Town of Lovettsville

Draft

FISCAL YEAR 2021 BUDGET

DATE
February 20, 2020

SUMMARY OF APPROVED FY 20 & DRAFT FY21 BUDGET

		FY20 APPROVED BUDGET	FY21 DRAFT BUDGET
	GENERAL FUND OPERATIONS		
	TOTAL GENERAL GOVERNMENT OPERATIONS REVENUE	**$ 1,626,869**	**$ 1,463,990**
	TOTAL TRANSFER & GRANTS GENERAL FUND OPERATIONS REV	$ 564,000	$ 1,150,336
	TOTAL GENERAL GOVERNMENT OPERATIONS REVENUE	**$ 2,190,869**	**$ 2,614,326**
	EXPENSES		
1	4210 (PERSONNEL SERVICES)	$ 646,374	$ 684,614
2	4220 (CONTRACTUAL SERVICES)	$ 256,475	$ 323,500
3	4225 (TECHNOLOGY SERVICES):	$ 54,593	$ 53,000
4	4230 (REPAIR & MAINTENANCE):	$ 39,500	$ 36,200
5	4240 (PUBLIC WORKS)	$ 25,000	$ 27,700
6	4245 (PARKS)	$ 37,160	$ 75,100
7	4250 (COMMUNICATIONS)	$ 5,500	$ 9,050
8	4260 (INSURANCE)	$ 12,600	$ 13,250
9	4270 (SUPPLIES & ADVERTISING)	$ 15,000	$ 22,000
10	4271 (ACTIVITY SUPPORT)	$ 255,050	$ 26,700
11	4272 (DUES)	$ 3,500	$ 4,200
12	4273 (TRAVEL & TRAINING)	$ 13,000	$ 14,325
13	4274 (REFUNDS)	$ 6,000	$ 6,000
14	4280 (DEBT PAYMENTS)	$ 150,281	$ 153,406
	TOTAL GENERAL FND. OPERATIONS EXPEND (SUBTOTAL)	**$ 1,520,033**	**$ 1,449,044**
15	TOTAL GENERAL FND. TRANSFER	$ 100,336	$ -
	TOTAL GENERAL FND. EXPENDITURES	**$ 1,620,369**	**$ 1,449,044**
16	CAPITAL IMPROVEMENT BUDGET EXPENSE	$ 570,500	$ 1,165,282
	TOTAL GENERAL FND. EXPENDITURES & CAPITAL	**$ 2,190,869**	**$ 2,614,326**
	UTILITY FUND		
	TOTAL UTILITY FUND OPERATIONS REVENUE	**$ 2,003,098**	**$ 1,537,833**
	TOTAL TRANSFER & GRANT UTILITY FUND OPERATIONS REV	$ 136,000	$ 170,000
	TOTAL UTILITY FUND REVENUE	**$ 2,139,098**	**$ 1,707,833**
	EXPENSES		
17	6210 (PERSONNEL SERVICES)	$ 428,053	$ 424,683
18	6220 (CONTRACTUAL SERVICES)	$ 133,000	$ 95,250
19	6230 (SEWER REPAIR/MAINTENANCE)	$ 176,050	$ 175,750
20	6235 (WATER REPAIR/MAINTENANCE)	$ 69,350	$ 67,900
21	6240 (UTILITIES)	$ 55,500	$ 66,750
22	6250 (COMMUNICATIONS)	$ 7,250	$ 7,455
23	6260 (INSURANCE)	$ 22,600	$ 22,600
24	6270 (VEHICLE AND MISC.)	$ 25,650	$ 34,600
25	6280 (SEWER SUPPLIES & EQUIPMENT)	$ 35,250	$ 32,500
26	6285 (WATER SUPPLIES & EQUIPMENT)	$ 23,500	$ 27,330
27	6390 (TRANSFERS AND MISC. EXPENSES)	$ 636,694	$ 593,015
	TOTAL UTILITY FD OPERATIONAL EXPEND. (SUBTOTAL)	**$ 1,612,897**	**$ 1,547,833**
28	TOTAL UTILITY FND. TRANSFER	$ 390,201	$ -
	TOTAL UTILITY FUND EXPENDITURES	**$ 2,003,098**	**$ 1,547,833**
29	TOTAL UTILITY FND CAPITAL BUDGET	$ 136,000	$ 160,000
	TOTAL OPERATION FND. EXPENDITURES & CAPITAL	**$ 2,139,098**	**$ 1,707,833**

SUMMARY OF APPROVED FY 20 & DRAFT FY21 BUDGET

		FY20 APPROVED BUDGET	FY21 DRAFT BUDGET
	EVENT FUND		
	REVENUE		
	8000 (LOVE AMERICA REVENUE)	$ -	$ 500
	8100 (LOVE SUMMER REVENUE)	$ -	$ 7,500
	8200 (OKTOBERFEST REVENUE)	$ -	$ 232,500
	8300 (LOVE WINTER REVENUE)	$ -	$ 2,500
	8400 (MAYFEST REVENUE)	$ -	$ 25,000
	TOTAL EVENT FUND REVENUE	$ -	**$ 268,000**
	EXPENSES		
30	8010 (LOVE AMERICA EXPENSES)	$ -	$ 500
31	8120 (LOVE SUMMER EXPENSES)	$ -	$ 7,500
32	8230 (OKTOBERFEST EXPENSES)	$ -	$ 232,500
33	8340 (LOVE WINTER EXPENSES)	$ -	$ 2,500
34	8450 (MAYFEST EXPENSES)	$ -	$ 25,000
35	**TOTAL EVENT FUND EXPENSES**	$ -	**$ 268,000**
	GRAND TOTAL GENERAL FUND & UTILITY FUND BUDGET	**$ 4,329,966**	**$ 4,590,159**

General Fund Debt Ratio	$ 392,149
General Fund Target Debt Ratio	$ 7,128,520

Town of Lovettsville

Draft FY21 Budget, General Fund and Utility Fund Rev

REVENUE ACCOUNT DESCRIPTION		FY20 APPROVED BUDGET	FY 21 DRAFT BUDGET
GENERAL FUND REVENUE			
3100 (GENERAL PROPERTY TAXES):			
10.3100.0000	RESIDENTIAL REAL ESTATE TAX ($0.184/100)	$ 585,724	$ 623,307
10.3100.0200	COMMERCIAL. & IND. RE TAX	$ 36,500	$ 32,517
10.3100.0050	REAL ESTATE TAX-PRIOR YEAR	$ 1,500	$ 2,000
10.3100.0100	PENALTIES ON DELINQ TAXES	$ 1,500	$ 2,000
3200 (OTHER LOCAL TAXES):			
10.3200.0100	SALES TAX	$ 217,196	$ 220,000
10.3200.0200	UTILITY TAX	$ 14,600	$ 15,000
10.3200.0250	COMMUNICATIONS TAX	$ 12,500	$ 12,500
10.3200.0260	STATE AUTO RENTAL TAX	$ 2,500	$ 2,500
10.3200.0270	ROLLING STOCK	$ 200	$ 200
10.3200.0300	BUSINESS LICENSES	$ 77,500	$ 77,500
10.3200.0400	AUTO DECAL FEES	$ 38,000	$ 38,000
10.3200.0500	BANK FRANCHISE TAX	$ 20,500	$ 32,000
10.3200.0800	MEALS TAX	$ 140,000	$ 159,000
10.3200.0900	CIGARETTE TAX	$ 23,000	$ 23,000
10.3200.0950	REVENUES FROM PARKS INCLUDING PAVERS	$ 4,000	$ 4,000
3300 (INTEREST INCOME):			
10.3300.0000	INTEREST ON RESERVES	$ 13,000	$ 17,000
3400 (PERMITS, FEES, LICENSES):			
10.3400.0000	ZONING PERMITS	$ 9,150	$ 4,950
10.3400.0200	BOUNDARY LINE ADJUSTMENTS	$ 250	$ 250
10.3400.0300	REZONING APPLICATION FEES	$ 750	$ 750
10.3400.0400	SUBDIVISION PLAT FEES	$ 1,125	$ 1,125
10.3400.0600	LITTER GRANT	$ 1,000	$ 1,000
10.3400.0700	INSPECTIONS (OCC PERMIT)	$ 2,325	$ 1,800
10.3400.0800	CONDITIONAL USE PERMITS	$ 350	$ 350
3500 (MISC REIMBURSEMENTS):			
10.3500.0000	REIMBURSEMENT-COPIER	$ 50	$ 50
10.3500.0100	REIMBURSEMENT-ENGINEERING	$ 14,000	$ 9,000
10.3500.0400	REIMBURSEMENT-LEGAL	$ 3,000	$ -
10.3500.0700	STATE FIRE PROGRAM FUND	$ 10,000	$ 10,000
10.3600.0910	CLOCK TOWER DONATIONS	$ 1,000	$ 1,000
10.3600.0920	LOVE SIGN DONATION	$ 1,500	$ -
10.3500.1100	LOVE FALL (Oktoberfest funds from Event)	$ 197,400	$ 500
10.3500.1200	LOVE SUMMER	$ 5,000	$ -
10.3500.1500	LOVE SPRING (Mayfest funds from Event)	$ 25,000	$ -
10.3500.0800	MISCELLANEOUS-REIMBURSEMENTS	$ 2,000	$ 3,000
3600 (NON-CATEGORICAL REVENUE):			
10.3600.1000	OVERHEAD REIMBURSEMENT FROM UF	$ 164,749	$ 169,691
10.3600.0300	TRANSFER FROM OPER. CASH FUND	$ -	$ -
	TOTAL GENERAL FUND REV (SUBTOTAL)	**$ 1,626,869**	**$ 1,463,990**

REVENUE ACCOUNT DESCRIPTION		FY20 APPROVED BUDGET	FY 21 DRAFT BUDGET
10.3600.0700	TRANSFER FROM NEW CAPITAL RESERVE	$ 157,000	$ 135,054
10.3600.0900	TRANSFER FROM 3RM RESERVE	$ 10,000	$ -
10.3600.1600	VDOT GRANT SOURCE OF FUNDING	$ 185,000	$ 318,064
10.3600.1700	COUNTY TRANSPORTATION PROJECT FUNDING	$ 209,000	$ 157,218
10.3600.1800	TOWN HALL LOAN NOT TO EXCEED	$ -	$ 540,000
10.3600.1900	VA TOURISM GRANT (LOVE SIGN)	$ 1,500	$ -
10.3600.1950	LOVEWORKS TOURISM GRANT (LOVE SIGN)	$ 1,500	$ -
	TOTAL GENERAL FUND REVENUE	**$ 2,190,869**	**$ 2,614,326**

