



**Fiscal Year 2024
Adopted Budget
&
Fiscal Years 2024-2028
Capital Improvement Plan**





FISCAL YEAR 2024 ADOPTED BUDGET

Mayor

Mayor **Christopher Hornbaker**

Town Council

Vice Mayor **Joy Pritz**

Council Member **Thomas Budnar**

Council Member **Brandon Davis**

Council Member **David Earl**

Council Member **Robert Merhaut**

Council Member **Jennifer Reed**

Town Manager

Jason Cournoyer

Town Administrative Staff

Frank Spitzer, Utility Supervisor

John Merrithew, Planning/ Zoning Administrator

Charlie Mumaw, Project Manager

Elizabeth Fontaine, Town Clerk

Tanya George, Treasurer

Lisa Mullen, Office Manager



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Executive Summary/Introduction: Town Manager's Transmittal Letter

Mayor, Town Council and Residents of Lovettsville:

On behalf of Town staff, I am pleased to present you the adopted budget for Fiscal Year 2024 and the five-year Capital Improvement Plan for Fiscal Years 2024-2028. The budget is predicated on the following categorical focus areas and priorities of Town Council that were discussed at their January 2023 retreat:

- Financial Sustainability and adherence to Town's Fiscal Policy
- Staff Development, Retention and Recruitment
- Modernization of Communications Platform and Public Outreach
- External Funding of Capital Improvements Plan
- Economic Development Opportunities
- Cost Effective Water and Sewer Operations
- Facility and Asset Management to Preserve Quality Infrastructure
- Evaluate New/Diversification of Revenue Sources
- Enhanced Intergovernmental Partnerships
- Operational Resiliency and Implementation of Best Management Practices

The Adopted Fiscal Year 2024 Budget totals \$7,008,557 and is comprised of four major funds: General Fund, General Government-Capital Projects Fund, Utilities Fund, and Events Fund. The budget as adopted by Town Council adheres to the Town's Financial Policy with a focus on long-term sustainability and future capital investment.

General Fund

The Fiscal Year 2024 General Fund totals \$1,757,328 or an increase of \$9,041 or 0.5 percent over the Fiscal Year 2023 Adopted budget. The nominal increase in the overall budget is a result of an increase of \$133,389 for personnel salary and benefit adjustments and the addition of a Community Engagement and Economic Development Coordinator position and an increase of \$154,952 in contractual services primarily for refuse/recycling (\$21,817) and consulting services for conceptual designs of future capital projects (\$50,000); consulting services for assistance with grants (\$35,000); technology services of \$20,398 primarily attributable to a planned redesign of the Town's website (\$5,000); and replacement of the Town's dated server (\$12,000). These notable increases are offset by decreases the contribution required to the Town's Capital Improvement Plan (\$195,000) and the elimination of American Rescue Plan Act of 2021 funding for non-profit and business grants (\$100,000).

The Adopted Fiscal Year 2024 General Fund budget is a balanced budget that accounts for continued growth in consumer tax revenues. Consumer tax revenue derives from business activity such as Meals and Beverage Taxes, Sales Taxes, Bank Franchise, Cigarette Sales Taxes and Business Licenses. The Adopted Budget includes an overall increase of \$79,926 or 12.7 percent in consumer taxes over the Fiscal Year 2023 Adopted Budget estimates. The Fiscal Year 2024 estimated revenues are based on and reflect the actuals from Fiscal Year 2022 and the sustained trend since July 2022 and the approved increase in the Meals Tax rate from 3.00% to 3.75% effective in Fiscal Year 2024.

The largest single revenue source for the General Fund derives from real estate property taxes. The Town's recent boundary line adjustment added a commercial parcel (West End Motors) and an agricultural business parcel (One Family Brewing). Otherwise, the only change in the Town's residential and commercial units is the conversion of three parcels from residential to commercial for the Lovettsville Town Commons Shopping Center (formerly known as Lovettsville Square South Phase II). The Town is made up of 977 total residential units and 35 commercial units. The overall revaluation of all the existing units is projected to increase an average of 11.5 percent over the 2022 real estate values or from a total overall valuation of \$445,910,050 to \$496,097,780.

The average revaluation of residential units is an increase of 11.3 percent which includes, on average, increases of 9.0 percent for Townhouses and 11.7 percent for Single Family Detached Units. The average Commercial revaluation increased 4.5 percent for multi-Family and 14.8 percent for Commercial and Industrial units.

Like 2022, the revaluation for 2023 is another milestone year-over-year increase in revaluation, for both residential and commercial units, and is attributable to more demand for houses than what are available for sale. The continued increase in real estate valuations is a testament to the quality of life, sense of community, and the value of housing offered in the Town of Lovettsville.

One of the Town Council recurring tenets has been to maintain equalized tax rates and established user fees. The calculated equalized real estate property tax rate for 2023 is 14.6¢ per \$100 of assessed valuation. The adopted Fiscal Year 2024 General Fund budget is based on the approved real estate tax rate of 15.25¢ per \$100 assessed valuation, which is a decrease of one cent from the 2022 tax rate. The difference between the adopted real estate tax rate and the equalized tax rate equates to an increase in General Fund annual revenue of \$42,227 and approximately an increase of \$55.73 in the average household annual tax bill.

The Fiscal Year 2024 real estate tax rate of 15.25¢ per \$100 assessed valuation is being utilized for investment in capital improvements in the future. The General Fund budget utilizes the additional revenue deriving from the o fund, a contribution to the Capital Asset Replacement Reserve totaling \$84,500 to make local funding available in the future for matching grant funding requirements, available in absence of grant funding for planned capital projects, and to assist in funding any emergency capital expenses.

Enhancement Position - Community Engagement and Economic Development Coordinator

Included in the Adopted Fiscal Year 2024 budget is a new position, Community Engagement and Economic Development Coordinator. This position is partially funded by the increase in Meals Tax revenue deriving from the tax rate increase. This position is intended to serve as an ombudsman to the public that will engage with residents, community organizations, local and state governments, non-profits, economic organizations such as the Chamber of Commerce, Visit Loudoun, and Town businesses.

General Government - Capital Projects Fund

As part of the Fiscal Year 2023 Budget, a multi-year capital projects fund was established called the General Government - Capital Projects Fund. This fund aligns all capital project expenditures and revenues associated with the Town's General Government - Capital Projects in the Town's Capital Improvement Plan as well as the General Government's Capital Asset Replacement program. For Fiscal Year 2024, the General Government - Capital Projects Fund totals \$2,330,000 which reflects the local and grant-awarded funding associated with eight general government projects with funding in Fiscal Year

2024 out of the 14 projects included in the Fiscal Year 2024-2028 Capital Improvement Plan. Of this total, \$57,000 or 2.5 percent derives from General Fund contributions or the use of the Capital Asset Replacement Reserve.

The eight general government projects with funding included in Fiscal Year 2024 are:

- E. Broad Way Phase 2A Streetscape Improvements (TLOV-2019-01)
- S. Church Street/ E. Pennsylvania Avenue Improvements (TLOV-2020-01)
- S. Loudoun Street/ S. Locust Street Improvements (TLOV-2021-01)
- W. Broad Way and N. Berlin Turnpike Intersection Improvements (TLOV-2023-01)
- Town Clock Rehabilitation (TLOV-2024-01)
- Lovettsville Entry Sign (TLOV-2024-02)
- Municipal Complex Generator (TLOV-2024-03)
- Quarter Branch Barn Improvements (TLOV-2022-01)

Utilities Fund

The Fiscal Year 2024 Utilities Fund Adopted Budget totals \$2,588,579 or an increase of \$244,093 or 10.4 percent over the Fiscal Year 2023 Adopted Budget. Of this total increase, \$114,093 is attributable to the operating budget and the remaining \$130,000 is associated with the use of American Rescue Plan Act of 2021 (ARPA). Utilities capital projects included in the Fiscal Year 2024-2028 Capital Improvement Plan utilizes a total of \$785,000 of ARPA funding. The Fiscal Year 2024-2028 Capital Improvement Plan includes a total of 11 capital projects totaling \$2,585,000 of which, seven projects include funding for Fiscal Year 2024 totaling \$785,000 The seven projects funded in Fiscal Year 2024 are:

- Pennsylvania Avenue Watermain Replacement (TLOV-2020-03)
- Quarter Branch Road Watermain Replacement (TLOV-2019-03)
- Wastewater Treatment Plant Upgrades and Improvements (TLOV-2024-04)
- New Elevated Water Tower (TLOV-2025-02)
- Watermain Redundancy Improvements (TLOV-2024-05)
- Wastewater Treatment Plant Generator (TLOV 2025-03)
- Water Treatment Plant Upgrades and Improvements (TLOV 2024-06)

The Fiscal Year 2024 budget includes a three percent increase to water and sewer user rates which is included in the total Utilities Fund projected user rate revenue of \$1,370,754. The three percent increase in water and sewer rates in Fiscal Year 2024 is anticipated to yield approximately \$37,600 in additional revenue. Further increases in anticipated revenue derive from availability and connection fees associated with developments throughout Town such as the two additional parcels recently annexed as part of the boundary line adjustment. The associated availability and connection fees are utilized for the debt and contribution required to support the Capital Improvement Plan. The Fiscal Year 2024 budget includes an estimated \$289,400 in availability fees which is an increase of \$43,349 over the projected Fiscal Year 2023 estimates.

Events Fund

The Fiscal Year 2024 Events Fund totals \$332,650 which is an increase of \$56,000 or 20.2 percent over the Fiscal Year 2023 Adopted Budget. The revamped Oktoberfest Committee structure and vision resulted in some adjustments to the associated Fiscal Year 2024 expenditure line items compared to Fiscal Year 2023; primarily attributable to a shift in the alcohol sales model and planned contribution to reserve.

More details regarding the Adopted Fiscal Year 2024 Budget are included in the budget document in the Line- Item Detail Report. These reports include detailed descriptions for each budget account as well as a comparison, where applicable, to previous fiscal years. The report includes data from

the Fiscal Year 2021 Budget and Actuals, Fiscal Year 2022 Adopted Budget and Actuals, and the Fiscal Year 2023 Adopted Budget.

In conclusion, the Fiscal Year 2024 operating budgets for the major funds maintain focus on long-term financial sustainability along with enhancing the level of service provided by the Town to its residents, community organizations, and businesses. The budget also includes continued investment in Town staff with personnel increases of 5.75 percent for market rate and cost-of-living adjustments, which are in line with other jurisdictions in the region. In addition, the Fiscal Year 2024 budget provides investment in capital improvements reflected in a robust Capital Improvement Plan that focuses on improvements to facilities and pedestrian and vehicular infrastructure geared towards the continued improvement of quality of life and walkability within the Town. The budget further includes funding for conceptual designs for future projects that position the Town favorably for future grant funding opportunities. Contributions are included in the Fiscal Year 2024 budget to the Town's Capital Asset Replacement Reserve to allow for timely replacement of assets when grant funding is not available or when an emergency replacement or repair is necessary.

Further, the Utilities Fund continues to utilize ARPA funding for near-term capital funding that must be utilized by December 31, 2024. The three percent increase in water and sewer user rates aligns with the increases in the operating budget and continues to be the prudent approach to fully funding operating and planned capital improvements. Due to some anticipated development in the near future, Fiscal Year 2024 does not require any significant contribution towards the Capital Improvement Plan. Finally, the Events Fund continues to fund all the Town's events in order to continue the focus on quality of life by fostering a sense of community within Lovettsville.

I want to take the opportunity to state my appreciation for the Town's employees, Mayor, Town Council and Commission Members that assisted with the development of the Fiscal Year 2024 Budget and the Fiscal Year 2024-2028 Capital Improvement Plan. Further, I want to share a special recognition to Lisa Mullen, Office Manager, Charlie Mumaw, Project Manager, Tanya George, Treasurer, and Lizzy Fontaine, Town Clerk for their dedication and contributions to developing the budget.

Best Regards,



Jason L. Cournoyer Town Manager

Executive Summary/ Introduction: Overview of Town

Lovettsville, originally known as The German Settlement, is a small town with historical roots dating back to 1732. The Town was laid out in 1820 by David Lovett and served as a thriving commercial center for the surrounding farms for over one-hundred years. This function was eventually eclipsed during the post-World War II period by other, larger communities in Loudoun County, Northern Virginia, and nearby Maryland, which is about three miles from the Town.

