



TOWN
OF
Lovettsville
VIRGINIA

Town Manager's Recommended

FY21 General Fund and Utility Fund Operating and Capital Budgets

Presented to the Mayor and Town Council

January 9, 2020

Town Manager's Recommended FY21 Budget

TOWN COUNCIL

Mayor Nate Fontaine

Vice Mayor James McIntyre

Council Member Mike Dunlap

Council Member Chris Hornbaker

Council Member Buchanan Smith

Council Member Matthew Schilling

Council Member David Steadman

PLANNING COMMISSION

Chairman Shiva Schilling

Vice Chairman Greg Ratner

Commissioner Adam Baumgardner

Commissioner Bob Custard

Commissioner Stacey Evans

Commissioner William Hyde

Commissioner Kris Consaul

Town Manager's Recommended FY21 Budget

STAFF

Town Manager Robert G. Ritter Jr.

Assistant Town Manager/Town Clerk Harriet West

Treasurer Lance Gladstone

Planning Director/Zoning Administrator/Code Enforcement Officer

Josh Bateman

Town Engineer Greg Tkac

Utility Director Stephen Gates

Account and Administrative Specialist Lisa Mullen

Process for Preparing Budget (November 2019 and December 2019)

- FY19 Accounting Review
- Review FY20 Budget Format for Improvements
- Received Comments Regarding FY21 Budget Process
- Developed Revised FY21 Format
- Transported FY21 Data into Format
- Invited Staff Input into FY21 Budget Preparation
- Incorporated Approved Policies and Procedures (i.e. Fiscal Policy)
- Prepared FY21 GF and UF Operating and Capital Budgets

Criteria Used in Preparation of General Fund Budget

- Assessed Values of Tax Revenue
- Prepared Revenue Projections
- Evaluated Tax Rate
- Reduced Expenditures where Practicable
- Reviewed Fiscal Policy and Reserve Contributions
- Approved CIP for 2021
- Evaluated Staffing Needs and Compensation to Maintain Quality Professional Staff

Economic Development

- Capital Improvements are Directly Related to Attracting Businesses and Generating Economic Development Activity
 - Specifically, projects such as E. Broad Way Improvements, S. Church Street, Loudoun St. Improvements, Locust St. Improvements, and Town Hall Expansion, etc.
- Business Attraction is Accomplished through Marketing, Advertising, Events, etc.



Capital Improvement Budget - Defined

*A **Capital Improvement Budget (CIB)**, is the annual Budget for the **capital projects** and or equipment purchases for financing the **Capital Improvement plan**.*



Criteria Used in Preparation of Capital Improvement Budget (CIB)

- Emphasis on (FY21) Capital Improvements
- Emphasis on one-year Funding
- CIB is a Commitment to a year by year appropriation

FY21 CIP Projects

- Primary General Fund Projects:
 1. Carry over General Fund Projects- E. Broad Way 2A Improvements Project (N. Light Street to Park Place) = \$413,282, S. Church Street/ E. Pennsylvania Avenue Improvements = \$87,000 Transportation Master Plan = \$25,000, Pedestrian Crossing = \$15,000,
 2. Quarter Branch Barn Improvements = \$20,000, Loudoun Street Improvement Project = \$30,000, Locust Street Improvement Project = \$50,000, and Town Hall Office Expansion (Design Built) = \$400,000.

FY21 CIP Projects

- Primary Utility Fund Projects:

1. Carry over Utility Fund Projects - Treatment Fac. Eval & Renewal WTP Improvements = \$5,000.
2. Utility Fund New Projects – WTP Improvements: (Security Updates, Security Cameras, updated gates, fence repair) = \$15,000, Creek Bank Shoring: Study and repair. (WWTP and S. Church near sewer line and behind Redbud) = \$20,000, WWTP Sludge Handling Eval & Const = \$35,000, WTP Improvements Install New VFD'S at KR & RV= \$60,000, and Utility Vehicle Replacement (on call) = \$25,000.