UTILITY FUND REVENUE

3700 (INTEREST ON DEBT)			
30.3700.0000	INTEREST ON RESERVES	$ 20,000	$ 27,000
3800 (UTILITY REVENUE)			
30.3800.0000	WATER SERVICES	$ 425,000	$ 490,000
30.3800.0100	SEWER SERVICES	$ 640,449	$ 771,282
30.3800.0200	WATER & SEWER PENALTIES	$ 22,800	$ 22,800
30.3800.0300	FRYE COURT SEWER DISTRICT	$ 2,640	$ 5,280
30.3800.0350	FOG PERMIT/OTHER FEES	$ 200	$ 200
30.3800.0370	WATER & SEWER RECORD DRAWINGS	$ 2,500	$ 1,500
30.3800.0400	MISC NON-FEE REVENUE	$ 1,000	$ 2,000
30.3800.0500	BULK WATER	$ 5,000	$ 5,000
30.3800.0600	WATER CONNECTION FEES	$ 66,000	$ 8,024
30.3800.0700	SEWER CONNECTION FEES	$ 66,000	$ 7,274
30.3800.1000	W/S INSPECTIONS	$ 4,000	$ 600
30.3800.1100	REIMBURSEMENT-ENGINEERING	$ 500	$ 500
30.3800.1400	STATE DISASTER FUNDS	$ -	$ -
3900 (CAPITAL REVENUES)			
30.3900.0000	CELLULAR ANTENAE LEASE	$ 90,759	$ 117,623
30.3900.0100	WATER AVAILABILITY FEE FOR DEBT	$ 265,781	$ 31,893
30.3900.0150	WATER AVAILABILITY FEE FOR CAPITAL	$ -	$ -
30.3900.0200	SEWER AVAILABILITY FEE FOR DEBT	$ 390,469	$ 46,857
30.3600.0300	TRANS. FROM OPNG. CASH FD. TO BALANCE	$ -	$ -
	TOTAL UTILITY FUND REV (SUBTOTAL)	**$ 2,003,098**	**$ 1,537,833**
30.3900.0280	TRANS FROM UF 3RM	$ 75,000	$ -
30.3900.0270	TRANS FROM UF NEW CAPITAL	$ 18,000	$ -
30.3900.0280	TRANS FROM UF 3RM FOR METER DEBT	$ 37,000	$ -
30.3900.0360	VDH WELLHEAD PROTECTION GRANT	$ 6,000	$ -
30.3900.0290	TRANS FROM CAR FUND	$ -	$ 170,000
	TOTAL UTILITY FUND CAPITAL REVENUE	**$ 136,000**	**$ 170,000**
	TOTAL ALL UTILITY FUND REVENUE	**$ 2,139,098**	**$ 1,707,833**

EVENT FUND REVENUE

8000 (LOVE AMERICA REVENUE)			
50.8000.020	GENERAL FUND DONATION	$ -	**$ 500**
8100 (LOVE SUMMER REVENUE)			
50.8100.000	DONATIONS/SPONSORSHIP/FUND RAISING	$ -	$ 3,500
50.8100.010	MISC/SOUVENIRS	$ -	$ 250
50.8100.020	BEER SALES		$ 1,000
50.8100.030	WINE SALES		$ 250
50.8100.040	GENERAL FUND DONATION	$ -	$ 2,500
	TOTAL LOVE SUMMER REVENUE	**$ -**	**$ 7,500**

REVENUE ACCOUNT DESCRIPTION		FY20 APPROVED BUDGET	FY 21 DRAFT BUDGET
8200 (OKTOBERFEST REVENUE)			
50.8200.000	SPONSORSHIP/DONATIONS REVENUE	$ -	$ 28,500.00
50.8200.010	EXHIBITORS/VENDORS	$ -	$ 10,000.00
50.8200.020	BEER SALES	$ -	$ 140,000.00
50.8200.030	WINE SALES	$ -	$ 14,000.00
50.8200.050	CASH BACK REBATE FROM AMX	$ -	$ -
50.8200.060	SOUVENIR SALES	$ -	$ 40,000.00
	TOTAL OKTOBERFEST REVENUE	**$ -**	**$ 232,500**
8300 (LOVE WINTER REVENUE)			
50.8300.000	DONATIONS/SPONSORSHIP/FUND RAISING	$ -	$ -
50.8300.010	MISC/SOUVENIRS	$ -	$ -
50.8300.020	GENERAL FUND DONATION	$ -	$ 2,500
	TOTAL LOVE WINTER REVENUE	**$ -**	**$ 2,500**
8400 (MAYFEST REVENUE)			
50.8400.000	SPONSORSHIP/DONATIONS REVENUE	$ -	$ 10,250
50.8400.010	FOOD VENDORS	$ -	$ 1,100
50.8400.020	EXHIBITORS/VENDORS	$ -	$ 9,500
50.8400.030	CORNHOLE TEAMS	$ -	$ 840
50.8400.040	BEER & WINE SALES	$ -	$ 2,800
50.8400.060	MISC/SOUVENIRS	$ -	$ 510
	TOTAL MAYFEST REVENUE	**$ -**	**$ 25,000**
	TOTAL ALL EVENT FUND REVENUE	**$ -**	**$ 268,000**
	TOTAL ALL GENERAL, UTILITY & EVENT FUND R	**$ 4,329,966**	**$ 4,590,159**

GENERAL FUND EXPENSES ACCOUNT DESCRIPTION		FY20 APPROVED BUDGET	FY 21 DRAFT BUDGET
4210 (PERSONNEL SERVICES):			
10.4210.1001	ADMINISTRATIVE SALARIES	$ 459,595	$ 471,221
10.4210.1002	TOWN COUNCIL SALARIES	$ 8,000	$ 8,000
10.4210.1012	MAYOR SALARY	$ 8,000	$ 8,000
10.4210.1003	PLANNING COMM SALARIES	$ 8,400	$ 8,400
10.4210.1004	E FICA EXPENSE	$ 37,693	$ 38,666
10.4210.1006	GROUP HEALTH INSURANCE	$ 83,025	$ 88,007
10.4210.1007	ICMA HYBRID RETIRE	$ 1,950	$ 6,500
10.4210.1010	VRS CONTRIBUTION/DISABILITY/LIFE	$ 30,991	$ 46,000
10.4210.1013	PERFORMANCE BONUSES	$ -	$ -
10.4210.1009	P/T PUBLIC WORKS SUPPORT/EXTRA	$ 8,720	$ 9,820
4220 (CONTRACTUAL SERVICES):			
10.4220.3001	ENGINEERING NON REIMBURS	$ 4,000	$ 3,000
10.4220.3002	AUDIT	$ 9,500	$ 12,000
10.4220.3003	ADMINISTRATIVE CONSULTING SERVICES (Municode)	$ 6,000	$ 12,000
10.4220.1003	CODE ENFORCEMENT	$ 5,000	$ 5,000
10.4220.3004	LEGAL SERVICES/ADMIN	$ 5,000	$ 8,000
10.4220.3005	LEGAL SERVICES/ ZONING	$ 8,000	$ 8,000
10.4220.3006	LEGAL SERVICES/CONTRACT	$ 4,000	$ 4,000
10.4220.3007	LEGAL SERVICES/GENERAL	$ 33,000	$ 36,000
10.4220.3009	REFUSE SERVICE	$ 152,975	$ 198,000
10.4220.3011	ENGINEERING REIMB. NON CAP. RELATED	$ 10,500	$ 9,000
10.4220.3012	LEGAL REIMBURSABLE	$ 3,000	$ -
10.4220.3013	SPECIAL PROJ. CONSULT.SVICES	$ 5,000	$ 5,000
10.4220.3014	ECONOMIC DEVELOP.CONSULT.	$ -	$ -
10.4220.3015	STORM MGT. PERMIT REIMB	$ -	$ -
10.4220.3018	FIN. CONSULTING SERVICES-VML	$ 4,000	$ 4,000
10.4220.3019	OUTSIDE ACCTG./PAYROLL (YNBP)	$ 6,500	$ 6,500
10.4220.1700	TRANSP.MASTER PLAN	$ -	$ -
10.4220.1120	ASSET MANAGEMENT PLAN	$ -	$ -
10.4220.3020	COUNTY BILLING AND COLLECTION SET UP	$ -	$ -
10.4220.3023	STAFFING STRUCTURE STUDY	$ -	$ 13,000
4225 (TECHNOLOGY SERVICES):			
10.4225.3010	ACCOUNTING SOFTWARE ANNUAL MAINTENANCE	$ 4,000	$ 4,000
10.4225.3012	WEBSITE HOSTING/OFFICE 365/ARCHIVING/INTERNET	$ 22,940	$ 23,000
10.4225.3013	OFFICE EQUIPMENT/COMPUTERS	$ 7,653	$ 8,000
10.4225.3014	SOFTWARE LICENSE/UPGRADE	$ 10,000	$ 8,000
10.4225.3015	COMP./NETWORK SUPP.CONSULT.	$ 5,000	$ 9,000
10.4225.3016	FILE SERVER	$ 5,000	$ 1,000
10.4225.3017	FIN. SOFTWARE TRANS.SUPPORT	$ -	$ -
4230 (REPAIR & MAINTENANCE):			
10.4230.2501	OFFICE CLEANING	$ 4,000	$ 4,000
10.4230.2502	SNOW REMOVAL - TOWN HALL and PARK SIDWWALKS	$ 3,000	$ 1,900
10.4230.2503	MOWING/LANDSCAPING	$ 3,500	$ 3,500
10.4230.2504	BLDG. MAINT/MOD RENTAL	$ 15,000	$ 15,000
10.4230.2506	COPIER LEASE	$ 4,800	$ 5,800
10.4230.2507	BEAUTIFICATION/SIGNAGE/WELCOME/INFO	$ 5,000	$ 2,000
10.4230.2509	VEHICLE FUEL	$ 1,000	$ 1,300
10.4230.2510	ANNUAL VEHICLE REPAIR & MAINT	$ 2,000	$ 1,500
10.4230.2511	VEHICLE REPL. FD. CONTR TO 3RM	$ -	$ -
10.4230.2512	VETERANS PAVER INSTALLATION	$ 1,200	$ 1,200
4240 (PUBLIC WORKS):			
10.4240.2600	ELECTRICITY (TH & MUSEUM)	$ 4,000	$ 4,300
10.4240.2700	STREET LIGHT (MO.CHARGES)	$ 15,000	$ 16,000
10.4240.2701	STREET LIGHTS 3RM CONTRIB.	$ -	$ -
10.4240.2702	STREET SIGNS	$ 500	$ 500
10.4240.2710	NEW/UPGRADED STREET LIGHTS	$ 1,000	$ 1,000
10.4240.2720	STREET SWEEPING	$ 3,800	$ 5,000
10.4240.2800	WATER AND SEWER	$ 700	$ 900