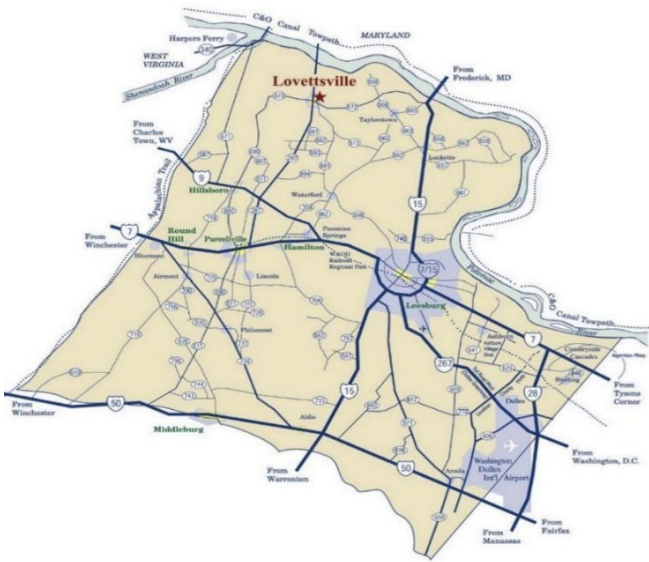
The Town provides a number of public services, including water, wastewater, and solid waste collection. Loudoun County has several facilities within the Town, including Lovettsville Elementary School, Lovettsville Community Center, Lovettsville Community Park, and Lovettsville Library. In addition, the Town is served by private businesses including food markets, a bank, a pharmacy, dine-in restaurants, medical offices, and health and fitness providers. Residents have access to places of worship both inside and outside the Town. The Town is served by the Lovettsville Volunteer Fire and Rescue, Company 12, and a federal Post Office located on North Church Street.

The Town Hall is located at 6 East Pennsylvania Avenue in Lovettsville and was first constructed in 1975. In 2020, as part of the Town's Capital Improvement Plan, an Administrative Building was constructed on the property and a full renovation was made to the Town Hall. The Administrative Building houses the offices of Town staff, and the Town Hall is now fully upgraded into the Town Council Chambers meeting space where the Town Council, Planning Commission, and Town Committees/Commissions and other community civic groups host public meetings. The complete project was named the Samuel A. Finz Municipal Complex in 2021, in honor of the long-serving Town Manager who served in various capacities for over 15 years.

In addition to the Municipal Complex and the open space parcel located immediately behind it, the Town owns and maintains several parks and opens spaces which host annual, Town-sponsored ceremonies, gatherings, and events, including the Town Green, Town Square and Veterans Memorial. These events include the annual Lovettsville Oktoberfest and Mayfest events (among many others), which are staffed mainly by volunteers and intended to enhance quality of life for residents, as well as attract tourism for the benefit of area businesses. Quarter Branch Park on Lange Drive includes a large, open area for recreation as well as the Town Barn for storage and maintenance purposes.

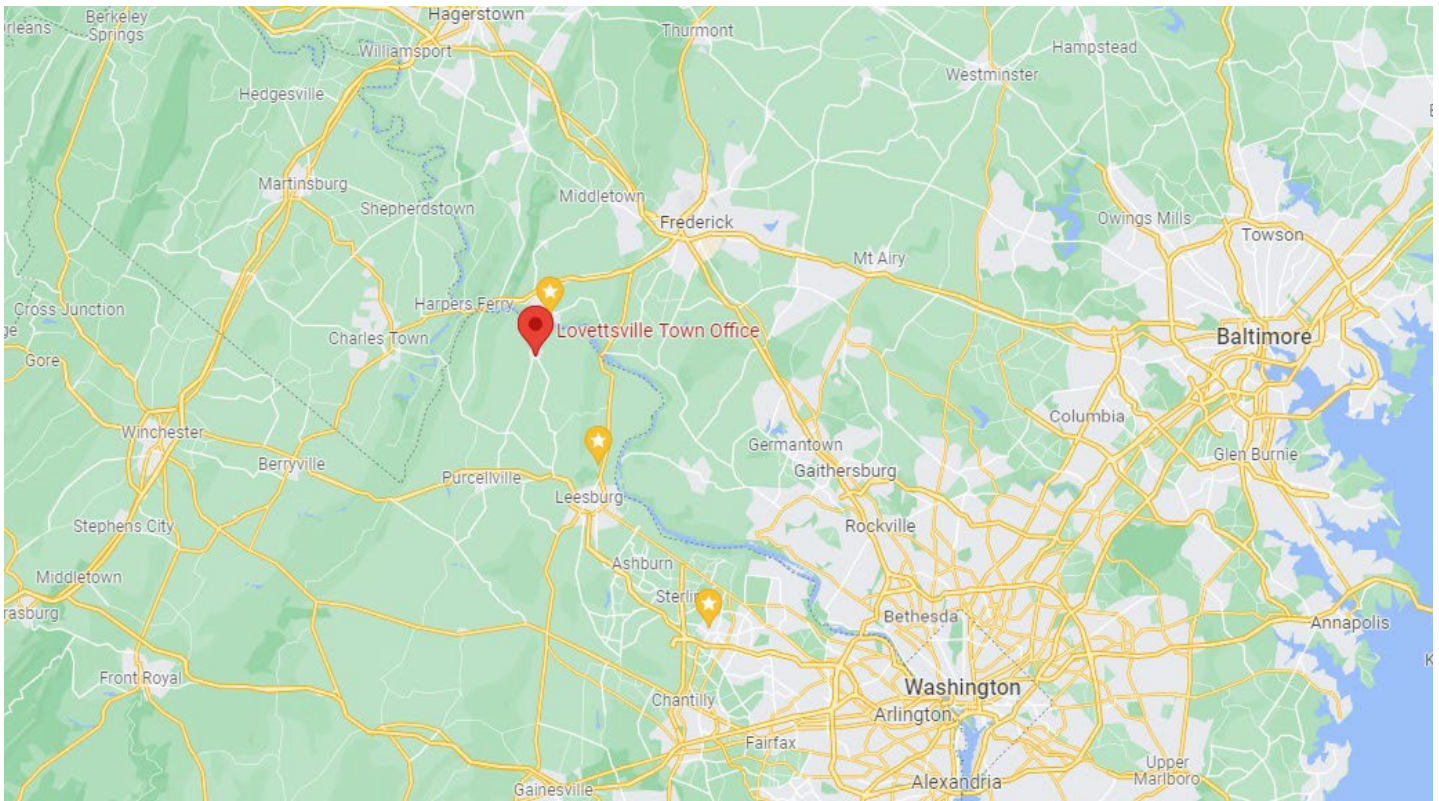
[Comprehensive Plan \(2022\)](#)

Executive Summary: Town Location



Lovettsville, VA is the most northern town in Loudoun County and Virginia. It is conveniently located to:

- Leesburg, VA (13 miles)
- Frederick, MD (18 miles)
- Martinsburg, WV (31.2 miles)
- Hagerstown, MD (31.4 miles)
- Dulles International Airport (31 miles)
- Winchester, VA (37.3 miles)
- Washington D.C. (55 miles)
- Reagan National Airport (58 miles)
- Baltimore/Washington International Airport (68 miles)



Lovettsville is close to the MARC train station in Brunswick, Maryland, located about three miles from Lovettsville on the Brunswick Line, provides commuter rail transportation to Montgomery County and Washington, DC for residents of the Lovettsville area.

Executive Summary/Introduction: Census Data

Total Housing
Units 977

Civilian
Employment
65.2% (16 yrs+)

Median Household
Income
\$126,912

Average Household
Size
3.46 People

Total Population
2,694

Owner Occupied
Houses
80%



32.9% of
Population is
under age 18

59.8% Work in
Loudoun County

Bachelor's Degree or
Higher
44.6%

50.5% of
Population is age 20-59

<https://data.census.gov> <https://onthemap.ces.census.gov/>

Introduction: Vision, Strategic Goals, and Values

Town Vision

Lovettsville is a rural, welcoming community that values its small-town friendly character, celebrates its historical roots, increases the Town's quality of life and the Town's sense of community by providing reliable public services, promoting events and volunteerism, and creating a loving place where residents and businesses thrive.

Strategic Goals

The Town of Lovettsville seeks to:

1. Maintain a scale of structures and development compatible with the Town's small-town character, preserve visual aesthetics and leverage the natural view-sheds within and around town.
2. Preserve and promote the historic resources and unique cultural heritage of the Town.
3. Accommodate small businesses within the Town, including those that sell locally sourced products and services.
4. Preserve and enhance open spaces and recreational facilities for public use and enjoyment.
5. Protect, conserve, and restore the natural resources of the Town, particularly dark skies, open spaces, and wildlife habitat.
6. Promote well-planned residential, office, light industrial, and commercial growth that has a density and building scale consistent with the Town's low-density character.
7. Create a balanced transportation network providing facilities for vehicles, pedestrians and bicyclists, and encourage mass transit for residents commuting to regional employment centers.
8. Build a sustainable community that provides essential services, conveniences, and public facilities.
9. Plan, manage, and support events to foster community spirit, improve quality of life, and promote economic development.

Values

Lovettsville's overall values can be summarized as:

Small Town Quality of Life

- We support maintaining a peaceful, small town feel that fosters sustainable, essential services.

Historical and Environmental Stewardship

- We support promoting a healthy environment for all citizens and preserving our cultural heritage.

Welcoming and Cooperative Community

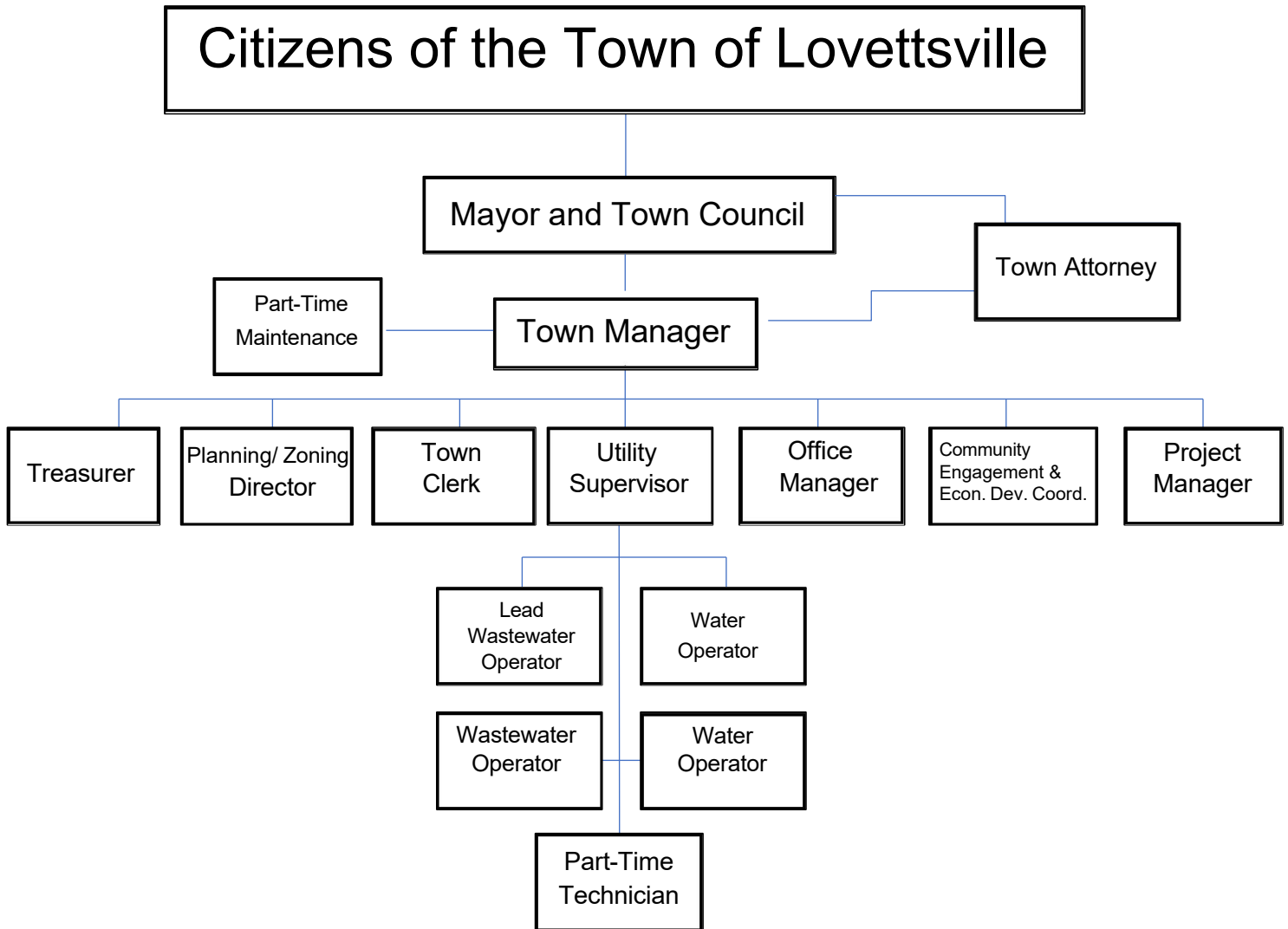
- We support existing and welcome new businesses, organizations, and residents into the community, treating our neighbors with dignity and respect, and promoting volunteerism, community service, and cooperation.