Budget Highlights



Budget Highlights

- The TM is recommending to keep the tax rate at \$.190/\$100 assessed value of real properties.
- No increase in Sewer rates and fees, Increase in Water user rates (10%), No increase in availability fee per size meter. We will go to Monthly Billing the start of fiscal year 2021.
- No increase to excise tax for meals. (Meals 3%)
- No increase to excise tax for transient occupancy. (Transient 5%)
- No increase to vehicle license fee (\$25.00 per vehicle)

Budget Highlights (continued)

- No increase in Business, Professional, Occupational, License (minimum fee \$30).
- No increase to the cigarette tax rate \$0.40 per pack.
- Transfer from General & Utility Funds to Capital Improvement Budget = \$448,500.
- Activities Support (Events and programs) = \$268,500.
- Use existing fee schedule adopted for the FY 2020 budget.
- One Health Insurance plan, Blue Cross Blue Shield Key Advantage 250 (Possible 10% increase in premiums).

Budget Highlights (continued)

- Proposed FY21, GF Administrative Salaries are \$459,595, Compared to the FY20 budget of \$437,570.
- The increase reflects salary adjustments, include a recommended COLA of 2.0 percent and a budgeted amount not to exceed 2.0 percent for performance pay increases.
- A performance-based pay system has taken place and a Staffing / position compensation study to be performed.
- Staffing levels will remain the same as in FY20.

Staffing – General Fund

Position	FY19	FY20	FY21
Town Manager	X	X	X
Assistant Town Manager/Town Clerk	X	X	X
Planning Director/Zoning Administrator/Code Enforcement	X	X	X
Project Manager	X	X	X
Treasurer	X	X	X
Account and Administrative Specialist	X	X	X
Public Works	PT	PT	PT
Total Full Time	6	6	6
Total Part Time	1	1	1
TOTAL GF STAFFING	7	7	7

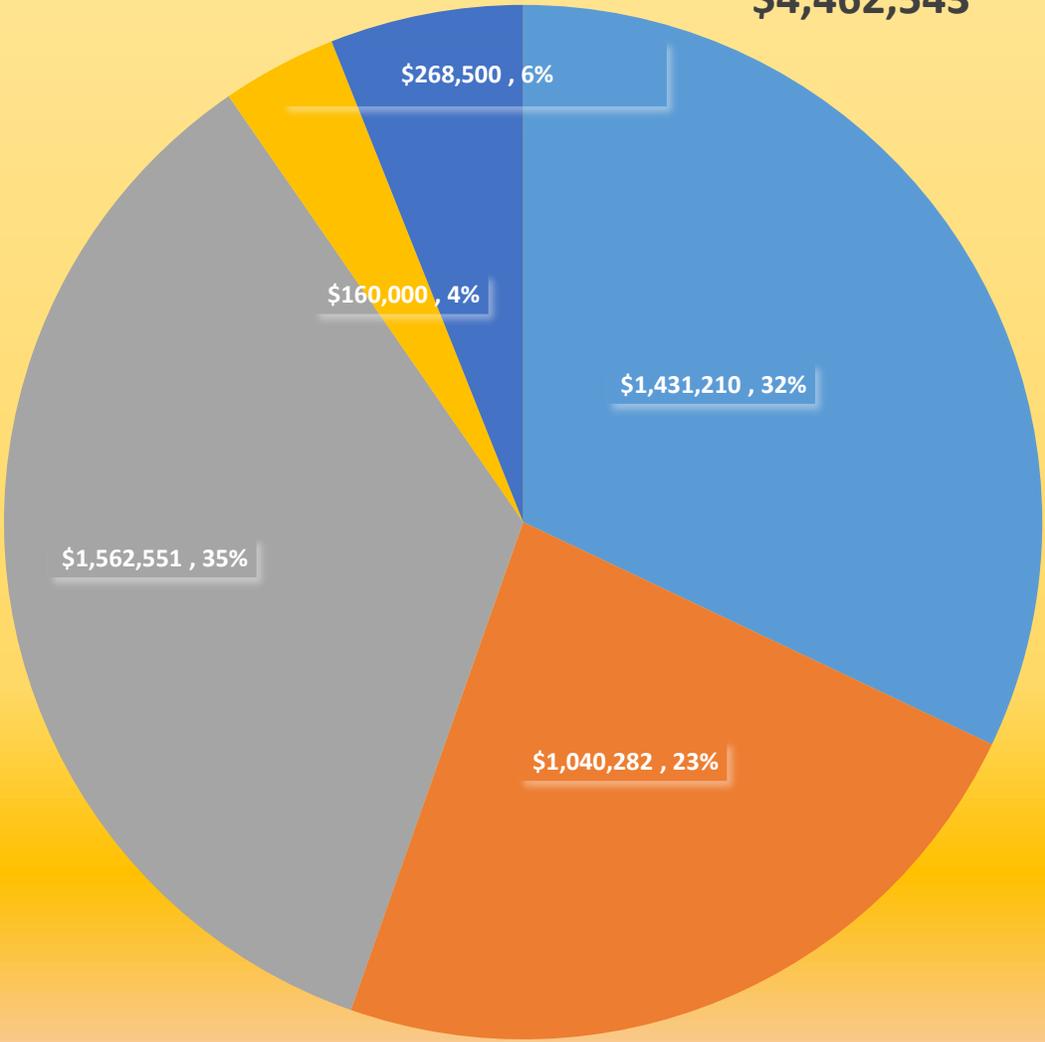
Budget Highlights (continued)