GENERAL FUND EXPENSES ACCOUNT DESCRIPTION		FY20 APPROVED BUDGET	FY 21 DRAFT BUDGET
4245 (PARKS):			
10.4245.1008	TREE SUPPORT	$ 2,100	$ 3,500
10.4245.2502	SNOW PLOWING-PARKS	$ 500	$ -
10.4245.2801	ELECTRICITY (TS, TG, WS, QBP)	$ 860	$ 1,200
10.4245.2802	WATER (TS, TG, QBP)	$ 5,000	$ 3,500
10.4245.2803	MULCH, SEED, fertilizer	$ 7,000	$ 7,000
10.4245.2804	MOWING-PARKS & irrigation	$ 11,200	$ 11,200
10.4245.2805	MISCELLANEOUS SUPPLIES	$ 2,000	$ 2,000
10.4245.2806	3RM CONTRIB. PARK. LOT & TRAIL	$ -	$ -
10.4245.2807	PUBLIC WORKS MAINT. SUPPORT	$ -	$ 5,000
10.4245.2808	PARK TOOLS & EQUIPMENT	$ 2,000	$ 2,000
10.4245.2809	LITTER GRANT SPENDING	$ 1,000	$ 1,000
10.4245.2810	REPAIRS & MAINT OF PARKS/BARNS	$ 5,500	$ 13,500
10.4245.2812	NEW FACILITIES AT PARKS	$ -	$ 25,200
4250 (COMMUNICATIONS):			
10.4250.2900	TELEPHONE	$ 2,500	$ 3,600
10.4250.3000	POSTAGE	$ 2,500	$ 4,200
10.4250.3011	CELLULAR PHONES	$ 500	$ 1,250
4260 (INSURANCE):			
10.4260.3200	GENERAL LIABILITY INS	$ 12,600	$ 13,250
4270 (SUPPLIES & ADVERTISING):			
10.4270.2300	OFFICE SUPPLIES/FURNITURE	$ 9,000	$ 9,000
10.4270.2310	VEHICLE DECALS	$ -	$ -
10.4270.2400	ADVERTISING	$ 6,000	$ 13,000
10.4270.2450	ADVERTISING REIMBURSABLE	$ -	$ -
4271 (ACTIVITY SUPPORT):			
10.4271.0010	DONATION FIRE AND RESCUE	$ 3,500	$ 3,500
10.4271.0011	DONATIONS-LCCAB	$ 2,500	$ 2,500
10.4271.1001	DONATIONS/OTHER	$ 1,000	$ 1,000
10.4271.1002	EVENTS COMMITTEE CONTINGENCY	$ -	$ -
10.4271.1004	FIRE FUND ALLOCATION	$ 10,000	$ 10,000
10.4271.1008	BUSINESS & TOURISM COMMITTEE BUDGET	$ -	$ -
10.4271.1009	TREE BOARD	$ 300	$ 300
10.4271.1012	PASS THROUGH GRANTS	$ 250	$ -
10.4271.1015	LOVE FALL (Oktoberfest)	$ 197,400	$ -
10.4271.1016	LOVE SUMMER (TO EVENT FUND)	$ 7,500	$ 2,500
10.4271.1017	LOVE AMERICA (TO EVENT FUND)	$ 500	$ 500
10.4271.1018	LOVE WINTER (TO EVENT FUND)	$ 2,500	$ 2,500
10.4271.1019	LOVE SPRING (Mayfest)	$ 25,000	$ -
10.4271.1020	PARADE PERMIT	$ 100	$ 900
10.4271.1023	VOLUNTEER MGT. & RECOGNITION	$ 1,000	$ 1,500
10.4271.1026	TOURISM BRANDING/MARKETING	$ 3,500	$ 1,500
4272 (DUES):			
10.4272.2000	DUES	$ 3,500	$ 4,200
4273 (TRAVEL & TRAINING):			
10.4273.1001	HOSPITALITY	$ 2,000	$ 2,000
10.4273.1002	MILEAGE	$ 1,000	$ 1,750
10.4273.1003	TOWN COUNCIL TRAINING	$ 2,000	$ 2,000
10.4273.1004	TRAINING/EDUCATION	$ 5,000	$ 5,575
10.4273.1005	BOOKS & SUBSCRIPTIONS	$ 500	$ 500
10.4273.1006	PLANNING COMM TRAINING	$ 2,500	$ 2,500
4274 (REFUNDS):			
10.4274.1001	REFUNDS	$ 6,000	$ 6,000
4280 (DEBT PAYMENTS):			
10.4280.3801	ANNUAL PRIN.PAYMENT ON DEBT (1A Project)	$ 95,000	$ 100,000
10.4280.3802	ANNUAL INTEREST/FEES ON DEBT (1A Project)	$ 55,281	$ 53,405
	TOTAL GENERAL FND. EXPEND. (SUBTOTAL)	**$ 1,520,033**	**$ 1,449,044**
10.4280.3808	TRANSFER TO OPG. CASH FD., IF SURPLUS	$ 66,100	$ -
10.4280.3804	TRANSFER TO RAINY DAY FUND, IF SURPLUS	$ 34,236	$ -
	TOTAL GENERAL FND. EXPENDITURES	**$ 1,620,369**	**$ 1,449,044**

GENERAL FUND EXPENSES ACCOUNT DESCRIPTION		FY20 APPROVED BUDGET	FY 21 DRAFT BUDGET
	CAPITAL IMPROVEMENT BUDGET EXPENSE		
10.4100.0150	REPLACE YARD HYDRANT	$ -	$ -
10.4100.0800	E. BROAD WAY 1A IMPROVEMENTS PROJECT: Town Share of Storm Pond	$ 80,000	$ -
10.4100.0810	E. BROAD WAY 2A IMPROVEMENTS PROJECT: N. Light Street to Park Place	$ 273,000	$ 413,282
10.4100.1105	TOWN HALL OFFICE EXPANSION	$ -	$ 540,000
10.4100.1400	STORMWATER MANAGEMENT IMPROVEMENTS: Northeast Section	$ 10,000	$ -
10.4100.1500	S. CHURCH STREET & E. PENNSYLVANIA AVENUE IMPROVEMENTS	$ 103,000	$ 87,000
10.4100.1600	FUTURE DOWNTOWN PARKING LOT: Engineering, Land Acquisition & Construction (Evaluation added to Transpo MP)	$ 10,000	$ -
10.4100.1610	LOVE SIGN: Installation on the Town Square	$ 4,500	$ -
10.4100.1630	PEDESTRIAN CROSSINGS	$ 5,000	$ -
10.4100.1640	TRANSPORTATION MASTER PLAN	$ 85,000	$ 25,000
10.4100.1650	QUARTER BRANCH BARN IMPROVEMENTS LEAN TO BINS	$ -	$ 20,000
10.4100.1660	LOUDOUN ST. IMPROVEMENT PROJECT	$ -	$ 30,000
10.4100.1670	LOCUST ST. IMPROVEMENT PROJECT	$ -	$ 50,000
	TOTAL GENERAL FND CAPITAL EXPENDITURES	**$ 570,500**	**$ 1,165,282**

	TOTAL GENERAL FND. EXPENDITURES & CAPITAL	**$ 2,190,869**	**$ 2,614,326**

Town of Lovettsville
Draft FY21 Budget Utility Fund Expenses

UTILITY FUND EXPENSES ACCOUNT DESCRIPTION		FY20 APPROVED BUDGET	FY 21 DRAFT BUDGET
6210 (PERSONNEL SERVICES)			
30.6210.1001	UTILITIES SALARIES	$ 264,599	$ 272,116
30.6210.1004	E FICA EXPENSE	$ 24,449	$ 23,877
30.6210.1005	EDUCATIONAL EXPENSES	$ 3,000	$ 3,000
30.6210.1006	GROUP HEALTH INSURANCE	$ 64,171	$ 68,021
30.6210.1007	ICMA 457 RETIREMENT	$ 1,170	$ 1,560
30.6210.1010	VRS CONTRIBUTION/DISABILITY/LIFE	$ 15,664	$ 16,109
30.6210.1014	OVERTIME PAY	$ 55,000	$ 40,000
6220 (CONTRACTUAL SERVICES)			
30.6220.3020	RECORD DRAWING REIMBURSABLE	$ 2,500	$ 5,000
30.6220.3021	WATER METER MAINTENANCE NEW SYSTEM	$ 10,000	$ 10,000
30.6220.3022	OUTSIDE WATER BILLING SERVICES	$ 20,000	$ -
30.6220.3023	ASSET MANAGEMENT PLAN	$ 2,000	$ 2,000
30.6220.3001	OUTSIDE ENGINEERING/ CONSULTING	$ 5,000	$ 10,000
30.6220.3002	AUDIT	$ 9,500	$ 12,000
30.6220.3003	WATER SAMPLE TESTING	$ 4,500	$ 4,250
30.6220.3004	SEWER SAMPLE TESTING	$ 37,000	$ 34,000
30.6220.3008	SOFTWARE SUPPORT	$ 4,500	$ 7,000
30.6220.3013	LEGAL SERVICES /CONTRACT	$ 10,000	$ 3,000
30.6220.3015	WATER & SEWER GIS UPDATES	$ 10,000	$ -
30.6220.3019	FINANCIAL CONSULTING-VML	$ 3,000	$ 3,000
30.6220.3018	OUTSIDE ACCTG. / PAYROLL (YNBP)	$ 15,000	$ 5,000
6230 (SEWER REPAIR/MAINTENANCE)			
30.6230.2500	WWTP PERMIT	$ 2,800	$ 2,900
30.6230.2501	SNOW REMOVAL	$ 4,000	$ 4,500
30.6230.2502	MOWING/LANDSCAPING-SEWER	$ 3,750	$ 4,350
30.6230.2504	SLUDGE HAULING	$ 97,000	$ 95,000
30.6230.2505	WWTP SYSTEM REPAIRS	$ 27,500	$ 28,000
30.6230.2506	FRYE CT LIFT STATION	$ 2,000	$ 2,000
30.6230.2508	SCADA OPERATIONS-SEWER	$ 4,500	$ 4,500
30.6230.2509	MAINT CONTRACTS	$ 7,000	$ 7,000
30.6230.2510	I&I MAINTENANCE & REPAIR	$ 25,000	$ 25,000
30.6270.2507	FACILITIES REPAIR & MAINTENANCE	$ 2,500	$ 2,500
6235 (WATER REPAIR/MAINTENANCE)			
30.6235.2500	WATER SYSTEM REPAIRS/MAINT	$ 26,000	$ 26,000
30.6235.2503	ASPHALT WORK	$ 2,000	$ -
30.6235.2504	WATER TOWER MAINTENANCE	$ 14,600	$ 14,600
30.6235.2505	SCADA OPERATION-WATER	$ 4,000	$ 3,000
30.6235.2506	WATER METER REPLACEMENT/RELOCATION	$ 4,500	$ 2,500
30.6235.2507	FACILITIES REPAIR & MAINTENANCE	$ 2,800	$ 2,500
30.6235.2508	WATER METER FOR NEW CONSTRUCTION	$ 2,500	$ 2,500
30.6235.2509	SERVICE CONTRACTS	$ 4,100	$ 3,000
30.6235.2511	TECH CONSULTING	$ 1,500	$ 1,500
30.6235.2512	SOFTWARE UPGRADE	$ 1,500	$ 1,500
30.6235.2515	MISS UTILITY	$ 850	$ 800
30.6235.2516	HYDRANT MAINTENANCE	$ 5,000	$ 10,000
6240 (UTILITIES)			
30.6240.2600	ELECTRICITY-WATER	$ 25,000	$ 30,500
30.6240.2601	ELECTRICITY-SEWER	$ 30,000	$ 36,000
30.6240.2602	ELECTRICITY-FRYE COURT	$ 500	$ 250
6250 (COMMUNICATIONS)			
30.6250.2900	TELEPHONE	$ 2,500	$ 2,955
30.6250.2903	MOBILE PHONES	$ 3,500	$ 3,200
30.6250.2905	DSL LINE	$ 1,250	$ 1,300
6260 (INSURANCE)			
30.6260.3200	GENERAL LIABILITY INS	$ 22,600	$ 22,600
6270 (VEHICLE AND MISC.)			
30.6270.2000	DUES	$ 1,000	$ 1,000
30.6270.2400	ADVERTISING	$ -	$ -
30.6270.2509	VEHICLE FUEL	$ 5,000	$ 9,500
30.6270.2510	ANNUAL VEHICLE REPAIR & MAINT	$ 5,000	$ 3,000
30.6270.2511	UNIFORM MAINTENANCE AND REPLACEMENT	$ 4,600	$ 4,500
30.6270.2512	TRAINING	$ 4,000	$ 4,000
30.6270.2513	TRAVEL/MILEAGE	$ 1,300	$ 1,000
30.6270.2514	BOOKS & SUBSCRIPTIONS	$ -	$ -
30.6270.2515	VEHICLE REPLACEMENT FUND CONTR TO 3RM	$ -	$ -
30.6270.3600	REFUNDS/PASS THROUGH/REIMBURSEMENTS	$ 2,000	$ 1,700
30.6270.3602	CREDIT CARD FEES	$ 2,750	$ 9,900
6280 (SEWER SUPPLIES & EQUIPMENT)			