Executive Summary/Introduction: Town Council Focus Areas and Priorities

The following priorities and focus areas were discussed by Town Council at their January 7, 2023 retreat:

- Financial sustainability and adherence to Town's Fiscal Policy
- Staff development, retention, and recruitment
- Evaluate new/diversification of revenue sources
- Facility and asset management to preserve quality infrastructure
- Cost effective water and sewer operations
- Public broadband access
- Obtaining external funding of Capital Improvement Plan
- Emphasis on pedestrian infrastructure to maintain/expand walkable community
- Continue focus on a reduction of the speed limit in Town limits
- Formalize Town policies and update drafting of Town documents
- Operational resiliency and implementations of best management practices
- Modernization of communication platforms and public outreach to revive community involvement in Town meetings and events
- Refine the Town's Social Media Policy with clear rules for communication and engagement
- Enhanced inter-governmental partnerships with Loudoun County and State
- Economic development opportunities and promote tourism in the Town
- Community engagement with local non-profits, organizations, and businesses
- Consider creating an Events Executive position

Executive Summary/Introduction: Organizational Chart



Executive Summary/Introduction: Performance Measurements

Performance Measures

The Town of Lovettsville strives to provide the highest quality customer service to its residents, businesses and visitors. The addition of performance measurements have been added to this year's budget to reflect the quality customer services provided by the Town in varying lines of business.

Description	FY 2024 Target
Water and Sewer Services	
% of Monthly Delinquent Utility Billings	10%
Number of Monthly 60 Day Delinquent/Shut-Off Accounts (Average)	10
Cost for producing drinking water and treating wastewater per 1,000 gallons	\$64.75
% of water samples that meet or exceed standards	100%
Accounting Management	
Meals Taxes collected monthly	90%
% of Frye Court assessments collected within 60 days of deadline	90%
Leak Detection Notifications (provided within 24 hours)	100%
% of Meals Tax Collected on time	92%
% of BPOL Collected within 60 days of deadline	90%
Number of new businesses	15
Public Information and Agenda Management	
Minutes completed by next meeting	100%
Agenda posted on-time and complete	100%
# of Facebook Posts (annual)	365
Planning and Zoning	
Response to Zoning Complaints within 5 days	100%
Project Management	
% of actual project expenditures compared to budget	99%
# of Capital Projects under Construction	4
# of Capital Projects under Design	3
% of Capital Projects funded with grant funding	85%
Awards	
Annual Financial Report Presented to Council	Yes
Earned Annual Budget Award	Yes
Earned Tree City USA Designation	Yes
Community Events	
# of special events and ceremonies hosted/supported by the Town	15
\$ Value of events cost per capita	\$8.15
# of town facility rentals	10

Budget Process: Development Process and Schedule

Budget Process

The Town of Lovettsville’s operating budget is based on a fiscal year cycle from July-June annually. The budgeting process and the basis of budgeting are consistent with the Town’s financial policy.

Budget Development Process

The Town begins with a “Budget Kickoff” where the Town Manager discusses components of the budget with staff and the Town Council. This process begins in October. The Town Manager and team compiles the adopted expenditures, budget data and capital outlays for the 5-Year Capital Improvement Plan. The team is comprised of the Town Treasurer, Customer Service/Accounting, Utility Supervisor, Project Manager, and the Town Clerk. The Budget Team adjusts the budget where appropriate to meet management objectives and Town Council priorities.

Budget Development Schedule

October – November	<ul style="list-style-type: none"> • Town Council/Town Manager set Budget Priorities • Town Manager/Staff compare Funds and Descriptions
December	<ul style="list-style-type: none"> • Town Manager/Staff – Analyze Budget Line Items • Town Manager/Project Manager – Develop and Review CIP • Town Manager/Staff review tax assessments • Town Manager Presents Draft CIP to Infrastructure Committee
January	<ul style="list-style-type: none"> • Town Manager/Staff Develop proposed Budget with Tax Rate and Fees • Planning Commission CIP — Public Hearing • Town Manager Presents Town Council Adopted Budget, Capital Improvement Plan and Schedule of Fees
February	<ul style="list-style-type: none"> • Town Council Work Session #1 (Utilities Fund) • Town Council Work Session #2 (CIP) • Effective Tax Rate Ad Published in Newspaper • Town Council Regular Meeting- Budget Work Session #3(General Fund)
March	<ul style="list-style-type: none"> • Town Council Work Session #4 • Budget – Town Council Public Hearing • Tax Rate and Fees– Town Council Public Hearing • Town Council Adopts Budget, CIP, Tax and Schedule of Fees • Submit Real Estate Tax Rate to Loudoun County following budget adoption (due by April 1 annually)

Budget Cycle

The Town of Lovettsville's operating budget is based on a fiscal year cycle from July 1 - June 30 annually. The budgeting process and the basis of budgeting are consistent with the Town's Financial Policy and Town Charter, as described throughout this budget document. The Town provides several opportunities for public feedback and outreach, including public comment during eight Town Council meetings; two presentations, four work sessions, two public hearings, and the Fiscal Year Adopted Tax Rate Ad which is published in the local newspaper. Meeting notices and budget summaries are also posted to the Town's social media sites, website and weekly newsletters.

Budget Process: Organization

How the Budget is Organized:

The Town of Lovettsville's budget document is divided into five sections. The first section provides an overview of Town government and includes statistic and demographic information about residents, businesses, and visitors. The second section provides a budget summary about each major fund. The third section details the General Fund, Utilities Fund, and Events Fund Budget by line item (beginning on page R-1). The fourth section provides the Five-Year Capital Improvement Plan. The final section details the taxes and fees schedule set by the Town Council. The Town's budget focuses on function and efficiency in the administration of government; it illustrates the Town's commitment to provide the necessary services that ensure a quality of life and enhance the future of the Town.

The **General Fund** includes the operating budget for efficient Town Administration. It enables the continuation of government services through personnel, contracts, operations, debt, and transfers to the General Government- Capital Projects Fund. Overall, the General Fund ensures that the government functions at the level of service as required by the Town's residents.

The **General Government- Capital Projects Fund** includes the capital project funding for general government projects (non-utilities) within the Capital Improvement Plan.

The **Utilities Fund** is the enterprise fund of the Town's water and sewer services. It ensures the effective service of water and sewer operations to Town residents. It includes the overall operations of the Town's utilities, personnel, contracts, debt, transfers to the capital projects, and maintaining Town facilities.

The **Events Fund** comprises of all Town sponsored events, including LOVE Summer, LOVE America, LOVE Winter, Mayfest, and Oktoberfest. The budgeted events bring the community together and celebrate the local community and its culture.

The **Capital Improvement Plan** includes the planned Town's infrastructure projects for next five years that are funded through various sources, such as General Fund and Utilities Fund revenue/transfers, Loudoun County's budget, as well as other state and federal grant funding agencies and regional organizations (as shown of page C-1). The Capital Improvement Plan is important to maintaining and enhancing the Town's quality of life through safe transportation and walkable routes, parks and facilities and water and sewer infrastructure maintenance and upgrades.

Budget Summary and Overview: Basis of Accounting and Budgeting

The basis of the Town's Accounting and Budget includes the audit of financial statements of the Town, the financial position of government activity, the business-like activity, and each major fund, as well as any changes to these activities, funds, or cash flows. This basis shows that the Town of Lovettsville has provided a transparent and fair alignment according to the accounting principles as generally accepted in the U.S. (GAAP).

The Town Charter (Section 3.4) provides the Town Council the power to control and manage the fiscal affairs of the Town and to make such ordinances, orders and resolutions relating to the same as it may deem necessary. After the close of each fiscal year, the council shall cause to be made an independent audit of the accounts, books, records, and financial transactions of the Town either by the Auditor of Public Accounts of the Commonwealth or by an independent certified public accountant to be selected by the council. The report of such audit shall be filed within such time as the council shall specify, and one copy thereof shall always be available for public inspection in the Town's offices during the Town's regular business hours.

Further, the Town Charter (Sec. 2.4.) states that the Town shall have the power and authority to acquire, establish, maintain, operate, extend and enlarge waterworks and sewage disposal plants within or without the corporate limits of the Town; and to establish and enforce reasonable rates, rules and regulations for the use of same, any or all of which rates, rules and regulations the Council may alter from time to time. In operating public water and sewer services, the Town may charge a different rate for services furnished to customers outside the corporate limits of the Town from the rates charged for similar services to customers within the corporate limits. The Town may provide by ordinance that all unpaid water and sewer service charges and interest thereon shall constitute a lien on the real estate served by the water or sewer line through which the service is provided.

The power to incur debts and contract loans, is provided to the Town Council in the Town Charter (Sec. 2.5). The Town Council, within the limits of the constitution of this commonwealth and in accordance with the provisions of general law, may, in the name of and for the use of the Town, contract loans or cause to be issued certificates of debt, notes or bonds. The Town Council shall have the power to negotiate temporary loans, in anticipation of taxes, for the purpose of paying current expenses of the Town, such loans to be evidenced by bonds or notes bearing interest at a rate permitted by general law for towns, and such bonds or notes shall be payable within one year from the date of issue out of the current revenue of the year in which the same are issued. No such temporary loan shall in the aggregate exceed 75 percent of the Town's income of the previous year. All bonds and other evidence of indebtedness of the Town shall be signed by the mayor and countersigned by the Town Clerk.

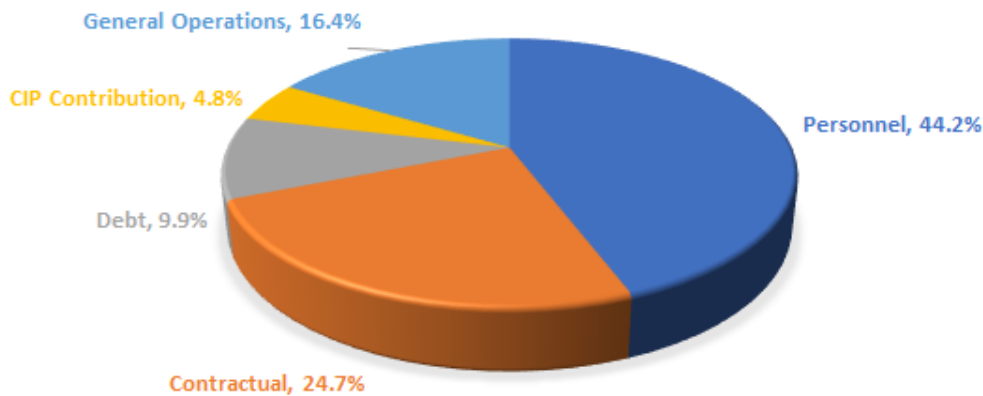
Budget Summary and Overview: Fund Description and FY 2024 Summary

The Fiscal Year 2024 Adopted Budget for all of the Town's funds, which includes General Fund, General Government Capital Projects Fund, Utilities Fund and Events Fund totals \$7,008,557. This represents an overall increase of \$1,420,634 or 25.4 percent over the Fiscal Year 2023 Adopted Budget. The table below illustrates the Fiscal Year 2024 budget for all the funds.

Fund	FY 2023 Adopted	FY 2024 Adopted	\$ Change	% Change
General Fund	\$1,748,287	\$1,757,328	\$9,041	0.5%
General Government – Capital Projects Fund	\$1,233,500	\$2,330,000	\$1,096,500	88.9%
Utilities Fund	\$2,344,486	\$2,588,579	\$244,093	10.4%
Event Fund	\$261,650	\$332,650	\$71,000	27.1%
Total- All Funds	\$5,587,923	\$7,008,557	\$1,420,634	25.4%

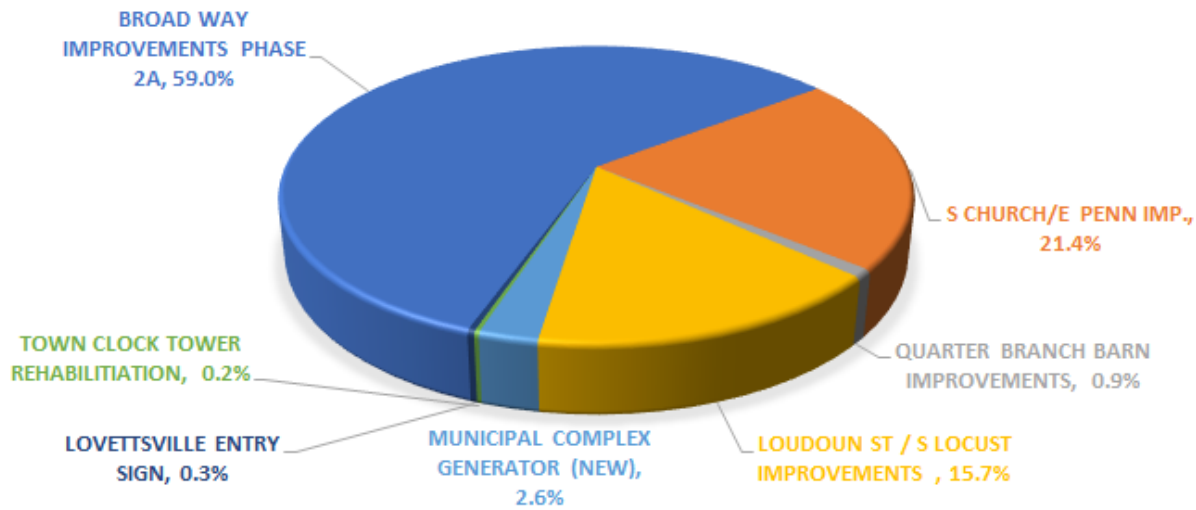
General Fund: The General Fund is the operating fund for the Town, and it includes the funding for efficient business activities of the general government. The adopted Fiscal Year 2024 budget for the General Fund totals \$1,757,328 or an increase of \$9,041 or 0.5 percent over the Fiscal Year 2023 Adopted Budget. The increase in the General Fund budget is attributed to personnel salary and benefit adjustments, an additional Community Engagement and Economic Development Coordinator position; consultant services for CIP concept designs and grants; Town website redesign; and a contribution to the capital asset replacement reserve for future capital project local funding. The increases are offset by decreases in non-profit and business grant funding allocated from American Rescue Plan of 2021 funding and a decrease in the total required contribution to the Town's Capital Improvement Plan.

