURANCE DEDUCTABLES	\$	3,000.00	\$	3,000.00
	TOTAL RISK MANAGEMENT	\$	52,150.00	\$	49,500.00
	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	\$	500.00	\$	650.00
100-4013100-6001	OFFICE SUPPLIES	\$	1,000.00	\$	2,100.00
	TOTAL ELECTIONS	\$	1,500.00	\$	2,750.00
	PUBLIC DEFENDER FEES				
100-4021500-3150	PUBLIC DEFENDER FEES	\$	2,000.00	\$	2,000.00
	TOTAL PUBLIC DEFENDER FEES	\$	2,000.00	\$	2,000.00

Account Number	Account Description	CURRENT AMENDED 2016-2017	APPROVED 2017-2018
POLICE DEPARTMENT			
100-4031100-1139	COMPENSATION	\$ 534,600.00	\$ 518,500.00
100-4031100-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 40,900.00	\$ 40,000.00
100-4031100-3110	MEDICAL EXAMINATIONS	\$ 500.00	\$ 500.00
100-4031100-3115	PRE EMPLOYMENT DRUG SCREEN	\$ 1,000.00	\$ 1,000.00
100-4031100-3190	INTERPRETER	\$ 400.00	\$ 400.00
100-4031100-3310	REPAIR & MAINTENANCE	\$ 14,000.00	\$ 14,000.00
100-4031100-3320	MAINTENANCE CONTRACTS	\$ 9,850.00	\$ 9,850.00
100-4031100-4082	WILDLIFE MANAGEMENT	\$ 1,000.00	\$ 1,000.00
100-4031100-5210	POSTAGE	\$ 250.00	\$ 250.00
100-4031100-5230	TELECOMMUNICATIONS	\$ 4,044.00	\$ 4,125.00
100-4031100-5415	COPIER LEASE	\$ 3,000.00	\$ 3,525.00
100-4031100-5540	TRAINING	\$ 9,500.00	\$ 9,500.00
100-4031100-5810	DUES	\$ 700.00	\$ 700.00
100-4031100-5815	COMMUNITY RELATIONS	\$ 1,200.00	\$ 1,200.00
100-4031100-6001	OFFICE SUPPLIES	\$ 2,350.00	\$ 2,350.00
100-4031100-6008	GASOLINE & OIL	\$ 14,000.00	\$ 14,000.00
100-4031100-6010	POLICE SUPPLIES	\$ 13,500.00	\$ 13,500.00
100-4031100-6011	UNIFORMS	\$ 4,000.00	\$ 4,000.00
	TOTAL POLICE DEPARTMENT	\$ 654,794.00	\$ 638,400.00
TRAFFIC CONTROL			
100-4031300-5699	COUNTY CONT/CROSSING GD	\$ 2,500.00	\$ 2,500.00
	TOTAL TRAFFIC CONTROL	\$ 2,500.00	\$ 2,500.00
EMERGENCY SERVICES			
100-4031400-5699	CONTRIBUTION/CC CENT ALRM	\$ 2,000.00	\$ 2,000.00
	TOTAL EMERGENCY SERVICES	\$ 2,000.00	\$ 2,000.00
VOLUNTEER FIRE DEPARTMENT			
100-4032200-5699	CONTRIBUTION/JHEVFD	\$ 25,000.00	\$ 30,000.00
100-4032200-5707	FIRE FUND PROGRAM	\$ 14,000.00	\$ 14,000.00
100-4032200-88411	CAPITAL PROJECT RESERVE		\$ 10,000.00
	TOTAL VOLUNTEER FIRE DEPT	\$ 39,000.00	\$ 54,000.00
RESCUE SERVICES			
100-4032300-5699	PROFESSIONAL SER "EMT"	\$ 50,000.00	\$ 33,000.00
	TOTAL RESCUE SERVICES	\$ 50,000.00	\$ 33,000.00
CORRECTION & DETENTION			
100-4033200-5550	CONFINEMENT OF PRISONERS	\$ 250.00	\$ 250.00
	TOTAL CORRECTION & DETENTION	\$ 250.00	\$ 250.00
PUBLIC WORKS ADMINISTRATION			

Account Number	Account Description		CURRENT AMENDED 2016-2017		APPROVED 2017-2018
100-4041100-1140	COMPENSATION	\$	44,450.00	\$	42,800.00
100-4041100-2100	MATCHING FICA EXPENSE (7.65 %)	\$	3,400.00	\$	3,275.00
100-4041100-3110	MEDICAL EXAMS	\$	525.00	\$	800.00
100-4041100-3310	VEHICLE REP & MAINTENANCE	\$	7,000.00	\$	7,000.00
100-4041100-5120	FUEL OIL/HEAT	\$	3,325.00	\$	1,500.00
100-4041100-5230	TELECOMMUNICATIONS	\$	3,800.00	\$	4,400.00
100-4041100-5415	COPIER LEASE	\$	2,250.00	\$	2,500.00
100-4041100-5540	TRAINING	\$	500.00	\$	500.00
100-4041100-6001	OFFICE SUPPLIES	\$	500.00	\$	500.00
	TOTAL PUBLI WKS ADMINISTRATION	\$	65,750.00	\$	63,275.00
	HWYS, STS BRIDGES & SDWLKS				
100-4041200-1183	COMPENSATION	\$	127,500.00	\$	128,000.00
100-4041200-2100	MATCHING FICA EXPENSE (7.65 %)	\$	9,750.00	\$	9,750.00
100-4041200-3310	EQUIPMENT MAINTENANCE	\$	10,000.00	\$	14,000.00
100-4041200-3315	SIDEWALK MAINTENANCE	\$	6,000.00	\$	50,000.00
100-4041200-3316	STREET SIGN MAINTENANCE	\$	500.00	\$	250.00
100-4041200-5425	NORFOLK/SOUTHERN R-O-W'S	\$	950.00	\$	1,025.00
100-4041200-6007	MATERIALS & SUPPLIES	\$	4,000.00	\$	4,000.00
100-4041200-6008	GASOLINE & OIL	\$	37,400.00	\$	25,000.00
100-4041200-6011	UNIFORMS	\$	3,000.00	\$	4,000.00
	TOTAL HWYS, STS BRIDGES & SWLKS	\$	199,100.00	\$	236,025.00
	VDOT STREET MAINTENANCE				
100-4041250-3300	VDOT STREET MAINTENANCE	\$	287,037.00	\$	428,500.00
100-4041250-8801	EQUIPMENT PURCHASE (VDOT)	\$	125,500.00	\$	84,500.00
100-4041250-8803	PUBLIC WORKS IMPROVEMENTS	\$	62,250.00		
	TOTAL VDOT STREET MAINTENANCE	\$	474,787.00	\$	513,000.00
	STREET LIGHTS				
100-4041320-5110	ELECTRICITY	\$	79,000.00	\$	75,000.00
	TOTAL STREET LIGHTS	\$	79,000.00	\$	75,000.00
	SNOW REMOVAL				
100-4041330-3220	CONTRACTUAL SERVICES			\$	16,000.00
100-4041330-6007	MATERIALS & SUPPLIES	\$	2,000.00	\$	2,000.00
	TOTAL SNOW REMOVAL	\$	2,000.00	\$	18,000.00
	PARKING METERS & LOTS				
100-4041340-6007	MATERIALS & SUPPLIES	\$	1,500.00	\$	1,500.00
	TOTAL PARKING METERS & LOTS	\$	1,500.00	\$	1,500.00
	STREET & ROAD CLEANING				
100-4042200-6007	MATERIALS & SUPPLIES	\$	4,000.00	\$	1,000.00