UTILITY FUND EXPENSES ACCOUNT DESCRIPTION		FY20 APPROVED BUDGET	FY 21 DRAFT BUDGET
30.6280.3500	SAMPLE TESTING SUPPLIES	$ 5,000	$ 4,500
30.6280.3501	CHEMICALS-WWTP	$ 12,000	$ 12,000
30.6280.3502	OFFICE SUPPLIES	$ 2,000	$ 2,500
30.6280.3503	POSTAGE	$ 1,500	$ 3,000
30.6280.3504	SAFETY SUPPLIES	$ 2,000	$ 2,000
30.6280.3505	SEWER REPLACEMENT PARTS	$ 8,000	$ 5,000
30.6280.3506	TOOLS	$ 2,000	$ 2,000
30.6280.3507	STONE/GRAVEL	$ 1,000	$ 500
30.6280.3509	GAS/DEISEL FUEL (GENERATORS)	$ 1,750	$ 1,000
6285 (WATER SUPPLIES & EQUIPMENT)			
30.6285.3500	SAMPLE TESTING SUPPLIES	$ 4,000	$ 4,000
30.6285.3501	CHEMICALS-WATER PLANTS	$ 7,000	$ 7,000
30.6285.3502	OFFICE SUPPLIES	$ 1,000	$ 2,230
30.6285.3503	POSTAGE	$ 1,000	$ 2,100
30.6285.3504	SAFETY SUPPLIES	$ 1,500	$ 1,500
30.6285.3505	EQUIPMENT REPAIR/REPLACEMENT PARTS	$ 3,000	$ 5,000
30.6285.3506	TOOLS	$ 2,000	$ 2,000
30.6285.3507	STONE/GRAVEL	$ 1,000	$ 1,000
30.6285.3509	GAS/DIESEL FUEL	$ 1,000	$ 1,000
30.6285.3511	OFFICE EQUIPMENT/COMPUTERS	$ 2,000	$ 1,500
6390 (TRANSFERS AND MISC. EXPENSES)			
30.6390.0100	ANNUAL PRINCIPAL PAYMENT ON DEBT	$ 377,752	$ 314,050
30.6390.0200	ANNUAL INTEREST PAYMENT ON DEBT	$ 94,193	$ 99,274
30.6390.1011	OVERHEAD REIMBURSEMENT TO GF	$ 164,749	$ 169,691
30.6390.1130	GIS UPDATE	$ -	$ -
30.6390.1150	EMERGENCY CONTINGENCY REPAIR (Reserve)	$ -	$ 10,000
	TOTAL UTILITY FD EXPEND. (SUBTOTAL)	**$ 1,612,897**	**$ 1,547,833**
30.6390.0008	TRANS.TO SEWER AV. FEE RESERVE, IF SURPLUS	$ 17,029	$ -
30.6390.0004	TRANS.TO WATER AV. FEE RESERVE, IF SURPLUS	$ 267,656	$ -
30.6390.0700	TRANSFER TO 3RM FUND, IF SURPLUS	$ 105,516	$ -
	TOTAL UTILITY FUND EXPENDITURES	**$ 2,003,098**	**$ 1,547,833**

	CAPITAL IMPROVEMENT BUDGET EXPENSE		
	WATER LINE WORK: Broad Way Phase 2A WL Rep	$ 8,000	$ -
30.6390.0310	WTP IMPROVEMENTS: Treatment Fac. Eval & Renewal	$ 15,000	$ 5,000
30.6390.0330	WTP IMPROVEMENTS: Security Updates, Security Cameras, updated gates, fence repair	$ -	$ 15,000
30.6390.0430	WELL ABANDONMENT: Abandon 2 Town Supply Wells	$ 6,000	$ -
30.6390.1000	RADIO READ METER CHANGE OUT	$ 37,000	$ -
	KINGSRIDGE WTP ACCESS ROAD IMPROVEMENTS	$ 25,000	$ -
30.6390.0460	CREEK BANK SHORING:Study and repair. (WWTP and S. Church near sewer line and behind Redbud)	$ -	$ 20,000
30.6390.0475	WWTP WELL RESTORATION: Wellhead & Treatment Imp	$ 10,000	$ -
	WWTP IMPROVEMENTS: Alum Feed Control & Automated Waste/Return Valve Controls	$ 25,000	$ -
30.6290.0480	WWTP SLUDGE HANDLING EVAL & CONST	$ -	$ 35,000
30.6290.0485	WTP IMPROVEMENTS INSTALL NEW VFD'S AT KR & RV	$ -	$ 60,000
	WATER LINE WORK: S. Church Street WL Replacement	$ 10,000	$ -
30.6290.0490	UTILITY VEHICLE REPLACEMENT (ON CALL)	$ -	$ 25,000
	TOTAL UTILITY FND CAPITAL BUDGET	**$ 136,000**	**$ 160,000**

	TOTAL OPERATION FND. EXPENDITURES & CAPITAL	**$ 2,139,098**	**$ 1,707,833**

Town of Lovettsville
Draft FY21 Budget Event Fund Expenses

EVENT FUND EXPENSES ACCOUNT DESCRIPTION		FY20 APPROVED BUDGET	FY 21 DRAFT BUDGET
8010 (LOVE AMERICA)			
50.8010.0001	EVENT PROGRAMS	$ 250	$ 250
50.8010.0005	FLAGS	$ 250	$ 250
	TOTAL LOVE AMERICA	**$ 500**	**$ 500**
8120 (LOVE SUMMER)			
50.8120.0001	MOVIES & CONCERTS (TBD)	$ 3,840.00	$ 3,840
50.8120.0005	SOUVENIRS (TRI-COLOR GLOW STICKS, BUBBLES, MISCSIDEWALK CHALK & FLAGS	$ 180.00	$ 180.00
50.8120.0010	PORTA POTTY	$ 820.00	$ 820.00
50.8120.0015	WATER/SNACKS	$ 310.00	$ 310.00
50.8120.0020	DINNER FOR NAVY BAND	$ 100.00	$ 100.00
50.8120.0025	ABC LICENSE (BEER)	$ 300.00	$ 300.00
50.8120.0030	FACE PAINTER & ROCK CLIMBING WALL (PLUS COUNTY PERMIT)	$ 850.00	$ 850.00
50.8120.0035	PROMOTIONAL ADVERTISING, MARKETING	$ 900.00	$ 900.00
50.8120.0040	T-SHIRTS	$ 200.00	$ 200.00
	TOTAL LOVE SUMMER	**$ 7,500**	**$ 7,500**
8230 (OKTOBERFEST)			
	SITE EXPENSE		
50.8230.0100	PERMITTING: ABC/VDOT/COUNTY	$ 410.00	$ 410.00
50.8230.0103	MISC. SITE EXPENSE RECEIPTS	$ 1,700.00	$ 1,700.00
50.8230.0106	RENTALS: TENTS, CHAIRS, TABLES, ETC.	$ 22,000.00	$ 22,000.00
50.8230.0109	TOILETS	$ 7,500.00	$ 7,500.00
50.8230.0112	DUMPSTER BAGS AND PICKUP	$ 500.00	$ 500.00
50.8230.0115	DUMPSTER RENTAL	$ 1,500.00	$ 1,500.00
50.8230.0118	TRASH CREW DONATION	$ 2,000.00	$ 2,000.00
50.8230.0121	SHERIFF	$ 9,000.00	$ 9,000.00
50.8230.0124	GENERATOR RENTAL	$ 6,500.00	$ 6,500.00
50.8230.0127	HEAVY EQUIPMENT RENTAL FOR LIGHTING PARKING LOT	$ 4,500.00	$ 4,500.00
50.8230.0130	HAY BALES	$ 250.00	$ 250.00
50.8230.0133	COMMUNICATIONS DISPATCHER	$ 750.00	$ 750.00
50.8230.0136	TENT SETUP AND DECORATION SUPPLIES	$ 3,120.00	$ 3,120.00
50.8230.0139	SUPPORT VENDOR SETUP	$ 240.00	$ 240.00
50.8230.0148	SECURITY AND TRAFFIC EQUIPMENT RENTAL	$ 1,200.00	$ 1,200.00
50.8230.0154	PARKING SHUTTLE	$ 8,500.00	$ 8,500.00
50.8230.0160	VOLUNTEER SUPPORT	$ 500.00	$ 500.00
50.8230.0163	GENERAL LIABILITY POLICY 1 MILLION	$ 3,769.00	$ 3,769.00
50.8230.0166	EVENT CANCELATION INSURANCE	$ 1,985.00	$ 1,985.00
	MARKETING		
50.8230.0200	LES ARTWORK PRINTING	$ 250.00	$ 250.00
50.8230.0203	ADVERTISING	$ 1,000.00	$ 1,000.00
50.8230.0206	ALE TRAIL BUSINESS GRANTS	$ 6,449.00	$ 6,449.00
50.8230.0209	RACK CARD PRINTING	$ 750.00	$ 750.00
50.8230.0212	BOOKLET PRINTING	$ 2,000.00	$ 2,000.00
50.8230.0215	PRINTING FESTIVAL MAPS AND DIRECTIONAL SIGNS	$ 2,000.00	$ 2,000.00
50.8230.0221	HIGHWAY BANNER PRINTING	$ 465.00	$ 465.00
50.8230.0224	PRINTING: SALES	$ 400.00	$ 400.00
50.8230.0227	GENERAL MARKETING EXP MR PRINT	$ 50.00	$ 50.00
50.8230.0230	REIMBURSEMENT	$ 500.00	$ 500.00
	SPONSORSHIP		
50.8230.0300	VIP RECEPTION	$ 500.00	$500
50.8230.0303	VIP TENT SUPPLIES	$ 350.00	$350
50.8230.0306	SPONSOR BANNERS	$ 1,000.00	$1,000
	ENTERTAINMENT		
50.8230.0400	PERFORMERS	$ 11,100.00	$ 11,100.00
50.8230.0403	AUDIO/VIDEO EQUIPMENT RENTAL	$ 3,800.00	$ 4,300.00
50.8230.0409	GREEN ROOM REFRESHMENTS AND SUPPLIES	$ 800.00	$ 800.00
50.8230.0412	WEINER DOG SUPPLIES/PRIZES	$ 200.00	$ 200.00
50.8230.0415	ENTERTAINMENT MISC	$ -	$ -
	KINDERFEST		
50.8230.0500	KINDERFEST INFLATABLE AND ACTIVITY RENTAL	$ 4,500	$ 4,500
50.8230.0503	KINDERFEST SETUP AND MISC	$ -	$ -
	ADMINISTRATIVE		
50.8230.0600	VOLUNTEER SHIRTS	$ 200.00	$ 200.00
50.8230.0603	SQUARE CHARGE	$ -	$ 125.00
50.8230.0609	MONEY-HANDLING SUPPLIES AND EQUIPMENT PURCHASES	$ 500.00	$ 500.00
50.8230.0612	DRINK TICKETS	$ 500.00	$ 500.00
50.8230.0615	WRISTBANDS	$ -	$ -
50.8230.0618	MISCELLANEOUS	$ 750.00	$ 1,330.00
50.8230.0627	BEER TASTING	$ 600.00	$ 600.00
50.8230.0630	VOLUNTEER SUPPORT: COMMITTEE BRUNCH	$ 1,000.00	$ 1,000.00