FY 2024 GENERAL FUND EXPENDITURES TOTALING \$1,757,328



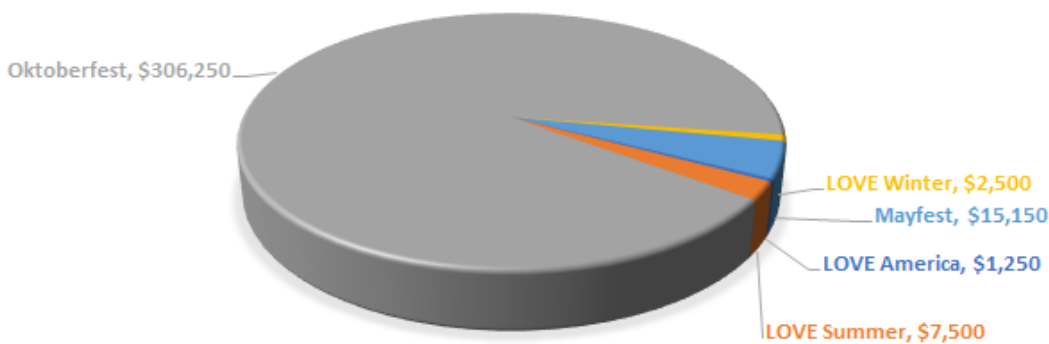
General Government- Capital Projects Fund: The General Government- Capital Projects Fund is the multi- year capital fund for the General Government capital projects and capital asset replacement program and is included in the Town’s 5-year Capital Improvement Plan. The Fiscal Year 2024 appropriations for the fund totals \$2,330,000 or an increase of \$1,096,500 or 88.9 percent over the Fiscal Year 2023 Adopted Budget capital projects budget primarily due to the Town’s largest transportation projects.

**FY 2024 GENERAL GOVT- CAPITAL PROJECTS FUND EXPENDITURES
TOTALING \$2,330,000**



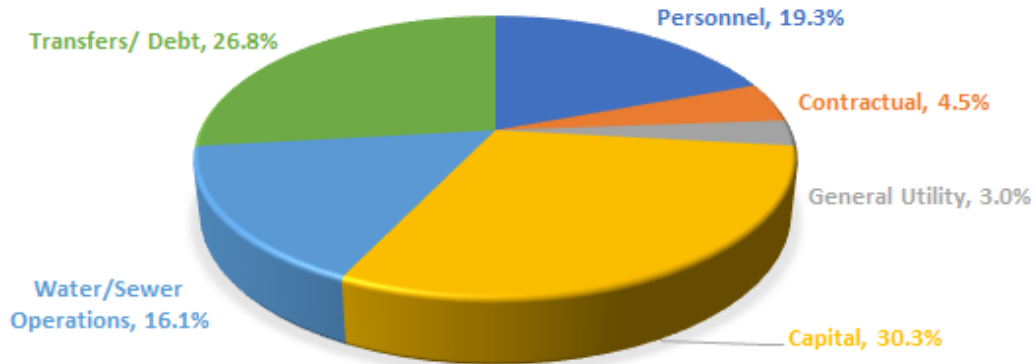
Events Fund: The Events Fund is a special revenue fund for the Town operated or sponsored events including LOVE America, LOVE Summer, Oktoberfest, LOVE Winter and Mayfest. The adopted Fiscal Year 2024 Budget for the Events Fund totals \$332,650, which is an increase of \$71,000 or 27.1 percent over the Fiscal Year 2023 Adopted Budget. The year-over-year increase is attributable to Oktoberfest expenses increasing due to the addition of \$25,000 associated with the anticipated grant funding award from Loudoun County for marketing and increases attributable to a potential event model shift regarding supplies for alcohol sales.

FY 2024 EVENTS FUND EXPENDITURES TOTALING \$332,650



Utilities Fund: The Utilities Fund is the enterprise fund for the Town’s water and sewer service. The adopted Fiscal Year 2023 Budget for the Utilities Fund totals \$2,588,579 for an increase of \$244,093 or 10.4 percent over the Fiscal Year 2023 Adopted Budget. The increase in the Utilities Fund budget is attributed to personnel salary and benefit adjustments, increase in cost of operating goods, and services including utilities and internet, maintenance, annual contractual cost increases, inter-fund transfers for administrative overhead, and the required contribution to the Capital Improvement Plan for repair, renewal, and replacement (3R) expenditures and capital project funding. It should be noted that \$785,000 of American Rescue Plan Act of 2021 (ARPA) funding is being utilized for the Utilities Fund capital projects in Fiscal Year 2024 of the Town’s FY 2024-2028 Capital Improvement Plan.

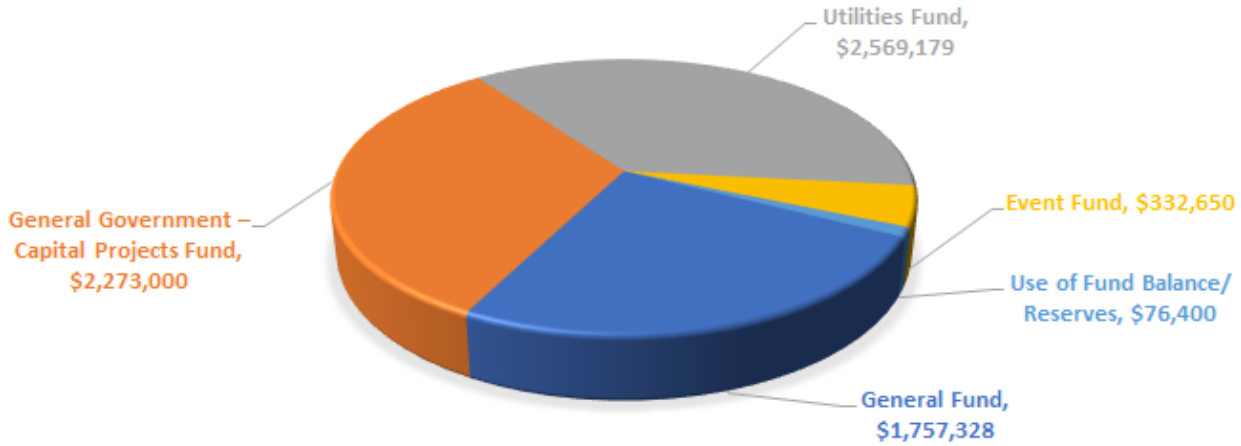
FY 2024 UTILITIES FUND EXPENDITURES TOTALING \$2,588,579



Budget Summary and Overview: Revenue Summary/Graphs

Revenues by Fund

FY 2024 REVENUES BY FUND TOTALING \$7,008,557

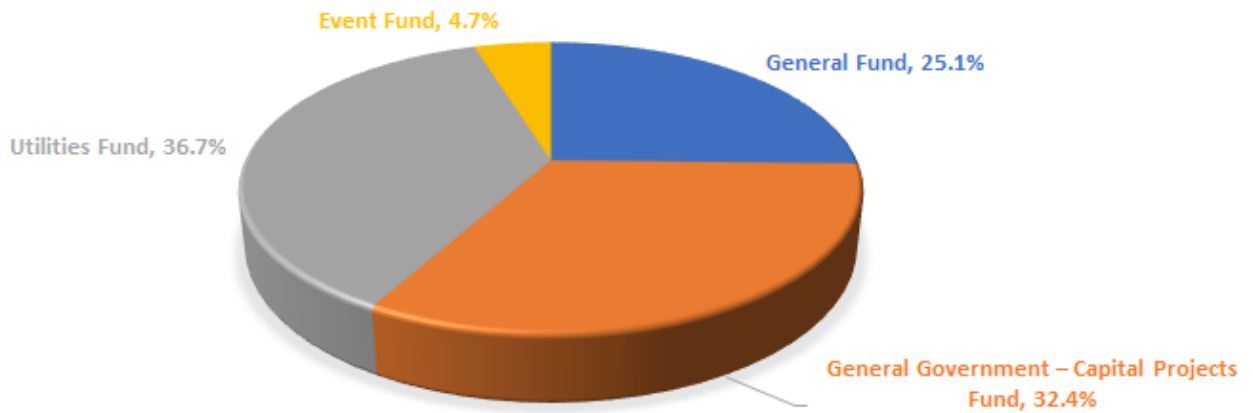


Fund	FY 2023 Adopted	FY 2024 Adopted	FY 2023 v FY 2024	
			\$ Change	% Change
General Fund	\$1,714,037	\$1,757,328	\$43,291	2.5%
General Government – Capital Projects Fund	\$949,500	\$2,273,000	\$1,323,500	139.4%
Utilities Fund	\$2,314,486	\$2,569,179	\$254,693	11.0%
Event Fund	\$261,650	\$332,650	\$71,000	27.1%
Use of Fund Balance/ Reserves	\$348,250	\$76,400	-\$271,850	-78.1%
Total Revenues	\$5,587,923	\$7,008,557	\$1,420,634	25.4%

Budget Summary and Overview: Expenditure Summary/Graphs

Expenditures by Fund

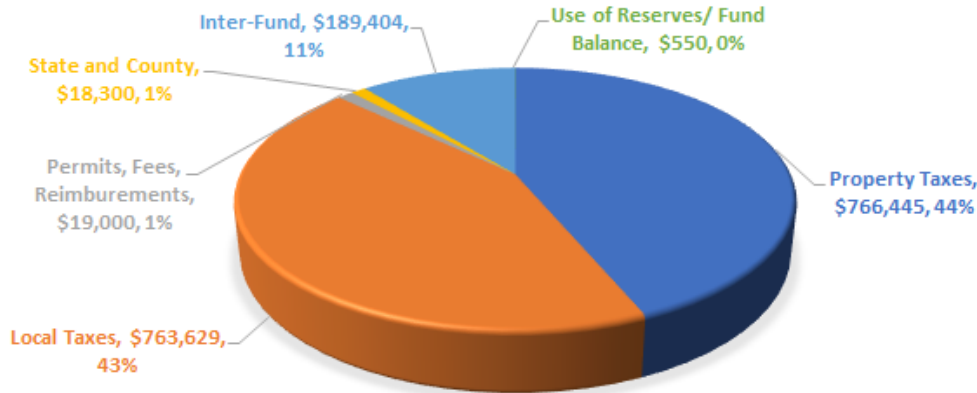
FY 2024 EXPENDITURES BY FUND AS % OF \$7,008,557



Fund	FY 2023 Adopted	FY 2024 Adopted	FY 2023 v FY 2024	
			\$ Change	% Change
General Fund	\$1,748,287	\$1,757,328	\$9,041	0.5%
General Government – Capital Projects Fund	\$1,233,500	\$2,330,000	\$1,096,500	88.9%
Utilities Fund	\$2,344,486	\$2,588,579	\$244,093	10.4%
Event Fund	\$261,650	\$332,650	\$71,000	27.1%
Total Expenditures	\$5,587,923	\$7,008,557	\$1,420,634	25.4%

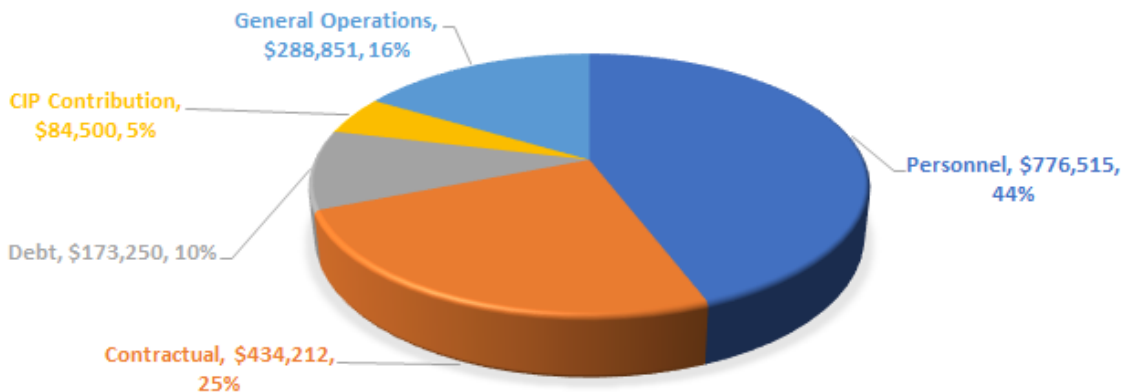
Budget Summary and Overview: General Fund Summary/Graphs

WHERE GENERAL FUND REVENUE COMES FROM...