Account Number	Account Description	CURRENT AMENDED 2016-2017	APPROVED 2017-2018
	TOTAL STREET & ROAD CLEANING	\$ 4,000.00	\$ 1,000.00
	REFUSE COLLECTION		
100-4042300-3220	CONTRACTUAL SERVICES	\$ 182,300.00	\$ 187,700.00
100-4042300-6225	RECYCLING SERVICES	\$ 54,600.00	\$ 56,200.00
	TOTAL REFUSE COLLECTION	\$ 236,900.00	\$ 243,900.00
	REFUSE DISPOSAL		
100-4042400-3800	FCO LANDFILL CHARGES	\$ 20,000.00	\$ 30,000.00
	TOTAL REFUSE DISPOSAL	\$ 20,000.00	\$ 30,000.00
	GENERAL PROPERTIES		
100-4043200-3310	REPAIR & MAINTENANCE	\$ 9,000.00	\$ 40,000.00
100-4043200-3325	HERMITAGE SWPOND MAINT	\$ 4,100.00	\$ 4,100.00
100-4043200-6007	MATERIALS & SUPPLIES	\$ 1,000.00	\$ 500.00
100-4043200-6017	CHRISTMAS WREATHS	\$ 1,200.00	\$ 300.00
	TOTAL GENERAL PROPERTIES	\$ 15,300.00	\$ 44,900.00
	BUILDING SERVICES		
100-4064200-3150	PROFESSIONAL SERVICES	\$ 3,000.00	\$ 4,000.00
100-4064200-3200	CONTRACTUAL SERVICES	\$ 16,650.00	\$ 16,650.00
100-4064200-5110	ELECTRICITY	\$ 18,000.00	\$ 20,200.00
100-4064200-5120	NATURAL GAS/HEAT	\$ 3,200.00	\$ 3,000.00
100-4064200-5130	WATER/SEWER	\$ 650.00	\$ 650.00
100-4064200-5230	TELECOMMUNICATIONS	\$ 4,000.00	\$ 4,250.00
100-4064200-5304	LIABILITY INSURANCE	\$ 2,000.00	\$ 2,050.00
100-4064200-7113	IN KIND COSTS	\$ 10,000.00	\$ 10,000.00
100-4064200-7115	SHARED MAINTENANCE	\$ 15,000.00	\$ 20,600.00
100-4064200-8411	CAPITAL ASSET RESERVES	\$ 6,150.00	\$ 7,500.00
	TOTAL BUILDING SERVICES	\$ 78,650.00	\$ 88,900.00
	PARKS & RECREATION		
100-4071310-3160	CONTRACTUAL SER/JN BLUE	\$ 1,000.00	\$ 1,000.00
100-4071310-5699	CONTRIBUTION/CCP&R	\$ 5,000.00	\$ 5,000.00
100-4071310-6017	CHRISTMAS LIGHTS	\$ 400.00	\$ 1,450.00
100-4071310-6018	ROSE HILL PARK MAINTENANCE	\$ 5,000.00	\$ 5,000.00
	TOTAL PARKS & RECREATION	\$ 11,400.00	\$ 12,450.00
	PLANNING		
100-4081100-1155	COMPENSATION	\$ 79,500.00	\$ 80,100.00
100-4081100-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 6,000.00	\$ 6,125.00
100-4081100-3190	PROFESSIONAL SERVICES	\$ 5,000.00	\$ 5,000.00
100-4081100-3500	PRINTING	\$ 100.00	\$ 100.00
100-4081100-5510	MILEAGE	\$ 750.00	\$ 750.00
100-4081100-5540	TRAINING	\$ 500.00	\$ 500.00
100-4081100-5810	DUES	\$ 500.00	\$ 500.00