- Proposed FY21, UF Salaries are \$264,599, Compared to the FY20 budget of \$253,801.
- As in the GF, the increase reflects salary adjustments, include a recommended COLA of 2.0 percent and a budgeted amount not to exceed 2.0 percent for performance pay increases.
- No additional staff is planned to be added to the existing complement of UF staff on hand in FY21.

Staffing – Utility Fund

Position	FY19	FY20	FY21
Director Utilities	X	X	X
Chief Operator	X	X	X
Utilities Operator	X	X	X
Plant Operator	X	X	X
2-Instrumentation Technicians	PT	PT	PT
Total Full Time	4	4	4
Total Part Time	1	1	2
TOTAL UF STAFFING	5	5	5

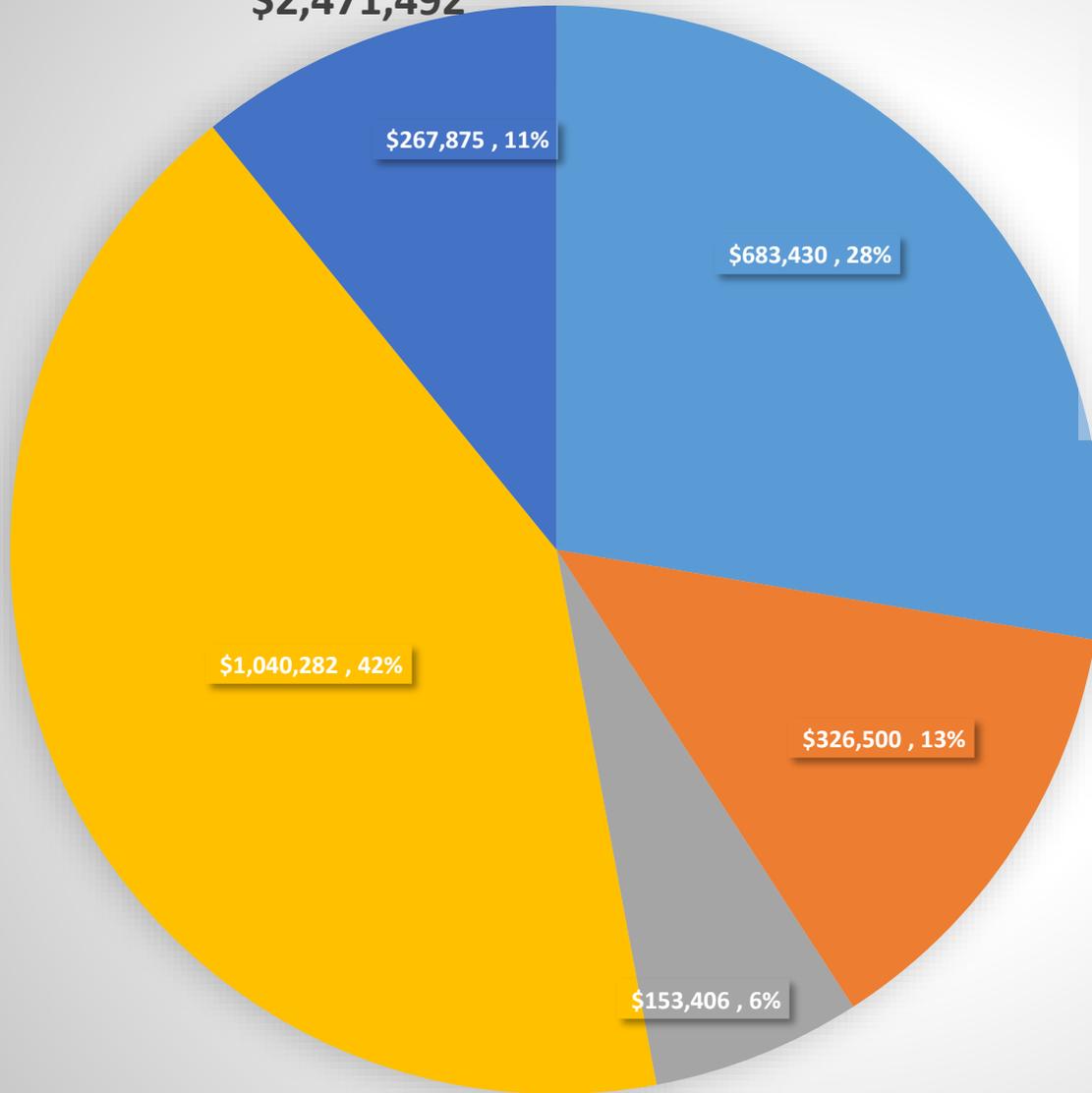
**ALL REVENUES
\$4,462,543**



- GENERAL FUND OPERATING REV \$1,431,210
- GENERAL FUND TRANSFERS & GRANTS \$1,040,282
- UTILITY FUND OPERATING REV \$1,562,551
- UTILITY FUND TRANSFERS & GRANTS \$160,000
- TOTAL EVENT FUND OPERATING REVENUE \$268,500