General Fund Revenue Sources	FY 2023 Adopted	FY 2024 Adopted	FY 2023 v FY 2024	
			\$ Change	% Change
Property Taxes	\$728,218	\$766,445	\$38,227	5.2%
Local Taxes	\$684,453	\$763,629	\$79,176	11.6%
Permits, Fees, Reimbursements	\$13,000	\$19,000	\$6,000	46.2%
State and County	\$117,750	\$18,300	-\$99,450	-84.5%
Inter-Fund Transfer	\$170,616	\$189,404	\$18,788	11.0%
Use of Reserves/ Fund Balance	\$34,250	\$550	-\$33,700	-98.4%
Total Revenue	\$1,748,287	\$1,757,328	\$9,041	0.5%

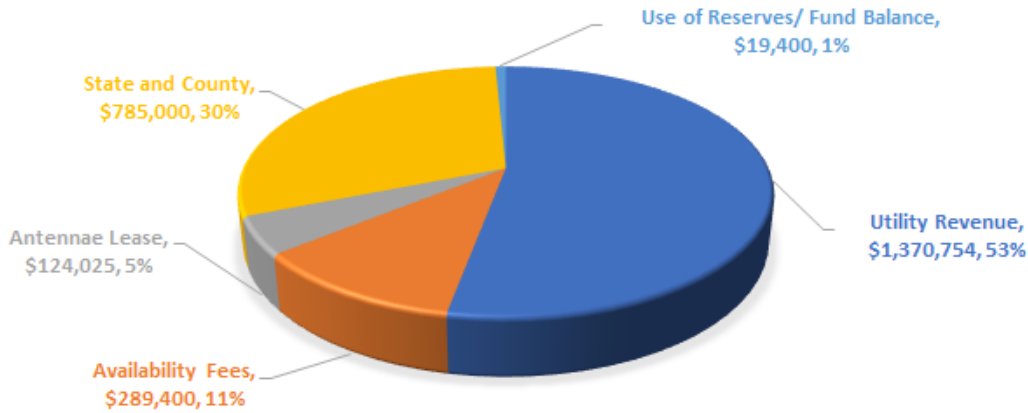
HOW GENERAL FUND REVENUE IS SPENT...



General Fund Expenditure Categories	FY 2023 Adopted	FY 2024 Adopted	FY 2023 v FY 2024	
			\$ Change	% Change
Personnel	\$643,126	\$776,515	\$133,389	20.7%
Contractual	\$324,000	\$434,212	\$110,212	34.0%
Debt	\$155,550	\$173,250	\$17,700	11.4%
CIP Contribution	\$279,500	\$84,500	-\$195,000	-69.8%
General Operations	\$346,111	\$288,851	-\$57,260	-16.5%
Total Expenditures	\$1,748,287	\$1,757,328	\$9,041	0.5%

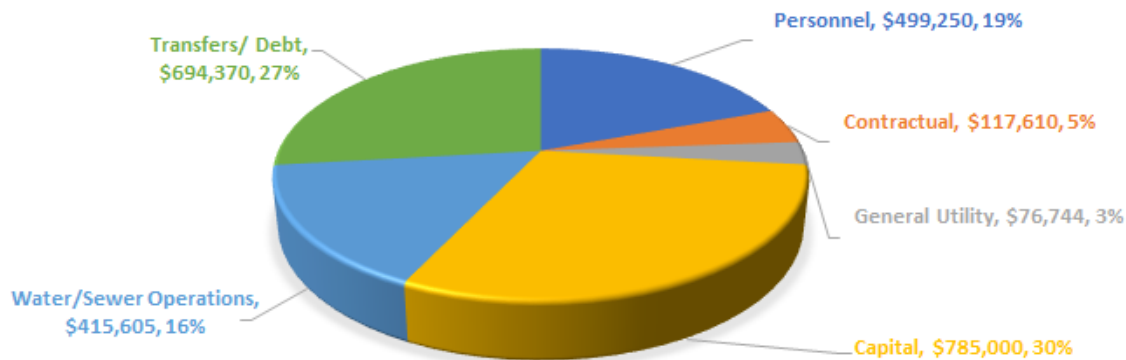
Budget Summary and Overview: Utilities Fund Summary/Graphs

WHERE UTILITIES FUND REVENUE COMES FROM...



Utilities Fund Revenue Sources	FY 2023 Adopted	FY 2024 Adopted	FY 2023 v FY 2024	
			\$ Change	% Change
Utility Revenue	\$1,294,180	\$1,370,754	\$76,574	5.9%
Availability Fees	\$246,051	\$289,400	\$43,349	17.6%
Antennae Lease	\$119,255	\$124,025	\$4,770	4.0%
State and County	\$655,000	\$785,000	\$130,000	19.8%
Use of Reserves/ Fund Balance	\$30,000	\$19,400	-\$10,600	-35.3%
Total Revenue	\$2,344,486	\$2,588,579	\$244,093	10.4%

HOW UTILITIES FUND REVENUE IS SPENT...



Utilities Fund Expenditure Categories	FY 2023 Adopted	FY 2024 Adopted	FY 2023 v FY 2024	
			\$ Change	% Change
Personnel	\$471,797	\$499,250	\$27,453	5.8%
Contractual	\$96,010	\$117,610	\$21,600	22.5%
General Utility	\$68,632	\$76,744	\$8,112	11.8%
Capital	\$655,000	\$785,000	\$130,000	19.8%
Water/Sewer Operations	\$406,597	\$415,605	\$9,008	2.2%
Transfers/ Debt	\$646,450	\$694,370	\$47,920	7.4%
Total Expenditures	\$2,344,486	\$2,588,579	\$244,093	10.4%

Budget Summary and Overview: Real Property Tax Analysis

Real Property Tax: Real Property primarily refers to real estate property. Real Property taxes are the largest single source of revenue for the General Fund, and is used to fund recurring operational expenditures, debt and capital contributions to the Town’s Capital Improvement Plan.

The Town has added two new parcels with the Boundary Line Adjustment in August 2022, and three residential parcels were rezoned to commercial for the Lovettsville Town Commons Commercial Center. For 2023, the Town has 977 residential units and 35 commercial units, for a total of 1,012 units. The total valuation of the Town’s taxable properties for 2023 is \$496,097,780, which is an increase of \$50,187,730 or 11.3 percent increase over the final 2022 valuation total of \$445,910,050.

The resulting average 2023 assessment value for residential parcels is \$488,249 or an increase of \$50,493 or 11.5 percent over 2022 values. Of this amount, Single Family Detached homes increased 11.7 percent in value, Townhouses increased 9.0 percent, and commercial increased 4.5 percent for Multi-Family and 14.8 percent for Commercial and Industrial parcels. Residential units make up the majority of the Town’s total valuation and represents 95.5 percent of the total valuation and 96.5 percent of the number of taxable parcels within the Town.

Lovettsville-Town	2022		2022			2023		2023		Total Value Change	Parcel Change	Equalized % Change	Value % Change	Eqld Avg Asmnt	Average Asmnt
	Assessment	Parcels	Construction	Growth	Revaluation	Assessment	Parcels								
Class 1 - Single Family Residential (Detached)	\$ 377,303,190	\$ 770	\$ 115,280	\$ -	\$ 43,845,000	\$ 421,263,470	\$ 770	\$ 43,960,280	\$ -		11.6%	11.7%	\$ 546,946	\$ 547,095	
Class 1 - Single Family Residential (Townhouse)	\$ 44,526,360	\$ 132	\$ -	\$ -	\$ 3,985,820	\$ 48,512,180	\$ 132	\$ 3,985,820	\$ -		9.0%	9.0%	\$ 367,517	\$ 367,517	
Class 1 - Single Family Residential (Condo)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -						
Class 1 - Single Family Residential (Other-includes vacant land)	\$ 3,231,350	\$ 69	\$ -	\$ (477,900)	\$ 95,730	\$ 2,849,180	\$ 66	\$ (382,170)	\$ (3)		3.0%	-11.8%	\$ 48,219	\$ 43,169	
Class 1 Total	\$ 425,060,900	\$ 971	\$ 115,280	\$ (477,900)	\$ 47,926,550	\$ 472,624,830	\$ 968	\$ 47,563,930	\$ (3)		11.3%	11.2%	\$ 487,114	\$ 488,249	
Class 2 - Single Family Residential (Detached)	\$ 1,021,910	\$ 9	\$ -	\$ -	\$ (222,210)	\$ 799,700	\$ 9	\$ (222,210)	\$ -		-21.7%	-21.7%	\$ 88,856	\$ 88,856	
ALL RESIDENTIAL CLASS 1 AND 2	\$ 426,082,810	\$ 980	\$ 115,280	\$ (477,900)	\$ 47,704,340	\$ 473,424,530	\$ 977	\$ 47,341,720	\$ (3)		11.2%	11.1%	\$ 483,456	\$ 484,570	
Class 3 - Multi Family	\$ 1,012,710	\$ 2	\$ -	\$ -	\$ 45,640	\$ 1,058,350	\$ 2	\$ 45,640	\$ -		4.5%	4.5%	\$ 529,175	\$ 529,175	
Class 4 - Commercial & Industrial	\$ 18,814,530	\$ 29	\$ -	\$ 1,174,700	\$ 1,599,910	\$ 21,589,140	\$ 32	\$ 2,774,610	\$ 3		8.5%	14.7%	\$ 703,946	\$ 674,661	
Class 5 - Agricultural/Undeveloped (20 to 99.99 acres)	\$ -	\$ -	\$ -	\$ -	\$ 25,760	\$ 25,760	\$ 1	\$ 25,760	\$ 1			0.0%	\$ -	\$ 25,760	
Class 6 - Agricultural/Undeveloped (more than 100 acres)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			0.0%	\$ -	\$ -	
TOTAL TAXABLE	\$ 445,910,050	\$ 1,011	\$ 115,280	\$ 696,800	\$ 49,375,650	\$ 496,097,780	\$ 1,012	\$ 50,187,730	\$ 1		11.1%	11.3%	\$ 489,897	\$ 490,215	
Class 7 - Exempt Property	\$ 22,686,850	\$ 33	\$ -	\$ -	\$ 1,642,910	\$ 24,329,760	\$ 33	\$ 1,642,910	\$ -		7.2%	7.2%	\$ 737,265	\$ 737,265	
TOTAL TAXABLE AND EXEMPT	\$ 468,596,900	\$ 1,044	\$ 115,280	\$ 696,800	\$ 51,018,560	\$ 520,427,540	\$ 1,045	\$ 51,830,640	\$ 1		10.9%	11.1%	\$ 497,716	\$ 498,017	

One of the Town Council's recurring tenets is to “maintain equalized tax rates and established user fees.” An equalized tax rate reflects the rate that is required to yield the equal amount of taxes as the previous year. The equalized tax rate does not reflect value adjustments due to improvements or new construction. An equalized tax rate is intended to yield the same amount of revenue from the same parcels as the previous year. The calculated equalized residential real estate property tax rate for 2023 is 14.6¢ per \$100 of assessed valuation.

The Adopted Fiscal Year 2024 Budget reflects the approved real estate tax rate of 15.25¢ per \$100 assessed valuation, which is a decrease of one cent compared to the 2022 tax rate included in the Fiscal Year 2023 Adopted Budget.

Budget Summary and Overview: 2023 Residential Tax Bill Analysis

Residential 2023 Tax Bill Scenarios and Comparison:

The following table provides the resulting residential tax bills for 2023 based on the 2022 tax rate of 16.25¢, the adopted 2023 tax rate of 15.25¢, and the calculated equalized residential 2023 rate of 14.6¢. The following chart reflects the resulting average tax bill for 2023 based on the two tax rates in comparison to the 2022 average tax bill.

	TAX RATE 16.25¢		ADOPTED TAX RATE 15.25¢				EQUALIZED TAX RATE 14.6¢			
	2022		2023		Variance		2023		Variance	
Housing Type	Average Assessment	Average Tax Bill	Average Assessment	Average Tax Bill	Annual	Monthly	Average Assessment	Average Tax Bill	Annual	Monthly
Single Family Detached	\$490,004	\$796.26	\$547,095	\$834.32	\$38.06	\$3.17	\$547,095	\$798.76	\$2.50	\$0.21
Townhome	\$337,321	\$548.15	\$367,517	\$560.46	\$12.32	\$1.03	\$367,517	\$536.57	(\$11.57)	(\$0.96)
All Residential	\$ 434,778	\$ 706.51	\$484,570	\$ 738.97	\$ 32.45	\$ 2.70	\$ 484,570	\$ 707.47	\$ 0.96	\$ 0.08

Western Loudoun Towns Real Estate Tax Comparison:

The following table reflects the FY 2023 adopted tax rates for comparable jurisdictions in western Loudoun County and where data is available, the resulting average residential tax bill.

Town	Average Assessment	2022 Tax Rate (¢)	2022 Residential Annual Tax Bill
Hamilton	\$ 432,275	26.0¢	\$1,123.91
Round Hill	\$ 466,320	8.0¢	\$373.06
Middleburg	\$ 750,747	13.69¢	\$1,027.77
Lovettsville	\$ 484,570	16.25¢	\$787.43

Round Hill, Hamilton, Middleburg and Lovettsville average assessed value is from 2022.