Account Number	Account Description		CURRENT AMENDED 2016-2017		APPROVED 2017-2018
100-4081100-6001	OFFICE EQUIPMENT	\$	100.00	\$	100.00
100-4081100-6012	PUBLICATIONS			\$	-
	TOTAL PLANNING	\$	92,450.00	\$	93,175.00
	BOARD OF ZONING APPEALS				
100-4081400-1110	EXPENSE COMPENSATION	\$	750.00	\$	500.00
100-4081400-5540	TRAINING	\$	750.00	\$	500.00
	TOTAL BOARD OF ZONING APPEALS	\$	1,500.00	\$	1,000.00
	ECONOMIC DEVELOPMENT				
100-4081500-5410	TOD SIGNS	\$	3,000.00	\$	5,000.00
100-4081500-5411	WAYFINDING SIGNS			\$	-
100-4081500-5695	TOWN/COUNTY ECONOMIC DEV			\$	5,000.00
100-4081500-5696	ECONOMIC DEVELOPMENT RESERVE	\$	9,000.00	\$	2,500.00
100-4081500-5697	IDA GRANT MATCH	\$	-	\$	-
100-4081500-5698	GRANT AND MATCHING FUNDS	\$	10,000.00	\$	10,000.00
100-4081500-5699	DBI/ECO DEV PROF SERVICES	\$	18,000.00	\$	20,000.00
	TOTAL ECONOMIC DEVELOPMENT	\$	40,000.00	\$	42,500.00
	PLANNING COMMISSION				
100-4081600-1111	EXPENSE COMPENSATION	\$	5,000.00	\$	5,220.00
100-4081600-5540	TRAINING	\$	1,000.00	\$	1,000.00
100-4081600-5810	DUES	\$	250.00	\$	250.00
	TOTAL PLANNING COMMISSION	\$	6,250.00	\$	6,470.00
	B'VILLE AREA DEV AUTHORITY				
100-4081700-1111	EXPENSE COMPENSATION	\$	2,500.00	\$	2,340.00
100-4081700-1111	MATCHING FICA EXPENSE (7.65 %)			\$	180.00
100-4081700-5540	TRAINING	\$	250.00	\$	250.00
100-4081700-5810	DUES	\$	125.00	\$	125.00
	TOTAL B'VILLE AREA DEV AUTHORITY	\$	2,875.00	\$	2,895.00
	ARCHITECTURAL REVIEW BOARD				
100-4081800-5540	TRAINING	\$	500.00	\$	500.00
	TOTAL ARCHITECTURAL REVIEW BD	\$	500.00	\$	500.00
	CAPITAL OUTLAY				
100-4094200-8200	PW SITE EXPANSION-RESERVE				
100-4094200-8201	CHRISTMAS DECORATIONS				
100-4094200-8225	COMPUTER REPLACEMENT	\$	4,000.00	\$	5,000.00
100-4094200-8231	POLICE CRUISER	\$	43,530.00	\$	50,200.00
100-4094200-8338	ONE TON DUMP				
100-4094200-8339	SALT BOX/SNOW PLOW				
100-4094200-8340	MOWER				
100-4094200-8345	PW TON DUMP BED (1/2 VDOT)	\$	4,500.00		

Account Number	Account Description	CURRENT AMENDED 2016-2017	APPROVED 2017-2018
100-4094200-8367	SEWER JET RODDER		
100-4094200-8411	CAPITAL RESERVE		
100-4094200-8500	PPTRA RESERVE	\$ 10,000.00	
100-4094200-8601	PD SOFTWARE UPGRADE		
100-4094200-8603	PD SERVER REPLACEMENT		
100-4094200-8702	WAYFINDING SIGNS	\$ 10,000.00	
100-4094200-8803	PUBLIC WORKS IMPROVEMENTS (3/4 VDO)	\$ 24,750.00	
100-4094200-8901	LIVERY STABLE EVALUATION		\$ 15,000.00
100-4094200-8902	PAVE BARNETTE STREET		\$ 7,000.00
100-4094200-8903	E-CITATION		\$ 25,000.00
	TOTAL CAPITAL OUTLAY	\$ 96,780.00	\$ 102,200.00
	CONTINGENCY		
100-4094300-5800	CONTINGENCY (3.78%)	\$ 186,838.00	\$ 119,761.70
	TOTAL CONTINGENCY	\$ 186,838.00	\$ 119,761.70
	DEBT SERVICE		
100-4095000-9110	RDA PRINCIPAL	\$ 35,000.00	\$ 35,910.00
100-4095000-9120	RDA INTEREST	\$ 86,480.00	\$ 85,566.00
100-4095000-9130	RDA DEBT SER RESERVE	\$ 12,147.00	\$ 11,135.30
	TOTAL DEBT SERVICE	\$ 133,627.00	\$ 132,611.30
	TOTAL GENERAL FUND OPERATIONAL	\$ 2,938,791.00	\$ 3,162,435.00
	TOTAL GENERAL FUND CONTINGENCY	\$ 186,838.00	\$ 119,761.70
	TOTAL GENERAL FUND CAP OUTLAY	\$ 96,780.00	\$ 102,200.00
	TOTAL GENERAL FUND DEBT SERVICE	\$ 133,627.00	\$ 132,611.30
	TOTAL GENERAL FUND EXPENSES	\$ 3,356,036.00	\$ 3,517,008.00

WATER FUND

PERSONNEL

501-4012220-1140	COMPENSATION	\$ 40,100.00	\$ 39,500.00
501-4012220-2100	MATCHING FICA EXPENSE (7.65 %)	\$ 3,100.00	\$ 3,025.00
501-4012220-2210	VRS	\$ 28,950.00	\$ 26,450.00
501-4012220-2220	VMLIP - STD	\$ 145.00	\$ 145.00
501-4012220-2230	VMLIP - LTD	\$ 1,280.00	\$ 1,290.00
501-4012220-2300	HEALTH INSURANCE	\$ 38,500.00	\$ 39,500.00
501-4012220-2400	LIFE INSURANCE	\$ 2,820.00	\$ 3,135.00
501-4012220-2600	UNEMPLOYMENT INSURANCE	\$ 70.00	\$ 55.00
501-4012220-2700	WORKER'S COMPENSATION	\$ 5,250.00	\$ 4,000.00
501-4012220-3145	PROFESSIONAL SERVICES	\$ -	\$ -
501-4012220-3170	MISS UTILITY	\$ 1,000.00	\$ 2,000.00
501-4012220-3320	HANDHELD MAINT	\$ 2,000.00	\$ 2,500.00