GENERAL FUND EXPENSE

\$2,471,492



■ (PERSONNEL SERVICES) \$683,430

■ (CONTRACTUAL SERVICES) \$326,500

■ (DEBT PAYMENTS) \$153,406

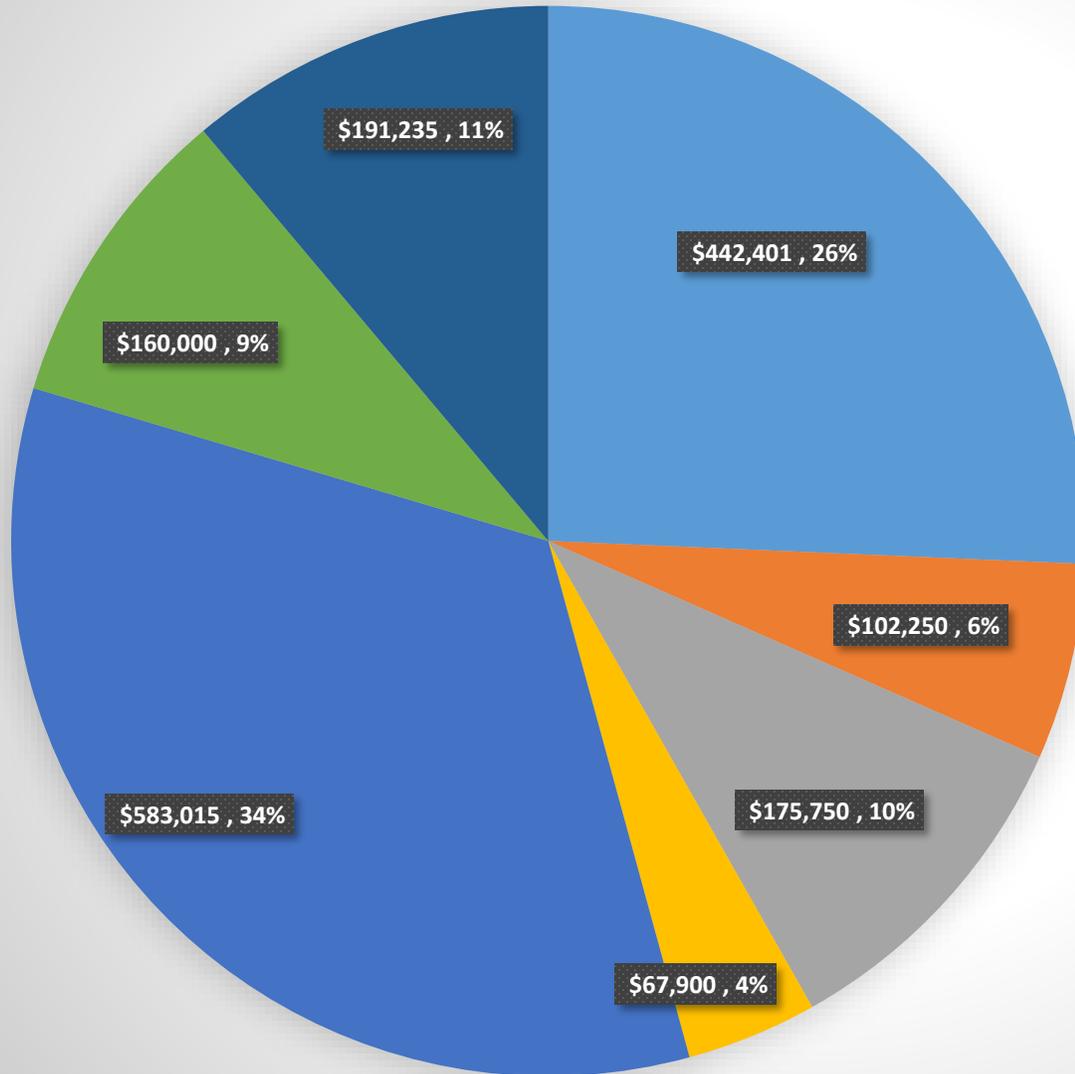
■ CAPITAL IMPROVEMENT BUDGET \$1,040,282

■ GENERAL SUCH AS \$267,875

TECHNOLOGY SERVICES,
REPAIR & MAINTENANCE,
PUBLIC WORKS,
PARKS,
COMMUNICATIONS,
INSURANCE,
SUPPLIES & ADVERTISING,
ACTIVITY SUPPORT,
DUES,
TRAVEL & TRAINING,
REFUNDS