It should be noted that Hamilton and Round Hill both levy personal property taxes at rates of \$1.10 and \$1.15 per \$100 assessment value respectively. Lovettsville and Middleburg do not currently levy a personal property tax.

Budget Summary and Overview: Other Taxes Analysis

Consumer Taxes: The Fiscal Year 2024 Budget reflects the anticipation of continued growth in consumer tax revenues specifically revenue driven by sales and use tax and meals tax. Consumer tax revenue derive from business activity such as Meals and Beverage Taxes, Sales Taxes, Bank Franchise, Cigarette Sales Taxes and Business Licenses. The budget includes an overall estimated increase of \$27,426 or 4.3 percent in consumer taxes over the Fiscal Year 2023 Adopted Budget estimates.

Sales and Use Taxes: Currently, the Town is provided a portion of the sales and use taxes levied in Loudoun County by the Commonwealth of Virginia. The Town receives the equivalent portion of the school aged population within Loudoun County. Over the past two years, sales and use tax revenue has continued to grow in Loudoun County primarily due to the collection of online sales that began in January 2019. As a result, the Fiscal Year 2024 Adopted Budget includes \$284,000 or an increase of \$14,000 or 5.2 percent over the Fiscal Year 2023 Adopted Budget estimate of \$270,000.

Business Licenses: The Town's business license is levied as a percentage of gross revenue for a business located or conducting business within the corporate Town limits. The opening of Town Commons (also known as Lovettsville Square South Phase II) the projection included in the adopted budget is slightly increased over the actuals from Fiscal Year 2022. The Fiscal Year 2022 Adopted Budget revenue estimate is based on Fiscal Year 2021 actuals which exceed \$110,000. The Fiscal Year 2024 Adopted Budget includes a conservative projection of \$67,000, which is more than the Fiscal Year 2022 actuals of approximately \$64,000, but less compared to Fiscal Year 2023 estimates of \$82,000.

Bank Franchise Tax: Bank Franchise Tax is levied on the net capital of banks within the Town corporate limits at a relative rate of 80 percent of the state rate, or \$0.80 per \$100 of taxable value. The Fiscal Year 2024 Budget includes a projected revenue estimate of \$25,000, or \$5,000 or 16.7 percent less than the Fiscal Year 2023 Adopted Budget estimate. This decrease in project Fiscal Year 2024 revenue is primarily based on Fiscal Year 2021 actuals being lowered than projected.

Meals Tax: The Town levies a supplemental sales tax on prepared meals and beverages for all restaurant and retailers within the Town's corporate limits. The Fiscal Year 2024 Budget includes and increase of 0.75 percent for a revised rate of 3.75 percent effective in Fiscal Year 2024. Due to the recent boundary line adjustment of corporate limits and the anticipated opening of the Lovettsville Town Commons shopping center, the projected revenue from the meals tax is \$210,000 or an increase of \$9,367 or 4.7 percent over the Fiscal Year 2023 budgeted estimate of \$200,633. The Fiscal Year 2021 actuals exceed the projected Fiscal Year 2023 and 2024 estimated revenue which is a result of the increased revenues yielded during the pandemic conditions attributable to more residents remaining in town limits and utilizing local retailers and restaurants.

Cigarette Tax: The Town levies a supplemental sales tax of \$0.40 for each pack of cigarettes sold within the Town corporate limits. The recent boundary line adjustment of the Town's corporate limits increased the number of retailers of cigarettes within the Town subject to the Town's cigarette tax; however, the current trend anticipates a decrease in cigarette taxes yielded by previous vendors. As a result, the Fiscal Year 2024 Adopted Budget includes a revenue projection estimate of \$24,000 which is the same projection for Fiscal Year 2023.

Budget Summary and Overview: Utilities Fund

The adopted Fiscal Year 2024 Utilities Fund totals \$2,588,579 or an increase of \$244,093 or 10.4 percent over the Fiscal Year 2023 Adopted Budget. Of this total increase, roughly \$114,093 is attributable to the operating budget and the remaining \$130,000 is associated with the use of American Rescue Plan Act of 2021 (ARPA) funds.

The notable adjustments to the Fiscal Year 2024 Adopted Budget in comparison to the Fiscal Year 2023 Adopted Budget are as follows for the operating budgetary categories:

Personnel: An increase of \$12,503 or 2.7 percent is attributable to salary and benefit adjustments of existing employees. It should be noted that Staff base salaries are decreasing compared to Fiscal Year 2023 Adopted Budget due to an Operator position budgeted as full time in Fiscal Year 2023 being filled with a part-time operator.

Contractual Services: An increase of \$19,000 or 19.8 percent primarily attributable to consultant services for grant applications; utilizing more frequent sewer sample testing through a partnership with the Town of Purcellville; the reallocation of sewer sample testing funding to Sewer Supplies and Equipment; and adjustments to financial management and outside accounting services.

Electricity: An increase of \$13,950 or 21.5 percent is required for anticipated electricity usage at the Utilities facilities. The Fiscal Year 2023 Adopted budget was predicated on the Fiscal Year 2021 actual expenditures, which may have been less due to pandemic conditions and extended shutdown of one of the Town's wells.

Communications: An increase of \$4,570 or 52.2 percent attributable to internet service at the Town's two Water Plants and phone/internet service required for the SCADA system which is the monitoring program for the Water Plants and Wastewater Treatment Plant.

Sewer Supplies and Equipment: A decrease of \$10,717 or 22.4 percent due to one-time purchases of sample testing equipment being made in Fiscal Year 2023.

Debt Service/Transfers: An overall increase of \$59,116 or 9.1 percent is attributable to an increase in excess availability fees being added to existing reserves, decreases in capital expenditures, and an increase of \$29,984 or 17.6 percent in the overhead administrative contribution to the General Fund that is based on time allocation of General Fund staff conducting Utilities Fund administrative tasks including treasury functions, accounts payable, project management, zoning processes, and overall management of the administrative aspects of the Utilities Fund operations. The administrative overhead is based on an estimated percentage of work hours of General Fund staff as follows: 20 percent of Town Manager; 60 percent of Treasurer; 50 percent of Accounts Payable Specialist; 50 percent of Office Manager, 20 percent of Project Manager; 15 percent for Zoning/ Planning Administrator; and 10 percent of the Town Clerk.

Use of ARPA Funding: The Fiscal Year 2024 Adopted Budget includes use of \$785,000 in allocated American Rescue Act of 2021 (ARPA) funding per the Town Council's approved spending plan. This funding is dedicated to one-time, capital expenditures and is allocated in Utilities capital projects within the Town's five-year capital improvement plan for Fiscal Years 2024-2028. The Fiscal Year 2024 allocation of ARPA funding is \$130,000 more or 19.8 percent over the Fiscal Year 2023 Adopted Budget of \$655,000.

Budget Summary and Overview: Utilities Fund: Water/Sewer Rate Analysis

Fiscal Year 2024 Water and Sewer Rates: The Fiscal Year 2024 Adopted Budget includes a three percent increase in the user rate and the water and sewer user rates. This nominal rate increase is anticipated to result in total revenue of \$1,281,000 which is an increase of \$37,600 over the Fiscal Year 2023 Adopted Budget estimate of \$1,243,400.

Monthly Bill Impacts for Water and Sewer Users: Water and sewer charges are billed monthly to each user. The current average of water and sewer used per household is 3,850 gallons per month. Based on the continuance of this average monthly usage per household in Fiscal Year 2023, the following table exhibits the anticipated impacts to the average household’s monthly billed charges with the FY 2023 Adopted Rate increase of three percent.

Charge	FY 2023 Rates	Charges based on FY 2023 Rates	FY 2024 Rates	Charges based on FY 2024 Rates	Variance
Minimum rate	\$49.20	\$49.20	\$50.70	\$50.70	\$1.50
0-2,000 Gallons					
Water Charges	\$9.51 per 1,000 gallons	\$17.59	\$9.80 per 1,000 gallons	\$18.13	\$0.54
1,850 above Min.					
Water Charges	\$14.66 per 1,000 gallons	\$27.12	\$15.55 per 1,000 gallons	\$28.77	\$1.65
1,850 above Min.					
Total Monthly Billed		\$93.91		\$97.60	\$3.68

Availability Fees: Availability fees are utility charges levied at the time on connection to the Town's water and sewer infrastructure system. Generally, availability fees are utilized to pay for debt that funded the existing infrastructure or used for expansion or enhancements to the system. Availability fee adjustments are tied to the construction price index in the Washington-Baltimore Metropolitan Region (CPI-U) since the fees are directly associated with the capital investment of the system. The increase for Fiscal Year 2024 is 5.6 percent which is equivalent to the CPI-U of the region from November 2021 to November 2022. The following is the resulting schedule of availability fees based on the adopted increase for Fiscal Year 2024.

Meter Size	Max. Allowable Usage (GPD)	FY 2023			FY 2024		
		Water Availability Fee	Wastewater Availability Fee	Meter Fee	Water Availability Fee	Wastewater Availability Fee	Meter Fee
5/8"	500	\$12,893	\$18,942	\$250	\$13,615	\$20,003	\$250
3/4"	750	\$19,339	\$28,413	\$250	\$20,422	\$30,004	\$250
1"	1,250	\$32,233	\$47,354	Cost of meter + \$20	\$34,038	\$50,006	Cost of meter + \$20
1-1/2"	2,500	\$64,467	\$94,709	Cost of meter + \$20	\$68,077	\$100,013	Cost of meter + \$20
2"	4,000	\$103,145	\$151,534	Cost of meter + \$20	\$108,921	\$160,020	Cost of meter + \$20
3"	8,000	\$206,289	\$303,067	Cost of meter + \$20	\$217,841	\$320,039	Cost of meter + \$20
4"	12,500	\$322,326	\$473,541	Cost of meter + \$20	\$340,376	\$500,059	Cost of meter + \$20

Budget Summary and Overview: Position Chart

Positions by Fund	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Variance	
							FY 2023 v. FY 2024	
General Fund								
Full-Time	6	6	6	6	6	7	1	17%
Part-Time	1	1	1	1	1	1	0	0%
Total FTE	6.5	6.5	6.5	6.5	6.5	7.5	1.0	15%
Utilities Fund								
Full-Time	4	4	4	4	5	5	0	0%
Part-Time	2	2	2	2	1	1	0	0%
Total FTE	5.0	5.0	5.0	5.0	5.5	5.5	0.0	0%
Overall FTE	11.5	11.5	11.5	11.5	12.0	13.0	1.0	8%

*FTE= Full Time Equivalent

FY 2020: No personnel change from Fiscal Year 2019.

FY 2021: One full time position, the Planning/Zoning Administrator in the General Fund continues to be filled with part-time employee.

FY 2022: One full time position, the Planning/Zoning Administrator in the General Fund continues to be filled with part-time employee.

FY 2023: The overall FTE increased by 0.50 FTE as a result of converting a part-time 0.5 FTE Wastewater Operator position to full time, 1.00 FTE in the Utilities Fund. Two full time positions in the General Fund continue to be filled with part-time employees- Planning/Zoning Administrator and Project Manager.

FY 2024: The overall FTE increased by 1.0 FTE as a result of the addition of a Community Engagement & Economic Development Coordinator position. Two full time positions in the General Fund continue to be filled with part-time employees- Planning/Zoning Administrator and Project Manager.

Budget Summary and Overview: General Fund Debt

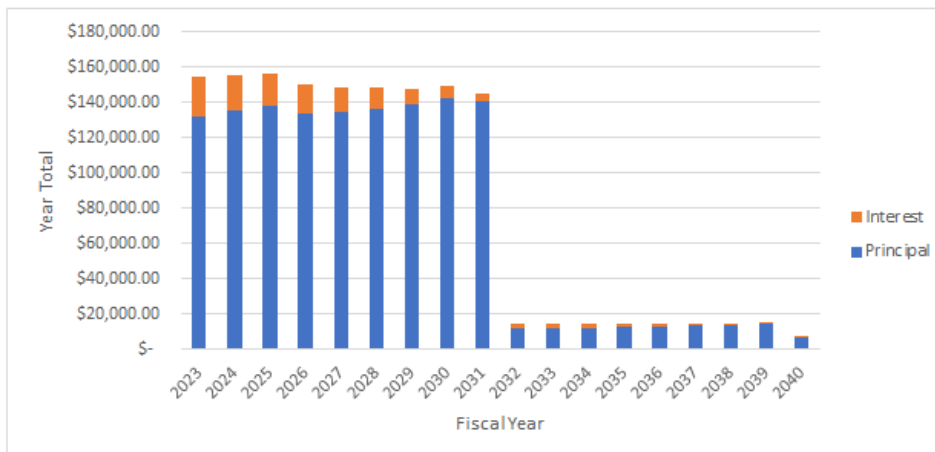
Target Debt Ratio #1 - Debt service as a percentage of General Fund expenses should not exceed 15%.

Target Debt Ratio #3 - Bonded debt of the Town shall not exceed 2.0% of the total asset value of taxable real property within the Town limits.

