



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
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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
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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
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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

<u>REVENUE</u> <u>ACCOUNT DESCRIPTION</u>		<u>FY20</u> <u>APPROVED</u> <u>BUDGET</u>	<u>FY 21</u> <u>DRAFT</u> <u>BUDGET</u>
GENERAL FUND REVENUE			
<u>3100 (GENERAL PROPERTY TAXES):</u>			
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
<u>3200 (OTHER LOCAL TAXES):</u>			
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
<u>3300 (INTEREST INCOME):</u>			
10.3300.0000	INTEREST ON RESERVES	\$ 13,000	\$ 17,000
<u>3400 (PERMITS, FEES, LICENSES):</u>			
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
<u>3500 (MISC REIMBURSEMENTS):</u>			
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
<u>3600 (NON-CATEGORICAL REVENUE):</u>			
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

<u>REVENUE</u> <u>ACCOUNT DESCRIPTION</u>		<u>FY20</u> <u>APPROVED</u> <u>BUDGET</u>	<u>FY 21</u> <u>DRAFT</u> <u>BUDGET</u>
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		FY20	FY 21
ACCOUNT DESCRIPTION		APPROVED	DRAFT
		BUDGET	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/FEEES 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		FY20	FY 21
ACCOUNT DESCRIPTION		APPROVED	DRAFT
		BUDGET	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
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**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 CANCELTION 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	LCSSO	\$ 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

<u>EVENT FUND EXPENSES</u> <u>ACCOUNT DESCRIPTION</u>		<u>FY20</u> <u>APPROVED</u> <u>BUDGET</u>	<u>FY 21</u> <u>DRAFT</u> <u>BUDGET</u>
	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.