Account Number	Account Description		CURRENT AMENDED 2016-2017		APPROVED 2017-2018
501-4012220-5210	POSTAGE	\$	2,500.00	\$	2,500.00
501-4012220-5540	TRAINING	\$	1,000.00	\$	1,000.00
501-4012220-6001	OFFICE SUPPLIES	\$	1,000.00	\$	1,200.00
	TOTAL PERSONNEL	\$	127,715.00	\$	126,300.00
	TREATMENT				
501-4012222-1147	COMPENSATION	\$	141,200.00	\$	139,250.00
501-4012222-2100	MATCHING FICA EXPENSE (7.65 %)	\$	10,800.00	\$	10,650.00
501-4012222-2830	CERTIFICATION FEES	\$	900.00	\$	500.00
501-4012222-2840	STATE CONNECTION FEES	\$	5,100.00	\$	5,200.00
501-4012222-2850	LAB TESTING	\$	22,000.00	\$	22,000.00
501-4012222-3110	MEDICAL EXAMS	\$	200.00	\$	200.00
501-4012222-3145	PROFESSIONAL SERVICES	\$	15,000.00	\$	10,000.00
501-4012222-3146	UTILITY RATE STUDY			\$	10,000.00
501-4012222-3210	SLUDGE REMOVAL	\$	22,000.00	\$	20,000.00
501-4012222-3220	CLEAN RIVER INTAKE	\$	2,000.00	\$	1,500.00
501-4012222-3310	REPAIR & MAINTENANCE	\$	44,000.00	\$	46,000.00
501-4012222-3510	CONSUMER CONFIDENCE RPT	\$	500.00	\$	500.00
501-4012222-5110	ELECTRICITY	\$	59,000.00	\$	59,000.00
501-4012222-5120	PROPANE HEAT WTP	\$	2,700.00	\$	2,700.00
501-4012222-5230	TELECOMMUNICATIONS	\$	2,500.00	\$	2,500.00
501-4012222-5415	COPIER LEASE	\$	600.00	\$	750.00
501-4012222-5540	TRAINING	\$	2,500.00	\$	2,500.00
501-4012222-5690	DISCHARGE PERMIT RENEWAL	\$	2,700.00	\$	2,700.00
501-4012222-5810	DUES	\$	1,000.00	\$	1,000.00
501-4012222-6001	OFFICE SUPPLIES	\$	1,000.00	\$	500.00
501-4012222-6004	LAB SUPPLIES	\$	3,600.00	\$	3,800.00
501-4012222-6005	JANITORIAL SUPPLIES	\$	700.00	\$	800.00
501-4012222-6008	GASOLINE & OIL	\$	6,200.00	\$	6,200.00
501-4012222-6011	UNIFORMS	\$	500.00	\$	500.00
501-4012222-6014	TOOLS	\$	250.00	\$	250.00
501-4012222-6019	SAFETY EQUIPMENT	\$	2,000.00	\$	2,000.00
501-4012222-6020	PERSONAL EQUIPMENT	\$	600.00	\$	600.00
501-4012222-6025	CHEMICALS	\$	40,000.00	\$	42,000.00
	TOTAL TREATMENT	\$	389,550.00	\$	393,600.00
	DISTRIBUTION & MAINTENANCE				
501-4012224-1183	COMPENSATION	\$	95,600.00	\$	94,250.00
501-4012224-2100	MATCHING FICA EXPENSE (7.65 %)	\$	7,300.00	\$	7,185.00
501-4012224-3330	LINE REPAIR & MAINTENANCE	\$	42,750.00	\$	50,000.00
501-4012224-6007	MATERIALS & SUPPLIES	\$	11,875.00	\$	30,000.00
501-4012224-6019	SAFETY EQUIPMENT	\$	710.00	\$	710.00
501-4012224-6030	NEW SERVICE SUPPLIES	\$	3,800.00	\$	4,000.00
	TOTAL DISTRIBUTION & MAINT	\$	162,035.00	\$	186,145.00
	CAPITAL OUTLAY				
501-4094200-8102	TANK REPAIR & MAINT	\$	75,000.00	\$	450,000.00
501-4094200-8210	DEPRECIATION EXPENSE				

Account Number	Account Description		CURRENT AMENDED 2016-2017		APPROVED 2017-2018
501-4094200-8211	CAPITAL RESERVES	\$	34,800.00	\$	85,795.00
501-4094200-8361	WATER LINE UPGRADES	\$	145,000.00	\$	85,000.00
501-4094200-8368	LEAK DETECTOR				
501-4094200-8550	EQUIPMENT REPAIR RESERVE	\$	25,000.00	\$	25,000.00
501-4094200-8605	WTP BUILDING MAINTENANCE			\$	10,000.00
501-4094200-8703	PICKUP (1/2)	\$	15,000.00		
501-4094200-8704	WATER FINISH PUMPS	\$	12,000.00		
501-4094200-8904	JD BACKHOE (25%)			\$	27,250.00
501-4094200-8905	INFLATABLE TRENCHBOX (50%)			\$	4,000.00
	TOTAL CAPITAL OUTLAY	\$	306,800.00	\$	687,045.00
	CONTINGENCY				
501-4094300-5800	CONTINGENCY (4.91%)	\$	24,600.00	\$	34,725.00
	TOTAL CONTINGENCY	\$	24,600.00	\$	34,725.00
	TOTAL WATER FUND OPERATIONAL	\$	679,300.00	\$	706,045.00
	TOTAL WATER FUND CONTINGENCY	\$	24,600.00	\$	34,725.00
	TOTAL WATER FUND CAP OUTLAY	\$	306,800.00	\$	687,045.00
TOTAL WATER FUND EXPENSES		\$	1,010,700.00	\$	1,427,815.00

SEWER FUND

PERSONNEL

502-4012220-1114	COMPENSATION	\$	37,000.00	\$	39,500.00
502-4012220-2100	MATCHING FICA EXPENSE (7.65 %)	\$	2,850.00	\$	3,025.00
502-4012220-2210	VRS	\$	38,350.00	\$	34,000.00
502-4012220-2220	VMLIP - STD	\$	190.00	\$	185.00
502-4012220-2230	VMLIP - LTD	\$	1,695.00	\$	1,660.00
502-4012220-2300	HEALTH INSURANCE	\$	50,975.00	\$	50,710.00
502-4012220-2400	LIFE INSURANCE	\$	3,730.00	\$	4,030.00
502-4012220-2600	UNEMPLOYMENT INSURANCE	\$	90.00	\$	70.00
502-4012220-2700	WORKER'S COMPENSATION	\$	7,000.00	\$	5,300.00
502-4012220-3145	PROFESSIONAL SERVICES	\$	-	\$	-
502-4012220-3320	HANDHELD MAINT	\$	2,000.00	\$	2,500.00
502-4012220-5210	POSTAGE	\$	7,000.00	\$	7,000.00
502-4012220-6001	OFFICE SUPPLIES	\$	1,500.00	\$	1,500.00
	TOTAL PERSONNEL	\$	152,380.00	\$	149,480.00