FY 2023 General Fund Expenditures:	\$ 1,757,328
2023 Total Asset Value of Taxable Real Property:	\$ 496,097,780
FY 2024 Debt Service: \$154,584.43	\$ 154,584
FY 2024 Debt Coverage Target Ratio #1:	8.80%
FY 2024 Debt Coverage Target Ratio #3:	0.27%

General Fund - Debt Amortization and Pay-Out Ratio Schedule

Period Ends	Principal	Interest	Total	Payout Ratio
2023	\$ 131,731.12	\$ 22,853.31	\$ 154,584.43	10.4%
2024	\$ 134,988.52	\$ 20,634.95	\$ 155,623.47	20.9%
2025	\$ 137,838.34	\$ 18,364.94	\$ 156,203.28	31.5%
2026	\$ 133,672.61	\$ 16,101.44	\$ 149,774.05	41.6%
2027	\$ 134,445.50	\$ 13,860.65	\$ 148,306.15	51.6%
2028	\$ 136,598.76	\$ 11,592.85	\$ 148,191.61	61.6%
2029	\$ 138,577.57	\$ 9,288.45	\$ 147,866.02	71.6%
2030	\$ 142,375.01	\$ 6,934.41	\$ 149,309.42	81.6%
2031	\$ 140,580.45	\$ 4,560.25	\$ 145,140.70	91.4%
2032	\$ 11,766.84	\$ 3,206.80	\$ 14,973.64	92.4%
2033	\$ 12,116.52	\$ 2,857.12	\$ 14,973.64	93.5%
2034	\$ 12,476.60	\$ 2,497.04	\$ 14,973.64	94.5%
2035	\$ 12,847.37	\$ 2,123.27	\$ 14,970.64	95.5%
2036	\$ 13,229.15	\$ 1,744.49	\$ 14,973.64	96.5%
2037	\$ 13,622.29	\$ 1,351.35	\$ 14,973.64	97.5%
2038	\$ 14,027.12	\$ 946.52	\$ 14,973.64	98.5%
2039	\$ 14,443.97	\$ 529.67	\$ 14,973.64	99.5%
2040	\$ 7,095.51	\$ 104.66	\$ 7,200.17	100.0%
ALL Years	\$ 1,342,433.25	\$ 139,552.17	\$ 1,481,985.42	



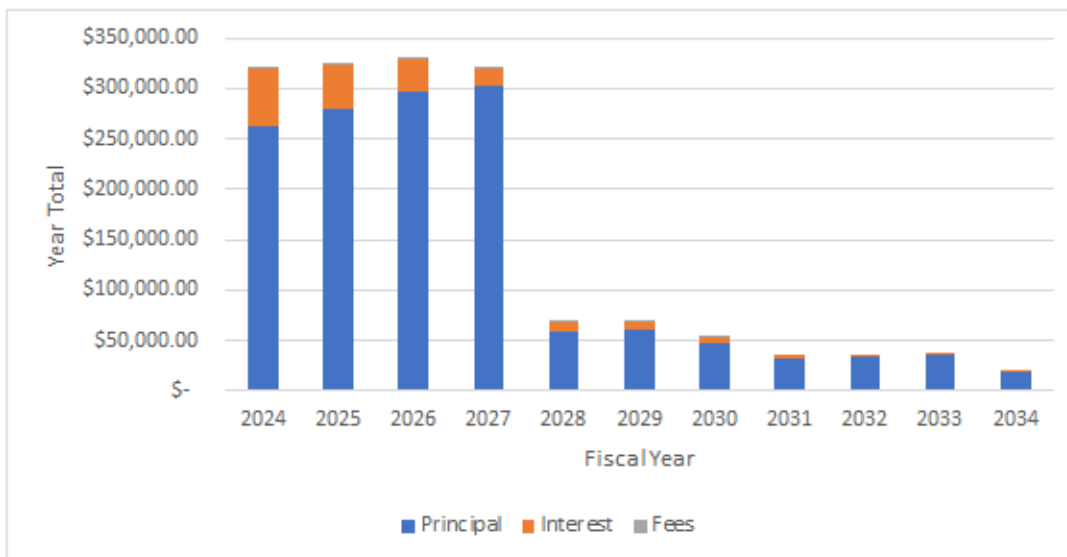
Budget Summary and Overview: Utilities Fund Debt

Targeted Debt Ratio #2 – Debt Service as a percentage of Utilities Fund expenses should not exceed 25%

FY 2023 Utilities Fund Expenditures:	\$ 2,344,486
FY 2024 Debt Service	\$ 320,563
FY 2024 Debt Coverage Target Ratio #2	13.7%

Utilities Fund- Debt Amortization and Pay-Out Ratio Schedule

Period Ends	Principal	Interest	Fees	Total	Payout Ratio
2024	\$ 262,795.28	\$ 57,402.81	\$ 364.89	\$ 320,562.98	19.9%
2025	\$ 279,403.38	\$ 45,086.33	\$ 310.47	\$ 324,800.18	40.0%
2026	\$ 296,531.76	\$ 31,953.38	\$ 254.58	\$ 328,739.72	60.4%
2027	\$ 302,770.51	\$ 18,001.52	\$ 197.21	\$ 320,969.24	80.3%
2028	\$ 59,532.71	\$ 8,641.97	\$ 138.30	\$ 68,312.98	84.5%
2029	\$ 61,349.52	\$ 6,885.64	\$ 1,031.10	\$ 69,266.26	88.8%
2030	\$ 47,286.60	\$ 5,074.59	\$ 15.73	\$ 52,376.92	92.1%
2031	\$ 32,645.27	\$ 3,795.31	\$ -	\$ 36,440.58	94.4%
2032	\$ 33,769.29	\$ 2,671.29	\$ -	\$ 36,440.58	96.6%
2033	\$ 34,932.02	\$ 1,508.56	\$ -	\$ 36,440.58	98.9%
2034	\$ 17,914.47	\$ 305.82	\$ -	\$ 18,220.29	100.0%
ALL Years	\$ 1,428,930.81	\$ 181,327.22	\$ 2,312.28	\$ 1,612,570.31	



Budget Summary and Overview: Pro Forma

Pro Forma - General Fund

The General Fund is the primary operating fund of the Town. The pro forma reflects revenues including real estate property taxes based on an approved rate of 15.25¢ per \$100 of assessed value for Fiscal Year 2024.

	FY 2022 Budget	FY 2023 Adopted	FY 2024 Adopted	FY 2025 Forecast	FY 2026 Forecast	FY 2027 Forecast	FY 2028 Forecast
Property Taxes	\$ 678,897	\$ 728,218	\$ 766,445	\$ 789,440	\$ 813,120	\$ 837,510	\$ 862,640
Local Taxes	\$ 535,200	\$ 684,453	\$ 763,629	\$ 786,540	\$ 810,140	\$ 834,440	\$ 859,470
Permits, Fees, Reimbursements	\$ 10,750	\$ 13,000	\$ 19,000	\$ 19,570	\$ 20,160	\$ 20,760	\$ 21,380
State and County	\$ 10,000	\$ 117,750	\$ 18,300	\$ 18,850	\$ 19,420	\$ 20,000	\$ 20,600
Inter-Fund	\$ 120,000	\$ 170,616	\$ 189,404	\$ 195,090	\$ 200,940	\$ 206,970	\$ 213,180
Use of Reserves/ Fund Balance	\$ -	\$ 34,250	\$ 550	\$ 570	\$ 590	\$ 610	\$ 630
	\$ 1,354,847	\$ 1,748,287	\$ 1,757,328	\$ 1,810,060	\$ 1,864,370	\$ 1,920,290	\$ 1,977,900
Personnel	\$ 598,438	\$ 643,126	\$ 776,515	\$ 799,810	\$ 823,800	\$ 848,510	\$ 873,970
Contractual	\$ 325,500	\$ 324,000	\$ 434,212	\$ 447,240	\$ 460,660	\$ 474,480	\$ 488,710
Debt	\$ 167,080	\$ 155,550	\$ 173,250	\$ 178,450	\$ 183,800	\$ 189,310	\$ 194,990
CIP Contribution	\$ 35,409	\$ 279,500	\$ 84,500	\$ 87,040	\$ 89,650	\$ 92,340	\$ 95,110
General Operations	\$ 228,420	\$ 346,111	\$ 288,851	\$ 297,520	\$ 306,450	\$ 315,640	\$ 325,110
	\$ 1,354,847	\$ 1,748,287	\$ 1,757,328	\$ 1,810,050	\$ 1,864,350	\$ 1,920,280	\$ 1,977,890

Pro Forma - Utilities Fund

The Utilities Fund is used to account for the operation and maintenance of the Town's water and sanitary sewer system. The Utilities Fund pro forma reflects revenue and expenditures on a cash basis. The fund provides for capital projects included in the Town's Capital Improvements Plan (CIP) as well as repair, renovation, and replacement (3R) requirements to adequately maintain operations on aging utility systems.

	FY 2022 Budget	FY 2023 Adopted	FY 2024 Adopted	FY 2025 Forecast	FY 2026 Forecast	FY 2027 Forecast	FY 2028 Forecast
W/S Use Charges	\$ 1,291,698	\$ 1,294,180	\$ 1,370,754	\$ 1,411,880	\$ 1,454,240	\$ 1,497,870	\$ 1,542,810
Antennae Leases	\$ 115,116	\$ 119,255	\$ 124,025	\$ 127,750	\$ 131,580	\$ 135,530	\$ 139,600
Tap Fee (Anticipated)	\$ 86,823	\$ 246,051	\$ 289,400	\$ 298,080	\$ 307,020	\$ 316,230	\$ 325,720
ARPA (CIP)	\$ -	\$ 655,000	\$ 785,000	\$ 808,550	\$ 832,810	\$ 857,790	\$ 883,520
Use of 3R for CIP	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -
Use of UNP for CIP	\$ 455,000	\$ 10,000	\$ 19,400	\$ 19,980	\$ 20,580	\$ 21,200	\$ 21,840
	\$ 1,948,637	\$ 2,344,486	\$ 2,588,579	\$ 2,666,240	\$ 2,746,230	\$ 2,828,620	\$ 2,913,490
Personnel	\$ 446,550	\$ 471,797	\$ 499,250	\$ 514,230	\$ 529,660	\$ 545,550	\$ 561,920
Operating	\$ 581,512	\$ 591,239	\$ 609,959	\$ 628,260	\$ 647,110	\$ 666,520	\$ 686,520
Debt	\$ 321,350	\$ 325,834	\$ 323,965	\$ 333,680	\$ 343,690	\$ 354,000	\$ 364,620
GF Overhead Contribution	\$ 120,000	\$ 170,616	\$ 189,404	\$ 195,090	\$ 200,940	\$ 206,970	\$ 213,180
Operating Contingency	\$ -	\$ 10,000	\$ 10,000	\$ 10,300	\$ 10,610	\$ 10,930	\$ 11,260
Reserve Contribution	\$ 24,225	\$ 120,000	\$ 171,001	\$ 176,130	\$ 181,410	\$ 186,850	\$ 192,460
ARPA/CIP contribution	\$ 455,000	\$ 655,000	\$ 785,000	\$ 808,550	\$ 832,810	\$ 857,790	\$ 883,520
	\$ 1,948,637	\$ 2,344,486	\$ 2,588,579	\$ 2,666,240	\$ 2,746,230	\$ 2,828,620	\$ 2,913,480



Fiscal Year 2024 Schedule of Fees

GENERAL FUND

TAXES	
Type	Tax/Fee Rate
Real Estate Tax (per \$100 assessed value)	\$0.1525 (Elderly/Disabled Real Estate Tax discount is 100% for qualifying residents)
Meals Tax	3.75% 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
Town Facilities Use Permit	\$25.00 In-Town Rate \$50.00 Out-of-Town Rate

BUSINESS, PROFESSIONAL AND OCCUPATIONAL LICENSE	
Type	Tax/Fee Rate
All Businesses Except gross receipts over \$20,000.00	Fee of \$30.00 for gross receipts up to \$20,000.00 and a Tax of \$0.17/\$100 for Contractors
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 Rate
Zoning Permit – Minor	\$75
Zoning Permit – Major	\$150
Pool Permit (Fence Included)	\$75
Zoning Determination Letter	\$75
Demolition Permit	\$0
Rezoning/Zoning Map Amendment**	\$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 (UP TO 3 SIGNS)	\$75
Sign Permit – Temporary (PER SIGN)	\$25
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
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 (PER REDUCTION)	\$100
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



Fiscal Year 2024 Schedule of Fees

Notes:

* 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.

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

FREEDOM OF INFORMATION ACT (FOIA) REQUESTS	
Type	Fee Rate
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
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. For more information, see the Town of Lovettsville Freedom of Information Act Policy and FOIA Request Form.	