EVENT FUND EXPENSES ACCOUNT DESCRIPTION		FY20 APPROVED BUDGET	FY 21 DRAFT BUDGET
50.8230.0631	ANNUAL VOLUNTEER RECOGNITION (TO GENERAL FUND)	$ -	$ 500.00
50.8230.0633	POS SYSTEM RENTAL	$ 2,500.00	$ 2,500.00
50.8230.0639	SPLIT PROFIT WITH LOVE SUMMER FOR SUMMER EVENT	$ -	$ 1,000.00
50.8230.0642	WEBSITE HOSTING	$ 150.00	$ 150.00
50.8230.0645	WORKFORCE DONATIONS	$ 10,000.00	$ 10,000.00
50.8230.0648	OKTOBERFEST RESERVES	$ -	$ 7,420.00
	COST OF GOODS		
50.8230.0700	BEER PURCHASE	$ 34,000.00	$ 34,000.00
50.8230.0703	WINE PURCHASE	$ 4,500.00	$ 4,500.00
50.8230.0709	BEER TRAILER RENTAL	$ 7,182.00	$ 7,182.00
50.8230.0712	DONATION: WINE POURING SUPPORT	$ 1,320.00	$ 1,320.00
50.8230.0715	DONATION: BEER POURING SUPPORT	$ 13,650.00	$ 13,650.00
50.8230.0718	DONATION: BEER TRUCK SUPPORT	$ 2,100.00	$ 2,100.00
50.8230.0721	WINE POURING SUPPLIES AND GLASSES	$ -	$ -
50.8230.0724	BEER POURING SUPPLIES AND CUPS	$ 1,500.00	$ 1,500.00
50.8230.0727	SALES MISC. EXPENSES	$ 3,035.00	$ 3,035.00
50.8230.0730	CO2	$ 200.00	$ 200.00
50.8230.0733	MERCHANT SERVICES POS FEES	$ 2,200.00	$ 2,200.00
50.8230.0736	SOUVENIRS	$ 24,450.00	$ 24,450.00
	TOTAL OKTOBERFEST	**$ 222,375**	**$ 232,500**
8340 (LOVE WINTER)			
50.8340.0800	EVENT PROGRAMS	$ 250	$ 250
50.8340.0803	CHRISTMAS DECORATIONS	$ 500	$ 500
50.8340.0806	SHIRTS/BLANKETS/HANDOUTS	$ 500	$ 500
50.8340.0806	MISCELLANEOUS	$ 1,250	$ 1,250
	TOTAL LOVE WINTER	**$ 2,500**	**$ 2,500**
8450 (MAYFEST)			
	SITE EXPENSE		
50.8450.1000	EVET TENT 40X60	$ 1,600.00	$ 2,000.00
50.8450.1003	ROAD CLOSURE PERMIT	$ -	$ 100.00
50.8450.1006	PORTA POTTY (JOHNNY BLUE, INC.)	$ 1,200.00	$ 1,200.00
50.8450.1009	BEER TICKETS	$ 20.00	$ 20.00
50.8450.1015	TABLE RENTAL (ESTIMATED)	$ 250.00	$ 350.00
50.8450.1021	DISTELFINK STAGE (SQUARE)	$ 350.00	$ 350.00
50.8450.1027	TEMP LINE SITE / BOOTH PAINT	$ 200.00	$ 200.00
50.8450.1030	TIME OF EVENTS BOARD*BUILD COSTS	$ 20.00	$ 20.00
50.8450.1033	FIRE MARSHAL & BUILDING PERMIT	$ 90.00	$ 90.00
50.8450.1036	TOWN STAFF SUPPORT (SETUP/TEAR DOWN)	$ 400.00	$ 400.00
50.8450.1039	EVENT INSURANCE*	$ -	$ -
50.8450.1042	OTHER - VDOT PERMIT (NEW)	$ 100.00	$ -
50.8450.1045	TRANSPORTANTION TROLLEY	$ 800.00	$ 800.00
50.8450.1048	NO ALCOHOL BEYOND - SIGNS	$ 150.00	$ 150.00
50.8450.1051	PAID VOLUNTEERS (RUITANS)	$ 600.00	$ 600.00
50.8450.1054	LCSO	$ 5,000.00	$ 5,000.00
	DECORATIONS		
50.8450.1100	TABLE CLOTHS, CLIPS	$ 100.00	$ 100.00
50.8450.1103	ROPING / STAKES	$ 150.00	$ 150.00
50.8450.1106	SPONSOR STAKES (GREEN)	$ 50.00	$ 50.00
50.8450.1109	INFORMATION BOARD SIGNAGE*PRINT COSTS 24X36	$ 150.00	$ 150.00
50.8450.1112	MISC EXPENSES/SUPPLIES	$ 10.00	$ 100.00
50.8450.1115	DUCK TAPE	$ 200.00	$ -
	ENTERTAINMENT		
50.8450.1200	BANDS ON MAIN STAGE	$ 1,200.00	$ 1,500.00
50.8450.1203	SOUND SYSTEM - MAIN STAGE	$ -	$ -
50.8450.1206	SOUND EQUIPMENT	$ 400.00	$ 400.00
50.8450.1209	TODDLER - PONY RIDES (2)	$ 500.00	$ 500.00
50.8450.1212	TODDLER AREA SUPPLIES	$ 75.00	$ 75.00
50.8450.1215	ROCK CLIMBING WALL (1 UNITS RENTAL)	$ 500.00	$ 500.00
50.8450.1218	GIANT INFLATABLES (2 UNITS) RENTAL	$ 1,300.00	$ 1,300.00
50.8450.1221	PIES - CONTEST	$ 100.00	$ 100.00
	INCIDENTIALS		
50.8450.1303	ADDITIONAL PICNIC TABLES	$ 150.00	$ -
50.8450.1306	ADDITIONAL MUSIC ENTERTAINMENT	$ 300.00	$ -
50.8450.1309	ESTIMATE OF TRASH REMOVAL	$ 900.00	$ 900.00
50.8450.1312	UNIDENTIFIED COSTS	$ 450.00	$ 100.00
	MISCELLANEOUS		
50.8450.1330	LVF&R DONATION	$ 100.00	$ 100.00
50.8450.1333	BSA TROOP 962 DONATION (TRASH)	$ 250.00	$ 250.00
50.8450.1336	TOWN OF LOVETTSVILLE (CLOCK TOWER)	$ 100.00	$ 100.00
50.8450.1339	ACCOUNTING FEE	$ 700.00	$ 700.00

EVENT FUND EXPENSES ACCOUNT DESCRIPTION		FY20 APPROVED BUDGET	FY 21 DRAFT BUDGET
	PRIZES/SOUVENIRS		
50.8450.1350	SOUVENIRS (NEW) (125 UNITS)	$ 250.00	$ 250.00
50.8450.1353	SOUVENIRS (NEW)(125 UNITS)	$ 350.00	$ 350.00
50.8450.1356	RIBBONS - RACES	$ 200.00	$ 200.00
50.8450.1359	MAYFEST T-SHIRTS (NEW FOR 2020)	$ -	$ 500.00
50.8450.1362	CORNHOLE TROPHIES	$ 50.00	$ 50.00
50.8450.1368	ADULT CORNHOLE 1ST 2ND & 3RD PLACE	$ 150.00	$ 300.00
	PUBLICITY/ADVERTISING		
50.8450.1403	PRINTING FLYERS & POSTERS	$ 350.00	$ 575.00
50.8450.1406	WEBSITE DESIGN / MGMT / FEES	$ 100.00	$ 100.00
50.8450.1409	SPONSOR SIGNAGE	$ 900.00	$ 900.00
50.8450.1412	T-SHIRTS / BRANDING (DAY OF)	$ 100.00	$ -
50.8450.1415	ADVERTISING PRINTED	$ 200.00	$ 200.00
50.8450.1418	PRINT SAVE THE DATE CARDS	$ 75.00	$ -
50.8450.1421	EVENT BANNERS	$ 300.00	$ 300.00
50.8450.1424	FACEBOOK BOOST - (NOT PROJECTED)	$ 20.00	$ 50.00
50.8450.1427	CORNHOLE ADVERTISING	$ 150.00	$ -
	REFRESHMENTS		
50.8450.1450	BEER	$ 2,855.00	$ 2,385.00
50.8450.1453	ICE FOR BEER	$ 300.00	$ 300.00
50.8450.1456	CUPS FOR BEER	$ 100.00	$ 100.00
50.8450.1459	ABC / BANQUET LICENSE (BEER)	$ 85.00	$ 85.00
	TOTAL MAYFEST	**$ 25,000**	**$ 25,000**
	TOTAL EVENTS	**$ 257,875**	**$ 268,000**

Narrative for the Fiscal Year 21 Budget

General Fund Expenditures

4210 Personnel Services $684,614

10.4210.1001 Administrative Salaries – $471,221, Salaries for six full-time employees and one part-time employee; includes a two percent Cost of Living Adjustment and up to two percent performance bonus. Positions include Town Manager, Assistant Town Manager/Town Clerk, Treasurer, Account & Administrative Specialist, Planning Director/Zoning Administrator, & Zoning Admin, Project Manager, and Public Works staff. Key functions include Town administration, budget and finance, utility billing, planning, zoning, code enforcement, and public works, parks, and events support.