TREATMENT

502-4012222-1147	COMPENSATION	\$	233,900.00	\$	217,200.00
502-4012222-2100	MATCHING FICA EXPENSE (7.65 %)	\$	17,900.00	\$	16,620.00
502-4012222-2830	CERTIFICATION FEES	\$	500.00	\$	900.00
502-4012222-2850	LAB TESTING	\$	25,000.00	\$	25,000.00
502-4012222-3145	PROFESSIONAL SERVICES	\$	15,000.00	\$	15,000.00

Account Number	Account Description	CURRENT AMENDED 2016-2017	APPROVED 2017-2018
502-4012222-3146	UTILITY RATE STUDY	\$	10,000.00
502-4012222-3210	LANDFILL-SOLIDS DISPOSAL	\$ 30,000.00	\$ 43,000.00
502-4012222-3310	REPAIR & MAINTENANCE	\$ 90,000.00	\$ 90,000.00
502-4012222-5110	ELECTRICITY	\$ 150,000.00	\$ 130,000.00
502-4012222-5230	TELECOMMUNICATIONS	\$ 5,000.00	\$ 5,200.00
502-4012222-5415	COPIER LEASE	\$ 3,000.00	\$ 3,000.00
502-4012222-5540	TRAINING	\$ 4,000.00	\$ 4,000.00
502-4012222-5690	Discharge Permit Renewal	\$ 3,100.00	\$ 3,100.00
502-4012222-5810	DUES	\$ 500.00	\$ 500.00
502-4012222-6001	OFFICE SUPPLIES	\$ 2,500.00	\$ 2,500.00
502-4012222-6004	LAB SUPPLIES	\$ 8,000.00	\$ 5,200.00
502-4012222-6005	JANITORIAL SUPPLIES	\$ 1,000.00	\$ 1,000.00
502-4012222-6008	GASOLINE & DIESEL FUEL	\$ 8,000.00	\$ 8,000.00
502-4012222-6011	UNIFORMS	\$ 800.00	\$ 800.00
502-4012222-6014	TOOLS	\$ 1,000.00	\$ 500.00
502-4012222-6019	SAFETY EQUIPMENT	\$ 3,000.00	\$ 2,000.00
502-4012222-6020	PERSONAL EQUIPMENT	\$ 800.00	\$ -
502-4012222-6025	CHEMICALS	\$ 100,000.00	\$ 90,000.00
	TOTAL TREATMENT	\$ 703,000.00	\$ 673,520.00
	DISTRIBUTION & MAINTENANCE		
502-4012224-1183	COMPENSATION	\$ 95,600.00	\$ 94,250.00
502-4012224-1183	MATCHING FICA EXPENSE (7.65 %)	\$ 7,300.00	\$ 7,185.00
502-4012224-3310	EQUIPMENT MAINTENANCE	\$ 2,000.00	\$ 5,800.00
502-4012224-3330	REPAIR & MAINTENANCE	\$ 8,000.00	\$ 8,000.00
502-4012224-6007	MATERIALS & SUPPLIES	\$ 6,080.00	\$ 2,500.00
502-4012224-6019	SAFETY EQUIPMENT	\$ 285.00	\$ 285.00
502-4012224-6030	NEW SERVICE SUPPLIES	\$ 2,850.00	\$ -
	TOTAL DISTRIBUTION & MAINT	\$ 122,115.00	\$ 118,020.00
	CAPITAL PROJECTS		
502-4094100-8001	OUTFALL LINE	\$ -	\$ -
502-4094100-8003	NEW WWTP	\$ -	\$ -
	TOTAL CAPITAL PROJECTS	\$ -	\$ -
	CAPITAL OUTLAY		
502-4094200-8110	WWTP UPGRADES		
502-4094200-8134	Sewer Collection Sys Rehab	\$ 100,000.00	\$ 110,000.00
502-4094200-8210	DEPRECIATION		
502-4094200-8367	SEWER JET RODDER		
502-4094200-8411	Capital Reserve	\$ 271,855.00	\$ 239,000.00
502-4094200-8540	MEMBRANE REPLACEMENT RESERVE	\$ 50,000.00	\$ 10,000.00
502-4094200-8545	MEMBRANE PRE-PURCHASE	\$ 90,000.00	\$ 90,000.00
502-4094200-8550	EQUIPMENT REPAIR RESERVE	\$ 25,000.00	\$ 25,000.00
502-4094200-8602	3/4 TON PICKUP (1/2 VDOT)		
502-4094200-8604	STORM SEWER CAMERA (1/2 VDOT)		
502-4094200-8703	PICKUP (1/2)	\$ 15,000.00	
502-4094200-8904	JD BACKHOE (25%)		\$ 27,250.00

Account Number	Account Description	CURRENT AMENDED 2016-2017	APPROVED 2017-2018
502-4094200-8905	INFLATABLE TRENCHBOX (50%)	\$	4,000.00
502-4094200-8907	Tractor (50%)	\$	30,000.00
502-4094200-8908	WWTP COMPUTER UPGRADES	\$	25,000.00
502-4094200-8909	WWTP AIR MONITORS	\$	6,000.00
	TOTAL CAPITAL OUTLAY	\$ 551,855.00	\$ 566,250.00
	CONTINGENCY		
502-4094300-5800	CONTINGENCY (4.94%)	\$ 34,250.00	\$ 46,550.00
	TOTAL CONTINGENCY	\$ 34,250.00	\$ 46,550.00
	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	\$ 977,495.00	\$ 941,020.00
	TOTAL SEWER FUND CONTINGENCY	\$ 34,250.00	\$ 46,550.00
	TOTAL SEWER FUND CAP OUTLAY	\$ 551,855.00	\$ 566,250.00
	TOTAL SEWER FUND DEBT SERVICE	\$ 470,000.00	\$ 470,000.00
	TOTAL SEWER FUND EXPENSES	\$ 2,033,600.00	\$ 2,023,820.00
	TOTAL EXPENSES ALL FUNDS	\$ 6,400,336.00	\$ 6,968,643.00