UTILITY FUND EXPENSES

\$1,722,551

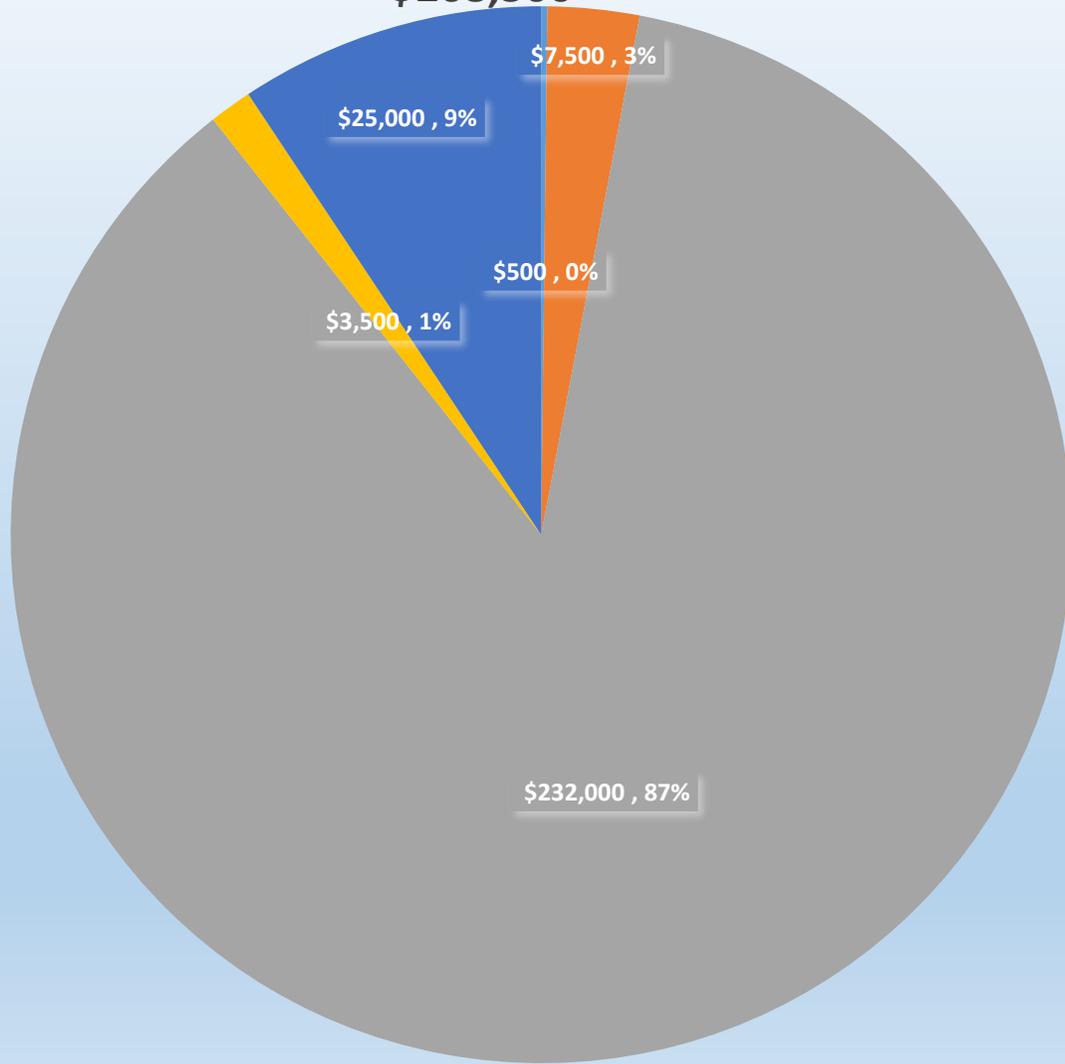


- (PERSONNEL SERVICES) \$442,401
- (CONTRACTUAL SERVICES) \$102,250
- (SEWER REPAIR/MAINTENANCE) \$175,750
- (WATER REPAIR/MAINTENANCE) \$67,900
- (TRANSFERS AND DEBT PAYMENT) \$583,015
- TOTAL UTILITY FND CAPITAL BUDGET \$160,000
- GENERAL SUCH AS: \$191,235

UTILITIES
 COMMUNICATIONS
 INSURANCE
 VEHICLE AND MISC.
 SEWER SUPPLIES & EQUIPMENT
 WATER SUPPLIES & EQUIPMENT

EVENT FUND EXPENSES

\$268,500



- LOVE AMERICA \$500
- LOVE SUMMER \$7,500
- OKTOBERFEST \$232,000
- LOVE WINTER \$3,500
- MAYFEST \$25,000

Budget Schedule

- **January 9** – Town Manager Presents FY21 Budget , and Rates and Fee Schedule
- **January 23** – Budget Work Session (Review General Fund, Utility Fund, and Event Fund Expenses)
- **February 6** – Budget Work Session (Review General Fund, Utility Fund, and Event Fund Revenues, along with the Rates and Fees)
- **February 10** – Budget Work Session (Town Manager Presentation on Council Changes, Not-to-Exceed Rates and Fees)
- **February 20** – Additional Budget Work Session (if needed)
- **February 26** – Public Hearing on Proposed FY21 Budget, and Rates and Fee Schedule
- **March 12** – Adopt FY 21 Budget, and Rates and Fee Schedule

Monthly Water Billing Schedule

	April Bills	May Bills	June Bills	July Bills
Cycle 1	Quarterly	Monthly	Monthly	Monthly
Cycle 2		Quarterly	Monthly	Monthly
Cycle 3			Quarterly	Monthly