10.4210.1002 Town Council Salaries - $8,000, Four Councilmen salaries at $2,000/yr. Two Councilmen elect to not accept a salary.

10.4210.1012 Mayor Salary - $8,000, Annual amount for Mayor position.

10.4210.1003 Planning Commission Salaries - $8,400, Annual salaries for seven Planning Commissioners at $1,200/year.

10.4210.1004 FICA Expense - $38,666, Amount paid to FICA for all salaries.

10.4210.1006 Group Health Insurance - $88,007, Amount for Virginia Local Choice program health coverage for employees and percentage for families. Amount indicated represents a projected six percent increase in premium.

10.4210.1007 ICMA Hybrid Retire - $6,500, This is the Town's contribution to the retirement program for any employee who has joined Virginia Retirement System after January 1, 2014.

10.4210.1010 VRS Contribution/Disability/Life - $46,000, Represents the Town's contribution to employee retirement, disability, and life insurance.

10.4210.1009 P/T Public Works Support/Extra – $9,820, This is worked performed by the part time Public Works.

4220 Contractual Services $323,500

10.4220.3001 Engineering Non-Reimbursement – $3,000, Surveys, deed of properties, conceptual design, and general engineering.

10.4220.3002 Audit - $12,000, This amount is for the General Fund portion of the annual audit.

10.4220.3003 Administrative Consulting Services (Municode) - $12,000, This amount is for the on-line Town code and the updates each year through Municode.

10.4220.1003 Code Enforcement – $5,000, Mowing of non-compliant yards and towing abandoned vehicles.

10.4220.3004 Legal Services/Admin - $8,000, Attorney fees initiated by administrative staff for legal questions on various Town related issues.

10.4220.3005 Legal Services/Zoning - $8,000, Attorney fees for zoning non-compliance issues that require legal services.

10.4220.3006 Legal Services/Contracts - $4,000, Attorney fees to review contracts before initiating the contract.

10.4220.3007 Legal Services/General - $36,000, Attorney fees for preparation and/or review of amended codes, ordinances, resolutions or policies and related staff reports, as well as attendance at meetings.

10.4220.3009 Refuse Services - $198,000, This includes projected costs based on an increase in fees with the current contractor to $17.50/household/month and additional service to new homes. The Town may be able obtain more favorable rates through the Town Consortium RFP for Trash/Recycling.

10.4220.3011 Engineering Reimbursement Non-Capital Related - $9,000, Plan review for site plans and subdivisions.

10.4220.3013 Special Project Consultant Services - $5,000, This includes funding to hire a facilitator for the Town Council Annual Retreat and other special projects.

10.4220.3018 Financial Consulting Services-VML - $4,000, Financial services for VML/VACO to review debt service, help with bonds, and prepare financial studies/reports, on an as-needed basis.

10.4220.3019 Outside Accounting/Payroll (YNBP) - $6,500, Represents the General Fund portion of payroll services and the reconciliation of the accounts throughout the year.

10.4220.3023 Staffing/Structure Study - $13,000, This is the projected cost for hiring a consultant to conduct a compensation and staffing study.

4225 Technology Services $53,000

10.4225.3010 Accounting Software Annual Maintenance - $4,000, Represents the costs associated with Harris Financial Software support.

10.4225.3012 Website Hosting/Office 365/Archiving/Internet - $23,000, Website Hosting - $2K, Office 365 - $10K, Comcast Internet - $6K, and Archive Social - $5K.

10.4225.3013 Office Equipment/Computers - $8,000, This includes the replacement of two computers based on the aging report and a network gateway. We would like to go paperless and purchase iPads for Council to use for Council meetings.

10.4225.3014 Software License/Upgrade - $8,000, Harris Module upgrades, GIS system upgrade, and annual license for Adobe Acrobat Pro DC, Adobe InDesign, and Bitdefender Antivirus.

10.4225.3015 Computer/Network Supply Consultant - $9,000, This line item is for our AV Capture and C&M Communications for technical support including network security, software updates, and troubleshooting IT issues.

10.4225.3016 File Server - $1,000, This is for Amazon Web Services server backup.

4230 Repair and Maintenance $39,200

10.4230.2501 Office Cleaning - $4,000, This is for weekly cleaning of the Town Office and trailer.

10.4230.2502 Snow Removal - Town Hall and Park Sidewalks - $1,900, Epling contract for snow removal at Town Hall. Chains will be purchased for the Kubota and staff will handle snow removal on park sidewalks.

10.4230.2503 Mowing/Landscaping - $3,500, Epling contract to mow and landscape around the Town Office.

10.4230.2504 Building Maintenance/Modular Rental - $15,000, This is for maintenance to the Town Hall building (e.g., exterior caulking, weather stripping, and interior/exterior painting) and rental of the Trailer in the rear of the Town Office.

10.4230.2506 Copier Lease - $5,800, Annual lease for the main copier which is used to print and make copies for meetings and other administrative functions. Lease is up in November of 2021.

10.4230.2507 Beautification/Signage/Welcome/Information - $2,000, This includes refreshing the sign on the outside of the Town Hall and planting flowers/shrubs outside the building, lighting and landscaping for the LOVE Sign.

10.4230.2509 Vehicle Fuel - $1,300, Fuel for the pickup truck used primarily by Public Works staff.

10.4230.2510 Annual Vehicle Repair & Maintenance - $1,500, Preventive maintenance and repair of the Public Works pickup.

10.4230.2512 Veterans Paver Installation - $1,200, This includes costs for engraving and installing the Veterans Pavers, which is offset by the cost of the paver.

4240 Public Works $27,700

10.4240.2600 Electricity (Town Hall & Museum) - $4,300, Annual electricity for Town Hall and the Museum.

10.4240.2700 Street Light (Monthly Charges) - $16,000, Annual streetlight user cost.

10.4240.2702 Street Signs - $500, This is for repairing or replacing damaged street signs and poles.

10.4240.2710 New/Upgraded Street Lights - $1,000, This is for upgrading up to four additional streetlights with LED lights.

10.4240.2720 Street Sweeping - $5,000, Annual spring street sweeping before MayFest.

10.4240.2800 Water and Sewer - $900, Water and sewer for Town Hall.

4245 Parks $75,100

10.4245.1008 Tree Support - $3,500, The “Tree Support” expenditure item funds all Tree City USA program activities including: annual tree plantings, including those for Arbor Day; tree pruning and maintenance of trees on Town-owned properties and within public easements; and tree removal for diseased, dying or nuisance trees on public properties. This upcoming fiscal year, the Town will remove/prune the two mature trees located at the rear of our Town office property, continue pruning medium-sized trees on the Town Green, and plant 1-2 trees for the Arbor Day tree dedication event.

10.4245.2801 Electricity (TS, TG, WS, QBP) - $1,200, Cost for electricity for the Town Square, Town Green, Welcome Sign, and Quarter Branch Park.

10.4245.2802 Water (TS, TG, QBP) - $3,500, Water usage for the Town Square, Town Green irrigation system, and Quarter Branch Park.

10.4245.2803 Mulch, Seed, Fertilizer - $7,000, Mulch the trees and shrubs, fertilize and seed the Town Green and Town Square.

10.4245.2804 Mowing-Parks & irrigation - $11,200, Mowing Town Square, Town Green, Quarter Branch Park; winterize and repair irrigation system (as needed).

10.4245.2805 Miscellaneous Supplies - $2,000, Purchase of miscellaneous supplies for the Parks. Previous purchases have included weed killer, ice bags, shelving, PVC pipe, muck bucket, and gloves.

10.4245.2807 Public Works Maintenance Support - $5,000, This amount will be used to paint the Museum Building.

10.4245.2808 Park Tools & Equipment - $2,000, Used for tools and equipment for the Town Part Time Public Works personnel.

10.4245.2809 Litter Grant Spending - $1,000, This is reimbursable grant from the Virginia Department of Environmental Quality (administered by Loudoun County) that can be used for litter prevention and recycling program implementation, continuation, and/or expansion. The funds have typically been used for "Town of Lovettsville" recycling awareness promotion pens, doggie waste station bags, and staff time to empty waste stations and trash cans in park.

10.4245.2810 Repairs & Maintenance of Parks/Barns - $13,500, Painting the Walker Pavilion and repairs and maintenance to the Parks and the Barn.

10.4245.2812 New Facilities at Parks, $25,200, Electric services for the Town Square and concrete pad for the port a jon at the Town Green = $2,200. Welcome Sign coming into Town from East Broad Way = $3,000. Pedestrian Crossing funds to begin installations/construction of the chosen options = $15,000. Way finding signs fund to begin a plan and begin implementing the signage $5,000.

4250 Communications $9,050

10.4250.2900 Telephones - $3,600, This is the cost for VOIP service at Town Hall.

10.4250.3000 Postage - $4,200, This is for all postage that goes out of the General Government.

10.4250.3011 Cellular Phones - $1,250, This item is for one cellphone, one hot spot, and one iPad.

4270 SUPPLIES & ADVERTISING $22,000

10.4270.2300 Office Supplies/Furniture, $9,000, This amount is for office supply purchases such as copier paper, envelopes, folders, letterhead, and other miscellaneous office needs.

10.4270.2400 Advertising, $13,000, This is for legal notices required for Planning Commission and Town Council public hearings.

4260 Insurance $13,250

10.4260.3200 General Liability Insurance - $13,250, This amount is for the General Fund portion of the Town's general liability insurance through Virginia Municipal League.

4271 Activity Support $26,700

10.4271.0010 Donation Fire and Rescue - $3,500, This is an annual donation to Lovettsville Fire and Rescue.

10.4271.0011 Donations-LCCAB - $2,500, This is an annual donation to the Lovettsville Community Center Advisory Board for the July 3 fireworks display.

10.4271.1001 Donations Other - $1,000, This includes a $500 pass-through grant from the Virginia Commission for the Arts and a $500 matching donation from the Town for the annual Western Loudoun Artist Studio Tour.

10.4271.1004 Fire Fund Allocation - $10,000, This is a pass-through grant were the Town and the fire company jointly apply for and the Town receives the funds from the State for the local Fire Department.