5 YEAR CAPITAL IMPROVEMENTS PROGRAM
Town of Berryville
FY 2017-2018/FY 2021-2022

Expenditures	2017-2018			2018-2019			2019-2020			2020-2021			2021-2022		
	General	Water	Sewer	General	Water	Sewer	General	Water	Sewer	General	Water	Sewer	General	Water	Sewer
Computer Replacements	5,000			5,000			5,000			5,000			5,000		
310 John Deere Backhoe (GF 100% VDOT)	54,500	27,250	27,250												
Tractor (GF 100% VDOT)	30,000		30,000												
Livery Stable Evaluation	15,000														
Pave Barnett Street	7,000														
Pave Crow Street Parking Lot				25,000											
Repair Virginia Avenue				16,000											
Ton Dump Truck (GF 100% VDOT)				16,500	16,500	16,500									
Zero Turn Mower							10,000								
Four-Wheeler							11,000								
Dump Truck/Snow Plow (GF 100% VDOT)										120,000					
Hydraulic Salt Spreader (GF 100% VDOT)										19,000					
Police Patrol Vehicle	50,200			51,400			52,600			51,000					
E-Citation	25,000														
Body Camera Replacement				5,000											
Mobile Data Terminal Replacement				15,000											
Police Radio Replacement - Reserve							20,000			20,000			15,000		
Police Department Pistols										8,500					
Water Distribution System Upgrade		85,000			85,000			90,000			90,000			95,000	
Inflatable Trench Box		4,000	4,000												
Storage Tank Repair		450,000			85,000			85,000			85,000			85,000	
Equipment Repair Reserve		25,000			25,000			25,000			25,000			25,000	
WTP Door Replacement		10,000													
WTP Disinfection Upgrade		-													
WTP Filter Maintenance														450,000	
SCADA					15,000										
Pick-up Truck								15,000	15,000						
WTP Finish Pump Replacement					200,000										
Pre-sedimentation Basin Repair														200,000	
Collection System Upgrades			110,000			110,000			115,000		115,000				115,000
Membrane Replacement			100,000			100,000			100,000		100,000				670,000
WWTP Computer Upgrades			25,000												
Equipment Repair - Reserve			25,000			25,000			25,000		25,000				25,000
Air Monitors			6,000												
SCADA						15,000									
Total	186,700	601,250	327,250	133,900	426,500	266,500	98,600	215,000	255,000	223,500	200,000	240,000	20,000	855,000	810,000

5 YEAR CAPITAL IMPROVEMENTS PROGRAM SUMMARY

Town of Berryville

FY 2017-2018/FY 2021-2022

EXPENDITURE SUMMARY - ALL FUNDS

Uses	FY18	FY19	FY20	FY21	FY22	Total for 5 Yr CIP
General Fund	186,700	133,900	98,600	223,500	20,000	662,700
Water Fund	601,250	426,500	215,000	200,000	855,000	2,297,750
Sewer Fund	327,250	266,500	255,000	240,000	810,000	1,898,750
Total	1,115,200	826,900	568,600	663,500	1,685,000	4,859,200

FINANCING SUMMARY - ALL FUNDS

Sources	FY18	FY19	FY20	FY21	FY22	Total for 5 Yr CIP	% Total 5 Yr CIP
Local Revenues	87,200	104,150	98,600	84,500	20,000	394,450	8%
Reimbursement		13,250				13,250	0%
User Fees	281,000	147,500	152,500	152,500	202,500	936,000	19%
Availability Fees	197,500	230,500	272,500	287,500	57,500	1,045,500	22%
VDOT Reimbursement	84,500	16,500	-	139,000		240,000	5%
CIP Reserve Funds	465,000	315,000	45,000		670,000	1,495,000	31%
Unidentified		-	-	-	735,000	735,000	15%
Total	1,115,200	826,900	568,600	663,500	1,685,000	4,859,200	

CIP CASH BALANCES - ALL FUNDS

	FY18	FY19	FY20	FY21	FY22
Beginning Balance	4,488,679	4,422,974	4,397,974	4,432,974	4,512,974
Storage Tank Repair	(450,000)	(85,000)	(45,000)		
Membrane Replacement Reserve	10,000	10,000	10,000	10,000	(670,000)
Equip Repair Reserve (Water)	25,000	25,000	25,000	25,000	25,000
Equip Repair Reserve (Sewer)	25,000	25,000	25,000	25,000	25,000
Radio Replacement Reserve			20,000	20,000	15,000
Capital Reserve (Water)	85,295				
Capital Reserve (Sewer)	239,000				
Ending Balance	4,422,974	4,397,974	4,432,974	4,512,974	3,907,974

Capital Improvement Narrative Fiscal Year 2018

General Fund FY18

Backhoe \$54,500

Public Works Department

The Public Works Department maintains two backhoes (a 2002 310 John Deere and a 1995 410D John Deere). These backhoes are used for snow removal (particularly helpful in cul-de-sacs and intersections), loading salt and chip into hoppers during snow removal operations, and for water and sewer system work. Special features included on the backhoe would include four-wheel drive and an extendable boom.

This purchase is requested to replace a 22 year old 410 D which is fast approaching the end of its useful/dependable life. The 1995 410D would be sold at auction with the proceeds of the sale being split evenly between the General, Water, and Sewer Funds.

The funding for the purchase would be as follows:

General Fund (100% from VDOT Reimbursement)	\$54,500
Water Fund	\$27,250
Sewer Fund	\$27,250
Total	\$109,000

Tractor \$30,000

Public Works Department

The Public Works Department maintains one medium-sized tractor. The tractor is used to mow the majority of the WWTP property (the curtilage is mowed by Public Utilities Department staff and the banks of the lagoon are mowed by a contractor) and along Town street rights of way. The tractor that would be purchased would likely be a 60 HP unit with a sickle bar.

The purchase is requested to replace a 55 year old 300 John Deere Industrial Tractor which is undersized for modern attachments and the parts for which are becoming increasingly difficult to acquire. The 300 John Deere Industrial Tractor will be sold at auction with the proceeds being returned to the General Fund.

The funding for the purchase would be as follows:

General Fund (100% from VDOT Reimbursement)	\$30,000
Sewer Fund	\$30,000

Total

\$60,000

Evaluation of Livery Stable at 23 East Main Street \$15,000

Public Works Department

A 200 + year old livery stable is attached to the rear of 23 East Main Street. The structure requires maintenance in order to stabilize it and to prepare for its eventual renovation and reuse.