10.4271.1009 Tree Board - $300, This is for staff to attend the annual Virginia Urban Forestry Council Workshop.

10.4271.1016 Love Summer (To Event Fund) - $2,500, This is the amount the Town is donating to the Event Fund to support Love Summer movies and concerts.

10.4271.1017 Love America (To Event Fund) - $500, This is the amount the Town is donating to the Event Fund to support Love America events.

10.4271.1018 Love Winter (To Event Fund) - $2,500, This is the amount the Town is donating to the Event Fund to support Love Winter events.

10.4271.1020 Parade Permits - $900, This is for the VDOT permit for the Upper Loudoun Little League Baseball Opening Day Parade.

10.4271.1023 Volunteer Mgt. & Recognition - $1,500, This will be used to host a volunteer recognition event that the Event Committee is developing.

10.4271.1026 Tourism Branding/Marketing- $1,500, Marketing expenses for promoting the Town such as advertising in the Western Loudoun Artists Studio Tour booklet and the Mail Chimp platform, used to produce the Friday email.

4272 Dues $4,200

10.4272.2000 Dues - $4,200, Goes toward two memberships of ICMA, Treasure Membership, VLGMA membership, and American Planning Association.

4273 Travel & Training $14,325

10.4273.1001 Hospitality - $2,000, Used for hosting various gathering such as the Town Council functions (Annual Retreat and Christmas Luncheon), TANV, Loudoun County Managers Meeting, and a COLT meeting.

10.4273.1002 Mileage - $1,750, Reimbursement for staff use of personal vehicles to travel to training, meetings, County permit applications, and picking up supplies.

10.4273.1003 Town Council Training - $2,000 Funding is provided for the Mayor and Council to attend VML workshops and annual conference.

10.4273.1004 Training/Education - $5,575, Used for staff to go to training/conference such as ICMA, VML, Virginia Local Government Managers Association, Treasures Association Conference, Clerks Association Conference, and American Planning Association Conference.

10.4273.1005 Books and Subscriptions - $500, This is for purchasing books and/or subscriptions related to administration/operations.

10.4273.1006 Planning Commission Training - $2,500, Certified Planning Commissioner training (Virginia Land Use Education Program) for up to two new Planning Commissioners annually.

4274 Refunds $6,000

10.4274.1001 Refunds - $6,000, This represents refunds for overpayments and/or duplicate payments, typically for real estate taxes and facility rental.

4280 Debt Payment $153,405

10.4280.3801 Annual Principle Payment on Debt (1A Project) - $100,000, Principle payment on Phase 1A of East Broad Way project.

10.4280.3802 Annual Interest & Fees Payment on Debt (1A Project) - $53,405, Interest and Fees for payment on Phase 1A of East Broad Way project.

4100 CAPITAL IMPROVEMENT BUDGET (Narrative for CIP in adopted 5-year CIP)

10.4100.0810 E. Broad Way 2a Improvements Project: North Light Street to Park Place – $413,282

10.4100.1105 Town Hall Expansion – $540,00

10.4100.1500 S. Church Street & E. Pennsylvania Avenue Improvements– $87,00

10.4100.1630 Pedestrian Crossing – $0

10.4100.1640 Transportation Master Plan – $25,000

10.4100.1650 Quarter Branch Barn Improvements Lean to Bins– $20,000

10.4100.1660 Loudoun Street Improvement Project– $30,000

10.4100.1670 Locust Street Improvement Project– $50,000

Utility Fund

Expenditures

4210 Personnel Services $424,683

30.6210.1001 Utility Fund Salaries – $272,116, Salaries for five full-time staff members and one part-time employee; including a two percent Cost of Living Adjustment and up to two percent performance bonus. Positions include Utilities Director, Chief Operator, Utilities Operator, Plant Operator, Instrument Technician.

30.6210.1004 FICA Expense – $23,877, to FICA for all salaries.

30.6210.1005 Education Expense – $3,000, Represents amount to fund tuition reimbursement program.

30.6210.1006 Group Health Insurance – $68,021, Amount for Virginia Local Choice program health coverage for employees and percentage for families. Assuming a six percent increase.

30.6210.1007 ICMA Hybrid Retire – $1,560, Town contribution to the retirement program for employees after 2010.

30.6210.1010 VRS Contribution/Disability/Life – $16,109, The Town anticipated contribution to employee retirement, disability, and life insurance.

30.6210.1014 Overtime Pay – $40,000, Anticipated overtime expected for after hour issues that arise.

6220 Contractual Services $95,250

30.6220.3020 Record Drawing Reimbursable – $5,000, reimbursement for final record drawings.

30.6220.3021 Water Meter Maintenance New System – $10,000, Reoccurring annual expense for Ready Manager, Database, FCC license etc.

30.6220.3023 Asset Management Plan – $2,000, Go toward creating an asset management plan.

30.6220.3001 Outside Engineering/ Consulting – $10,000, CHA Water and WWTP engineer.

30.6220.3002 Audit – $12,000, This amount is to be used for the annual audit.

30.6220.3003 Water Sample Testing – $4,250, Compliance sample testing for the Water system.

30.6220.3004 Sewer Sample Testing – $34,000, Compliance testing for the WWTP.

30.6220.3008 Software Support – $7,000, GIS, Trimble Unity, Allen Bradley support.

30.6220.3013 Legal Services /Contract – $3,000, Legal Services toward any contract preparation.

30.6220.3019 Financial Consulting-VML – $3,000, Financial services for VML/VACO to review debt service or help with bonds.

30.6220.3018 Outside Accounting / Payroll (YNBP) – $5,000, YNBP will perform payroll and review the reconciliation of the accounts throughout the year.

6230 Sewer Repair/Maintenance $175,750

30.6230.2500 Wastewater Treatment Plant Permit – $2,900, Annual WWTP Permit Fee

30.6230.2501 Snow Removal – $4,500, Anticipated snow removal expense for drive and around water treatment plants.

30.6230.2502 Mowing/Landscaping-Sewer – $4,350, This is for Epling to mow and landscape around the Treatment Plant.

30.6230.2504 Sludge Hauling – $95,000, This represents the anticipated sludge hauling expense. We are working with Purcellville to have them Haul to their facilities. Round Hill does not have capacity. Followed up with Purcellville 1/26.

30.6230.2505 Wastewater Treatment Plant System Repairs – $28,000, Anticipated annual repairs to equipment within the WWTP.

30.6230.2506 Frye Court Lift Station – $2,000, Anticipated annual repairs on the Frye Court Lift Station.

30.6230.2508 SCADA Operations Sewer – $4,500, Calibration of meters, Spare PLC's Parts and contract consulting as needed.

30.6230.2509 Maintenance Contract – $7,000, WWTP Generator Maintenance Contract.

30.6230.2510 I&I Maintenance & Repair – $25,000, Flow Meters, consulting and repair.

30.6230.2507 Facilities Repair & Maintenance – $2,500, unexpected HVAC repairs, rekeying Locks, and structural maintenance.

6235 Water Repair/Maintenance $67,900

30.6235.2500 Water System Repairs/Maintenance– $26,000, General repairs or maintenance of system.

30.6235.2504 Water Tower Maintenance – $14,600, Tower Maintenance Contract with Suez. Includes repairs, inspection, tank cleaning, and painting.

30.6235.2505 SCADA Operations Sewer – $3,000, Calibration of meters, Spare PLC's Parts and contract consulting as needed.

30.6235.2506 Water Meter Replacement/Relocation – $2,500, represents anticipated replacement of meters that have gone bad or need replacing.

30.6235.2507 Facilities Repair & Maintenance – $2,500, HVAC repair, Rekeying Locks, and structural maintenance.

30.6235.2508 Water Meter for New Construction – $2,500, New meters (reimbursable now)

30.6235.2509 Service Contracts – $3,000, Laboratory equipment Maintenance, Generator Maintenance, Software support Contracts.

30.6235.2511 IT Consulting – $1,500, This is for IT support for the water system electronics.

30.6235.2512 Software Upgrades – $1,500, expected software upgrades to operating systems, SCADA, Alarming.

30.6235.2515 Miss Utility – $800, It cost approximately $1.05/locate ticket request.

30.6235.2516 Hydrant Maintenance – $10,000, Hydrant exercising, locating, unexpected repair and Maintenance.

6240 Utilities $66,750

30.6240.2600 Electricity Water – $30,500, This is for Electricity for the entire water system.

30.6240.2601 Electricity Sewer – $36,000, This is for the Electricity for the Treatment Plant.

30.6240.2602 Electricity Frye Court – $2,500, This is the electricity for Frye Court Lift Station.

6250 Communications $7,455

30.6250.2900 Telephone – $2,955, This is the annual cost for all desk phones .

30.6250.2901 Mobile Phones – $3,200, This item is for Cell phones for Utility Department

30.6250.2905 DSL Lines at the Plant – $1,300, This to have internet services for SCADA

6260 Insurance $22,600

30.6260.3200 General Liability Insurance - $22,600, This amount is for the general liability insurance through Virginia Municipal League.

6270 Vehicle and Miscellaneous $34,600

30.6270.2000 Dues - $1,000, Dues for Virginia Rural Water Association, and Regulatory Licensure

30.6270.2509 Vehicle Fuel - $9,500, This is the anticipated fuel for all Utility Department vehicles.

30.6270.2510 Annual Vehicle Repair & Maintenance - $3,000 Repair and Maintenance for all Utility Department vehicles.

30.6270.2511 Uniform Maintenance and Replacement- $4,500, This is for uniforms for all Employees of the Utilities Department.

30.6270.2512 Training - $4,000, This is used for employees to obtain greater training and Certifications in water and wastewater courses.

30.6270.2513 Travel Mileage - $1,000, Used to travel for training, meetings, and to pick up supplies or parts in a personal vehicle.

30.6270.3600 Refunds/Pass Through/Reimbursements- $1,700, expected Water/Sewer overcharge.

30.6270.3602 Credit Card Fees - $9,900, Credit card fee is anticipated to triple with monthly billing vs quarterly billing.

6280 Sewer Supplies and Equipment $32,500

30.6280.3500 Sample Testing Supplies - $4,500, Buffer solutions, reagents, beakers, phosphorus and Dissolved oxygen probes.

30.6280.3501 Chemicals Wastewater Treatment Plant - $12,000, Alum for coagulation and removal of phosphorus, and Polymer for enhanced settling of sludge in the Waste Digesters.

30.6280.3502 Office Supplies - $2,500, log books, calendars, cleaning supplies etc.

30.6280.3503 Postage - $3,000, Postage will triple with monthly billing vs quarterly billing.

30.6280.3504 Safety Supplies - $2,000, disposable glove, tyvec overalls, hearing protection, eye protection. Etc.

30.6280.3505 Sewer Replacement parts - $5,000, Diffusers, pump parts, motors, electrical relays and miscellaneous components etc.