The livery stable requires evaluation to determine maintenance and stabilization needs. The evaluation would provide the Council with recommendations for maintenance and stabilization projects to be completed.

Pave Barnett Street \$7,000

Public Works Department

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

The work to be completed includes base repairs in several trouble areas, pavement overlay of the entire street section, and installation of a stone shoulder on both sides.

Patrol Vehicle \$50,200

Police Department

The Police Department maintains a fleet of 5 patrol vehicles. Two of the vehicles are all-wheel drive sport utility vehicles (these are the newest in the fleet), two are marked patrol cars, and one is an unmarked patrol car (Impala).

The requested vehicle, a SUV, would replace a 2010 Ford Crown Victoria. Additional items purchased include emergency lighting, interior console, rear seat, security partition, radar unit, and in car camera.

E-Citation \$25,000

Police Department

The Police Department currently utilizes a summons system in which Patrol Officers hand-write pertinent information on four-copy forms. This system requires Police Department

Administrative staff to enter summons information into the records management system. Further, the courts must also enter information from these summons into their system.

The E-Citation system, which has been authorized by the Commonwealth of Virginia, provides for Patrol Officers to complete summons on a mobile data terminal and print a copy for the summons recipient. The summons information is automatically populated into the records management system and transferred to the courts in a format compatible with their management system. At present, a \$5 fee is added to each traffic summons written in Clarke County. If the Town adopts the necessary resolution to enter into the E-Citation system, then it will receive the \$5 fee. This fee may be collected by a locality for up to one year prior to the actual implementation and use of E-Citation within that jurisdiction. While collection of the fee will come close to covering the \$3,200 in annual maintenance costs, it will not pay for hardware costs.

This funding would provide for the purchase of:

- 5 - 8" printers
- 5 - card readers
- 2 - handheld units
- 2 - 4" printers
- Software, software and hardware set up and configuration
- Training

Implementation of the E-Citation system should reduce errors related to handwritten and manually keyed information on a summons, time required for traffic stops, and the time administrative staff must spend on summons management.

Computer Replacement \$5,000

Administration

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

Water Fund FY18

Water Distribution System Upgrades \$85,000

Public Works Department

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

Backhoe \$27,250

Public Works Department
For Details See General Fund

Inflatable Trench Box \$4,000

Public Works Department

The Town maintains an aluminum trench box. Trench boxes are employed to permit utility crews to work safely in trenches. The aluminum trench box is very useful and functions well; however, inflatable trench boxes are better suited to smaller jobs and should reduce the area to be excavated on many jobs.

The funding for the purchase would be as follows:

Water Fund	\$4,000
Sewer Fund	\$4,000
Total	\$8,000

Storage Tank Repair \$ 450,000

Public Utilities Department

The Public Utilities Department maintains three water storage structures. Those structures are the ground reservoir, northwest elevated tank, and the southeast elevated tank. All three structures are in need of exterior maintenance, interior maintenance, and installation of mixing equipment. The majority of work is expected to occur during FY 18 but will likely be completed in FY19. The cost of the work, including annual inspections is proposed to be spread over 5 years. After those 5 years the Town would participate in an annual maintenance contract with an initial cost of \$10,000 annually.

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

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

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

Equipment Repair Reserve \$25,000

Public Utilities Department

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

WTP Door Replacement \$10,000

Public Utilities Department

The water treatment plant was built in 1984 and the exterior doors and operating hardware are in poor condition.

This project would provide for the replacement 2 sets of double doors, 3 single doors, and operating hardware.

Sewer Fund FY18

Backhoe \$27,250

Public Works Department
For Details See General Fund

Tractor \$30,000

Public Works Department
For Details See General Fund

Collection System Upgrades \$110,000

Public Works Department

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

Inflatable Trench Box \$4,000

Public Works Department

For Details See Water Fund

Membrane Replacement \$100,000

Public Utilities Department

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

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

The Membrane Replacement Reserve Fund contains \$60,000 (\$90,000 was utilized for 2017 payment) and \$470,000 that is to be released from VRA reserve will be added when authorized by VRA. With \$100,000 allocated for this expense each year, \$90,000 will be paid to General Electric and \$10,000 will be placed in the Membrane Replacement Reserve Fund for the final year payment.

Computer Upgrades WWTP \$25,000

Public Utilities Department

The Public Utilities Department operates the Waste Water Treatment Plant with the assistance of control and process computers. The existing computers operate on Windows XP.

This acquisition would upgrade the control and process computers to a platform supported by Microsoft.

Equipment Repair Reserve \$25,000

Public Utilities Department

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

Air Monitors

\$6,000

Public Utilities Department

The Public Utilities Department maintains 3 air monitors. The monitors, which are used by both the Public Utilities and Public Works Departments, test air quality in areas in which workers will enter, particularly confined spaces.

The monitors currently in service are no longer supported by the manufacturer and replacement sensors are no longer available. When the sensors currently in service fail the monitors will no longer function.

This purchase will provide for the acquisition of 2 monitors and 2 docking stations. This will provide a unit for Public Utilities and a unit for Public Works.

Capital Improvement Narrative Fiscal Year 2019

General Fund FY19

Pave Crow Street Parking Lot \$25,000

Public Works Department

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

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

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

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

Repair Virginia Avenue \$16,000

Public Works Department

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

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

Ton Dump Truck \$16,500

Public Works Department

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

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

The funding for the purchase would be as follows:

General Fund (100% from VDOT Reimbursement)	\$16,500
Water Fund	\$16,500
Sewer Fund	\$16,500
Total	\$49,500

Patrol Vehicle \$51,400

Police Department

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

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

Body Camera Replacement (10) \$5,000

Police Department

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

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

Mobile Data Terminal Replacement \$15,000

Police Department

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

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

Computer Replacement \$5,000

Administration

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

Water Fund FY19

Water Distribution System Upgrades \$85,000

Public Works Department

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

Ton Dump Truck \$16,500

Public Works Department

For Details See General Fund

Storage Tank Repair \$85,000

Public Utilities Department

The Public Utilities Department maintains three water storage structures. Those structures are the ground reservoir, northwest elevated tank, and the southeast elevated tank. All three structures are in need of exterior maintenance, interior maintenance, and installation of mixing equipment. The majority of work is expected to occur during FY 18 but will likely be completed in FY19. The cost of the work, including annual inspections is proposed to be spread over 5 years. After those 5 years the Town would participate in an annual maintenance contact with an initial cost of \$10,000 annually.

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

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

The Water Fund Ground Reservoir rehabilitation reserve fund contains \$580,000 and would be used to fund this project in FY18, FY19, and a portion of what will be needed in FY20. New

funds (not currently in reserve) will have to be allocated in FY20 (\$70,000), FY21 (\$85,000), and FY22 (\$85,000).

Equipment Repair Reserve \$25,000

Public Utilities Department

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

SCADA \$15,000

Public Utilities Department

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

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

Finish Pump Replacement WTP \$200,000

Public Utilities Department

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

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

Sewer Fund FY19

Collection System Upgrades \$110,000

Public Works Department

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

Ton Dump Truck \$16,500

Public Works Department

For Details See General Fund

Membrane Replacement \$100,000

Public Utilities Department

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

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

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

SCADA \$15,000

Public Utilities Department

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

The existing analog system is becoming increasingly difficult to maintain.

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

Equipment Repair Reserve \$25,000

Public Utilities Department

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

Capital Improvement Narrative Fiscal Year 2020

General Fund FY20

Zero Turn Mower \$10,000

Public Works Department

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

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

Four-wheeler \$11,000

Public Works Department

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

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

Patrol Vehicle \$52,600

Police Department

The Police Department maintains a fleet of 5 patrol vehicles. Four of the vehicles are all-wheel drive sport utility vehicles and one is an unmarked patrol car (2008 Chevrolet Impala).

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

Police Radio Replacement Reserve \$20,000

Police Department

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

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

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

Computer Replacement \$5,000

Administration

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

Water Fund FY20

Water Distribution System Upgrades \$90,000

Public Works Department

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

Storage Tank Repair \$85,000

Public Utilities Department

The Public Utilities Department maintains three water storage structures. Those structures are the ground reservoir, northwest elevated tank, and the southeast elevated tank. All three structures are in need of exterior maintenance, interior maintenance, and installation of mixing equipment. The majority of work is expected to occur during FY 18 but will likely be completed in FY19. The cost of the work, including annual inspections is proposed to be spread over 5 years. After those 5 years the Town would participate in an annual maintenance contract with an initial cost of \$10,000 annually.

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

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

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

Pickup Truck \$15,000

Public Utilities Department

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

The funding for this purchase would be as follows:

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

Equipment Repair Reserve \$25,000

Public Utilities Department

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

Sewer Fund FY20

Collection System Upgrades \$115,000

Public Works Department

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

Membrane Replacement \$100,000

Public Utilities Department

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

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

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

Pickup Truck \$15,000

Public Utilities Department

For Details See Water Fund

Equipment Repair Reserve \$25,000

Public Utilities Department

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

Capital Improvement Narrative Fiscal Year 2021

General Fund FY21

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

Public Works

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

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

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

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

Public Works

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

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

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

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

Patrol Vehicle \$51,000

Police Department

The Police Department maintains a fleet of 5 patrol vehicles. Five of the vehicles are all-wheel drive sport utility vehicles.

The requested vehicle, a SUV, would replace a 2014 Ford Explorer. Additional items purchased include emergency lighting, radar unit, and in car camera.

Police Radio Replacement Reserve \$20,000

Police Department

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

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

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

Police Department Pistols \$8,500

Police Department

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

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

Computer Replacement \$5,000

Administration

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

Water Fund FY21

Water Distribution System Upgrades \$90,000

Public Works Department

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

Storage Tank Repair \$85,000

Public Utilities Department

The Public Utilities Department maintains three water storage structures. Those structures are the ground reservoir, northwest elevated tank, and the southeast elevated tank. All three structures are in need of exterior maintenance, interior maintenance, and installation of mixing equipment. The majority of work is expected to occur during FY 18 but will likely be completed in FY19. The cost of the work, including annual inspections is proposed to be spread over 5 years. After those 5 years the Town would participate in an annual maintenance contact with an initial cost of \$10,000 annually.

Payment for the rehabilitation of the 3 tanks will be made in accordance with the following schedule:

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

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

Equipment Repair Reserve \$25,000

Public Utilities

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

Sewer Fund FY21

Collection System Upgrades \$115,000

Public Works Department

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

Membrane Replacement \$100,000

Public Utilities Department

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

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

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

Equipment Repair Reserve \$25,000

Public Utilities Department

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

Capital Improvement Narrative Fiscal Year 2022

General Fund FY22

Police Radio Replacement Reserve \$15,000

Police Department

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

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

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

Computer Replacement \$5,000

Administration

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

Water Fund FY22

Water Distribution System Upgrades \$95,000

Public Works Department

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

Storage Tank Repair \$85,000

Public Utilities Department

The Public Utilities Department maintains three water storage structures. Those structures are the ground reservoir, northwest elevated tank, and the southeast elevated tank. All three structures are in need of exterior maintenance, interior maintenance, and installation of mixing

equipment. The majority of work is expected to occur during FY 18 but will likely be completed in FY19. The cost of the work, including annual inspections is proposed to be spread over 5 years. After those 5 years the Town would participate in an annual maintenance contract with an initial cost of \$10,000 annually.

Payment for the rehabilitation of the 3 tanks will be made in accordance with the following schedule:

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

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

Equipment Repair Reserve \$25,000

Public Utilities Department

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

Filter Maintenance \$450,000

Public Utilities Department

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

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

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

Pre-sedimentation Basin Repair \$200,000

Public Utilities

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

Both tanks have developed leaks and require repair and maintenance

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

Sewer Fund FY22

Collection System Upgrades \$115,000

Public Works Department

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

Membrane Replacement \$670,000

Public Utilities Department

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

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

The Membrane Replacement Reserve Fund contains \$60,000 (\$90,000 was utilized for 2017 payment) and \$470,000 that is to be released from required reserve will be added then authorized by VRA. With \$100,000 allocated for this expense each year, \$90,000 will be paid to General

Electric and \$10,000 will be placed in the Membrane Replacement Reserve Fund for the final year payment.

<u>Equipment Repair Reserve</u>	<u>\$25,000</u>
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Public Utilities Department

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