30.6280.3506 Tools - $2,000, Purchase tools that are required to fix components of the sewer system.

30.6280.3507 Stone and Gravel - $500, For repairs.

30.6280.3508 Gasoline or Fuel for Generators - $1,000, Emergency Backup generator fuel.

6285 Water Supplies and Equipment $27,330

30.6285.3500 Sample Testing Supplies - $4,000, Buffer solutions, reagents, beakers.

30.6285.3501 Chemicals Water Treatment Plant - $7,000, Sodium hypochlorite for Disinfection, KMN04 for oxidation of Iron and Magnesium.

30.6285.3502 Office Supplies - $2,300, log books, calendars, cleaning supplies etc.

30.6285.3503 Postage - $2,100, represents the postage increase due to monthly.

30.6285.3504 Safety Supplies - $1,500, disposable glove, tyvec overalls, hearing protection, eye protection. Etc.

30.6285.3505 Equipment Repair Replacement parts - $5,000, to repair clamps, saddles, fittings, filters, electrical relays and anticipated miscellaneous equipment.

30.6285.3506 Tools - $2,000, Purchase tools that are required to fix components of the water system.

30.6285.3507 Stone and Gravel - $1,000, For repairs.

30.6285.3509 Gasoline or Fuel for Generators - $1,000, Anticipated emergency backup generator fuel.

30.6285.3511 Office Equipment/Computers - $1,500, Purchase office equipment or replace Computer for water system.

6290 Transfers and Miscellaneous Expenses $593,015

30.6290.0100 Annual Principal Payment on Debt- $314,050, Principal payment on four debt service accounts, one will drop off when paid in November.

30.6290.0200 Annual Interest & Fee Payment on Debt- $99,274, Interest and Fees on payment of four debt service accounts, one will drop off when paid in November.

30.6290.1011 Overhead Reimbursement to General Fund- $169,691, Overhead expenses incorporate personnel cost, Administrative Consulting, Technology Services, Building Modular Rental, Public Works Support. This is a 3% inflationary from last year and does not account for going from quarterly billing to monthly billing. Does not account for additional work for monthly billing, it is not represented in this budget.

30.6290.0200 Emergency Contingency Repair Fund - $10,000, based on fiscal policy the amount is earmarked for unexpected repairs.

Capital Improvement Budget $160,000 (Narrative for CIP is in adopted 5-year CIP)

30.6290.0310 Water Treatment Plant Improvements: Treatment Facility Eval & Renewal- $5,000.

30.6290.0330 Water Treatment Plant Improvements: Security Updates, Security Cameras, updated gates, fence repair- $15,000.

30.6290.0460 Creek Bank Shoring: Study and repair. (Waste Water Treatment Plant and South Church near sewer line and behind Redbud)- $20,000.

30.6290.0480 Waste Water Treatment Plant Sludge Handling Eval & Const- $35,000.

30.6290.0485 Water Treatment Plant Improvements Install New VFD'S AT KR & RV- $60,000.

30.6290.0490 Utility Vehicle Replacement (On Call) - $25,000.

Town of Lovettsville

SCHEDULE OF FEES – FY 2021 DRAFT BUDGET

ADOPTED _____

GENERAL FUND:

Real Estate Tax:	$0.184/$100 assessment (Elderly/Disabled Real Estate Tax discount is 100% for qualifying residents)
Meals Tax:	3.0% on gross receipts
Cigarette Tax:	$0.40 per pack
Transient Occupancy Tax:	5% of gross receipts
Vehicle License Tax:	$25.00 per car/truck/motorcycle $16.00/motorcycle through Dec 2019, $25.00/motorcycle starting May 2020
Town Facilities Use Permit:	$25.00 In Town Rates $50.00 Out of Town Rates

Business License:

Type	Fee/Tax
All Businesses Except Contractors	Fee of $30.00 for gross receipts up to $20,000.00 and a Tax of $0.17/$100 for gross receipts over $20,000.00
In-Town Contractors	Fee of $30.00 for gross receipts up to $20,000.00 and a Tax of $0.16/$100 for gross receipts over $20,000.00
Out-of-Town Contractors	No charge for work valued under $25,000.00 annually; Fee of $30.00 plus a Tax of $0.16/$100 for gross receipts over $25,000.00

Application Fees:

Type:	*Fee:*
Zoning Permit – Minor	$75
Zoning Permit – Major	$150
Pool Permit (Fence Included)	$75
Zoning Determination Letter	$75
Demolition Permit	$0
Rezoning/Zoning Map Amend.	$750* for first acre + $250* for each additional acre
Proffer Amendment	$500
Ordinance Amendment	$150*
Home Occupancy Permit	$75
Zoning Certificate	$75
Sign Permit – Permanent	$75 (up to three signs)
Sign Permit – Temporary	$25 per sign
Preliminary Plat	$300 + $15 per lot
Preliminary Plat Amendment	$250
Final Plat	$500 + $25 per lot
Final Plat Amendment	$250
Boundary Line Adjustment	$250
Minor Subdivision Plan/Plat	$300 + $15 per lot
Preliminary Site Plan	$1,000 + $50 per acre
Final Site Plan	$1,000 for first acre + $50 for each additional acre

Application Fees (cont.):	**Type:**	**Fee:**
	Preliminary/Final Site Plan	$1,000 for first acre + $50 for each additional acre
	Conditional Use Permit	$350*
	Subdivision/Site Plan Exception	$100* per section varied
	Comprehensive Plan Amendment	$2,500
	Occupancy Permit	$75
	Bond Reduction	$100 per reduction
	Bond Release	$150
	VDOT Street Acceptance	$150
	Variance/Appeal	$100*
	Subdivision/Site Plan Engineering & Legal Consultant Review Deposit Fee**	$3,000
	Comprehensive Plan (Document)	$40.00

*: additional charges for advertising and/or adjacent property owner notification will be billed to the applicant
Applicants are responsible for all base fees as well as any engineering or Town Attorney Review Costs
**: As required by Section 30-37 of the Town Code for subdivision construction drawings and development site plans. If actual costs differ from amount deposited, the excess shall be paid by the applicant to the Town or difference refunded to the applicant, as applicable.

All civic, charitable, and religious organizations having non-profit status are exempt from application fees.

Taxes are authorized by VA Code 58.1. Fees are authorized by Code of Virginia Sections 15.2-2241 and 15.2-2286.

Freedom of Information Act (FOIA) Requests

Cost for staff time to research and respond to FOIA requests will be based on the hourly rate of the appropriate staff member(s) responding to the request and range from approximately $20/hour to $50/hour. Other charges include:

Photocopies	$0.25 per page (8 ½ x 11)
Documents Printed In-House	$2.00 per page (Black/White 24” x 36”) $3.00 per page (Color 24” x 36”)
Documents Sent to Printer Due to Volume or Size	Actual Cost
Audio CDs and Flash Drives	$5.00 per copy

For more information, see the Town of Lovettsville Freedom of Information Act Policy, Request Form, and Schedule of Fees.

UTILITY FUND:

Trash & Recycling Collection Fee: $0.00/quarter
Minimum Water/Sewer Bill: $46.42 for up to 2,000 gallons in a one-month billing cycle
In-Town Water User Rate: $8.96 per 1,000 gallons
In-Town Sewer User Rate: $14.23 per 1,000 gallons
In-Town Sewer Only Customers: Fixed rate of $39.53 Monthly
Out-of-Town Water/Sewer Customers Charged: 150% of In-Town rate
Penalty for Late Payment: $10 or 10% whichever is greater
Bulk Water Sales: $25 per 1,000 gallons, plus $75 transaction fee

Virginia Department of Health Waterworks Technical Assistance Fund: Set by VDH
Water Cutoff Charge or Turn on Charge: $30
Fire Sprinkler Fee of $20 per quarter for facilities with a fire sprinkler system connected to Town Water
Availability Tap refund processing charge: $50.00
Fats, Oils and Grease Permit Fee: $25
Flushing Hydrant Maintenance Fee: $500 per year

Water and Sewer Inspection Fees:

Type	Fee
Main Inspection Fee	$1.90 x linear foot of Water Main + $2.15 x linear foot of Sewer Main + $300 for Beneficial Use Inspection + $300 Final Inspection
Lateral Inspection Fee	$150 per connection- charged with Zoning Permit for the building
Line Record Drawing Fee	$1,350 + $1.25/linear foot of Water Main + $1.50/linear foot of Sewer Main
Water Modeling Fee	Engineering Reimbursable- cost to update water model to include new water lines and provide required information to VDH for their review and approval; component of Engineering Deposit.
Hydrant Flow Test Fee	$100 + provide needed testing equipment
Lateral Upgrade Fee	$100 + Cost of meter (when an existing connection upgrades to a larger size meter)

Deposit for New Water and Sewer Accounts:

Type of Connection	Water	Sewer
Residential (within Town limits)	$50.00	$50.00
Residential (outside Town limits)	$100.00	$100.00
Non-Residential	$100.00	$100.00

Water and Sewer Connection Fees:
Water Connection: $2,100
Sewer Connection: $2,100

Availability Fees, Maximum Allowable Usage and Meter Fee:

Meter Size	Maximum Allowable Usage (GPD)	FY2021 Water Availability Fee*	FY2021 Wastewater Availability Fee*	Meter Fee
5/8"	500	$11,163	$16,400	$250
3/4"	750	$16,744	$24,600	$250
1"	1,250	$27,908	$40,999	Cost of meter + $20
1 1/2"	2,500	$55,814	$81,999	Cost of meter + $20
2"	4,000	$89,303	$131,198	Cost of meter + $20
3"	8,000	$178,605	$262,395	Cost of meter + $20
4"	12,500	$279,070	$409,992	Cost of meter + $20

*Upgrades from a smaller meter size will equal the difference between the new availability fee and the current availability worth of the existing meter size.

Excess Use Surcharge for Water: Two times the water rate for all usage above the Maximum Allowable Usage for a billing period.
Excess Use Surcharge for Sewer: Two times the sewer rate for all usage above the Maximum Allowable Usage for a billing period.
Failure to Upgrade Meter Fine – First Offense: $100.00
Failure to Upgrade Meter Fine – Second Offense: $200.00
Failure to Upgrade Meter Fine – Third Offense: $300.00

Water Theft Fines:

First Offense Fine	$500.00
Second Offense Fine	$1,000.00
Third or Subsequent Offense Fine	$2,000.00

Reward for Successful Notification and Capture of Water Theft in Progress:

Town Water and Sewer Account Holders	$100 Credit
Non-account Holders	$50.00 Check

Fine for Failure to Follow Water Emergency Rules and Regulations: $500.00 each offense

Frye Court Service District Tax (per VA Code Section 15.2-2400 et seq.): $0.275 per one hundred dollars ($100.00) of assessed value for taxable real estate (exclusive of improvements)

These actions are authorized by the Code of Virginia Section 15.2-2111, 15.2-2143 (Water) and Sections 15.2-2111, 15.2-2119 (Sewer)

Charge for all returned checks: $25.00 plus $5.00 bank charge