UTILITIES FUND

FEES AND CHARGES	
Type	Fee Rate
In-Town Water User Rate (per 1,000 gallons):	\$9.80
In-Town Sewer User Rate (per 1,000 gallons):	\$15.55
In-Town Sewer Only Customers:	Fixed rate of \$46.34
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 / 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 for facilities with a fire sprinkler system connected to Town Water:	\$6.67 / Month
Availability Tap refund processing charge:	\$50.00
Fats, Oils and Grease Permit Fee:	\$25.00
Flushing Hydrant Maintenance Fee:	\$500 per year
Off-Hours Service Charge (4pm- 6am)	\$75.00
Frye Court Service Tax District (per \$100 of assessed value exclusive of improvements)	\$0.240



Fiscal Year 2024 Schedule of Fees

WATER AND SEWER RATE TABLE				
A minimum rate applies to all water and sewer accounts after the minimum billed usage and an additional dollar amount is applied per 1,000 gallons, and includes a 3% increase in residential 5/8 & 3/4 meter sizes, as well as rates for non-residential and other size water meter connections.				
Meter Size (inches)	Minimum Billed \$ (Month)	Minimum Billed Usage (gallons)	Per 1,000 gallons Over Minimum	Per 1,000 gallons Over Minimum
5/8 & 3/4	\$50.70 (residential)	2,000	\$9.80	\$15.55
	\$61.65 (non-residential)			
1	\$72.57			
1.5	\$72.57			
2	\$83.50			
3	\$105.36			
4	\$116.29			

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 existing connection upgrades to a larger size meter)

DEPOSITS FOR NEW WATER AND SEWER ACCOUNTS		
Type of Connection	Water	Sewer
Residential (within Town limits)	\$50	\$50
Residential (outside Town limits)	\$100	\$100
Non-Residential	\$100	\$100
Water and Sewer Connection Fees	\$2,499	\$2,499



Fiscal Year 2024 Schedule of Fees

AVAILABILITY FEES, MAXIMUM ALLOWABLE USAGE AND METER FEES				
Meter Size	Max. Allowable Usage (GPD)	Water Availability Fee***	Wastewater Availability Fee***	Meter Fee
5/8"	500	\$13,615	\$20,003	\$250
3/4"	750	\$20,422	\$30,004	\$250
1"	1,250	\$34,038	\$50,006	Cost of meter + \$20
1-1/2"	2,500	\$68,077	\$100,013	Cost of meter + \$20
2"	4,000	\$108,921	\$160,020	Cost of meter + \$20
3"	8,000	\$219,698	\$320,039	Cost of meter + \$20
4"	12,500	\$340,376	\$500,059	Cost of meter + \$20

FAILURE TO UPGRADE METER FINES	
First Offense	\$100
Second Offense	\$200
Third Offense	\$300
WATER THEFT FINES	
First Offense Fine	\$500
Second Offense Fine	\$1,000
Third/Subsequent Offense Fine	\$2,000

REWARD FOR SUCCESSFUL NOTIFICATION AND CAPTURE OF WATER THEFT IN PROGRESS	
Town Water and Sewer Account Holders	\$100 Credit
Non-account Holders	\$50 Check

Notes:

*** 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.

These actions are authorized by the Code of Virginia §15.2-2111 - §15.2-2143 & §15.2-2111 - 15.2-2119
\$30.00 bank charge for all returned checks

Financial Policy (Approved June 8, 2023)

Section 1: Introduction

The Town of Lovettsville has an important responsibility to carefully account for public funds, to manage municipal finances wisely, and to plan and provide for the adequate funding of services desired by the public and as required by laws, rules, or regulations, including the provision and maintenance of public facilities and improvements. The financial goals and policies set forth by Town Council and summarized in this document are intended to establish guidelines for the continued strength and stability of the Town of Lovettsville.

Section 2: Accounting, Auditing, Financial Reporting

- The Town will establish and maintain the highest accounting standards that conform with uniform financial reporting in Virginia and Generally Accepted Accounting Principles (GAAP) for governmental entities as promoted by the Governmental Accounting Standards Board (GASB.)
- The Town will engage an independent accounting firm to perform annual financial and compliance audits according to generally accepted government auditing standards.
- The independent accounting firm will issue a public opinion about the Town's financial reporting, which will be incorporated into the Town's annual financial report (AFR).

Section 3: Revenue Management

3.1 General Fund

- A. The Town will seek to maintain a diversified and stable revenue structure to prevent reliance on any one revenue source and to limit cash flow volatility.
- B. The Town will use an objective, analytical approach to estimate its annual revenue.
- C. The Town may institute user fees and charges for specialized programs and services where practicable. Rates will be established to cover operational costs, overhead costs, and debt service costs. The Town will periodically review user fees against related expenses to determine if coverage of direct and indirect expenses is being accomplished.
- D. The Town will follow an appropriately aggressive policy of collecting revenue, with a goal of achieving a collection rate of 100%.
- E. Excluding taxes not collected by Loudoun County and where allowed, the Town shall collect taxes, fees and charges from the mortgage company of record.

3.2 General Government- Capital Fund

- A. The Town will maintain a multi-year Capital Fund in order to separate capital project revenues from operating revenues in the General Fund.
- B. The annual surpluses will rollover to the following fiscal year and will be automatically re-appropriated for the approved capital project use.
- C. The Town will aggressively pursue external funding sources to fund/support capital projects. Before applying for or accepting external funding, the Town will assess the merits of a particular program as if it were funded with local tax dollars. Local tax dollars will not be used to make up for losses of intergovernmental aid without first reviewing the program and its merits as a budgetary matter. All grant applications must be approved by the Town Council before being submitted by the Town Manager.
- D. Grants and donations may only be accepted by the Town Council. No grant will be accepted that will incur management and reporting costs greater than the grant amount.

3.3 Utilities Fund

- A. The Town will operate a Utilities Fund as a stand-alone enterprise fund that will not be subsidized by the General Fund or other funds that may be established by the Town.
- B. Reasonable General Fund Expenses related to overhead and administrative support costs will be reimbursed by the Utilities Fund, and shown in the Operating Budgets, as approved by Town Council during the annual budget process.
- C. The Town will set water and sewer rates based on the actual cost to deliver each service. The Town will periodically review the components that make up the rates and fees through a cost-of-service study for every service provided. The Town is not prohibited from establishing fair and reasonable rates that allow a differential between in-town and out-of-town customers.
- D. The Town will set rates to achieve a balance of income and cash flow each year with expenditures. If a deficit between current revenue and current expenses occurs, the Town will take all necessary steps to reduce and eliminate the deficit by reducing expenditures or enhancing revenues.
- E. The Town will set rates to cover all current costs and to allow the fund to meet all bond/loan covenant, state, and federal requirements.
- F. The Town will track, monitor, and report annually on the key variables of the rate model developed by an independent Rate Consultant hired by the Town. The Town will set rates that are based on annually updated 5-year forecasts of Operating and Capital Budgets.
- G. To avoid large one-time increases and to effectively maintain infrastructure, the Town shall evaluate rates regularly, through a water/sewer rate study, and increase rates, as necessary.
- H. Similar to the General Government Capital Fund, the Utilities Fund shall separate capital project revenues, and any resulting capital project surpluses will rollover and be automatically re-appropriated for the approved capital project use.

3.4 Events Fund

- A. The Town will operate a stand-alone Events Fund.
- B. Love America, Love Winter, and Love Summer events are not intended to be developed into large economic development style events and are intended to be low-cost, town hosted and small-town family community type events. These events are to be subsidized by the General Fund on an annual basis and money will be budgeted in the Events Fund for these types of events.
- C. Mayfest and Oktoberfest are not considered subsidized events, rather they are considered stand-alone events and are expected to generate sufficient revenue to be sustainable. The Town will prepare an Events Fund budget with an annual perspective.
- D. The objective is to limit annual expenditures to the annual revenues.
- E. If during the fiscal year a deficit in the Events Fund appears likely, spending during the fiscal year within the Events Fund will be reduced to ensure that the Events Fund does not operate at a deficit.
- F. The Events Fund budget will be structured so that Town Council and the public can easily understand the relationship between revenues, expenses, and services being delivered.
- G. The Town Council will review and approve the Budget with a focus on whether planned event expenditures (managed through the Events Fund) are appropriate and justified, that administrative overhead costs are reasonable, and that proposed new events and event expansions are justified, detailed, and scrutinized. Any new expense, aspect or expansion of any event that is beyond the adopted annual line-item budget shall be approved by the Town Council.
- H. No expenditure, except as directed or approved by the Town Council, may be executed and, in any event, no expenditure shall be proper unless made by the Town Manager or their authorized designee.
- I. Individual events budgets shall be reviewed for cost reasonableness and reliability prior to approval.
- J. Event revenue and reserves shall be depleted prior to utilizing funds transferred from the General or Utilities fund.
- K. Any funds transferred from the General or Utilities Funds shall be transferred back to the respective fund should event revenue and/or reserves adequately cover event expenses at the end of the fiscal year.

- L. Financial reporting shall include all expenses incurred and revenue received within the last 30 days.
- M. Revenue generating events (Oktoberfest and Mayfest) shall be audited in accordance with the same measuring period and procedures as the Town.
- N. No reporting of any event summary shall be performed without the Town's official audit results being provided.
- O. Town of Lovettsville payment card transactions shall only be issued to and executed by Town staff and the Mayor.
- P. Financial reports or any statement, whether written or verbal, which may include, but is not limited to, the financial status, surplus or deficit, and/or uncommitted fund balances shall only be provided by Town staff.
- Q. Event purchase orders and requests for reimbursement shall include the original receipt and be submitted within 30 days of the transaction.

Section 4: Budget Management

4.1 Operating Budget

- A. The Town will prepare the operating budgets with an annual perspective.
- B. The budget is a plan for raising and allocating resources. The objective is to enable service delivery within available resources. Services must be delivered to residents and taxpayers at a level which will meet real needs as efficiently and effectively as possible. In preparing the budget, the Town will fund current expenditures with current revenues and use non-recurring revenues to offset non-recurring expenses.
- C. The Town on an annual basis will review operating account balances and, if sufficient cash is available, make a transfer into the appropriate reserve account.
- D. The Town will seek to finish each fiscal year with a positive unassigned fund balance and positive cash balance.
- E. The Town will seek to continuously improve the efficiency and effectiveness of its programs and employees.
- F. The budget will be structured so that Town Council and the public can easily understand the relationship between revenues, expenses, and services being delivered.
- G. The Town Council and Town Manager will review the budget with a focus on whether existing service costs are appropriate and justified, that administrative overhead costs are reasonable, and that proposed new programs and program expansions are justified, detailed, and scrutinized.
- H. The Utilities Fund operating budget will include an annual emergency contingency appropriation of \$10,000, which may only be used for significant emergency repairs not included in the operating budget. Use of the emergency contingency budget requires Town Manager approval and notification to Town Council.
- I. The Town Manager shall propose a planned average salary adjustment rate that represents the planned cost of living adjustment (COLA) and performance salary increases, as well as other planned or unplanned salary adjustments for all employees. The average salary adjustment rate shall be set and approved by the Town Council during the annual budget process.
- J. Any proposed Cost-of-Living-Adjustment (COLA), performance and/or other planned or unplanned salary adjustment which results in a salary increase exceeding 150% of the approved average salary adjustment rate for an individual employee shall be approved by the Town Council.

4.2 Capital Budget

- A. The Town will develop a five-year plan for capital improvements which will be approved when the Annual Operating Budgets and Fee Schedule are approved.
- B. The Town will make all capital improvements/investments in accordance with its adopted Capital

Improvement Program (CIP).

- C. The Capital Budget is defined as the current fiscal year in the CIP.
- D. The CIP Budget will be included in the current fiscal year Operating Budget with the development of the Operating Budget.
- E. Future operating costs and maintenance associated with new capital projects will be projected and included in the Operating Budget forecasts.
- F. The five-year plan for capital improvements (CIP) will show, in addition to capital costs, debt retirement projections for all projects funded in the CIP using debt as a source of revenue.
- G. The Town will establish a General and Utilities Committed Reserve to be used for capital projects approved in the five-year CIP that will include the Town's share plus funds from County, State/VDOT, Federal Government, and other grant funding.

4.3 Reserve Accounting

- A. Use of the Reserve funds will be used first on capital assets with useful lives of five years.
- B. Assigned/Committed funds appear in the General and Utilities Funds and are earmarked for a specific purpose.
- C. Project funding is to be accounted for in separate reserves and are maintained by the Treasurer, reference to these accounts appear in the reserve summary section of the monthly financial reports.
- D. Project funds shall be sufficient to meet the Town's share of County, State/VDOT and Federal funding requirements and should be used as a secondary funding source behind the timely use of County, State/VDOT, and Federal funding.
- E. Town Council may from time to time move funds from the General Fund Unassigned Fund Balance or Utilities Unrestricted Net Position to the Assigned/Committed Reserves, so long as the Town stays in compliance with the targeted General Fund Unassigned Fund Balance and Utilities Fund Unrestricted Net Position policy levels.
- F. Managed Reserve are maintained and established for General, Utilities, and Events Funds

Section 5: Cash Management

- A. In recognition of its fiduciary role in the management of all public funds entrusted to its care, it shall be the Town Council's policy that all investable balances be invested utilizing best practices commonly accepted by political subdivisions in Virginia.
- B. The deposit and investment policy (as described in this section) recognizes that the Town Treasurer's responsibilities are delineated by the Code of Virginia and this policy is meant to illustrate strong fiscal management of the Town.
- C. The deposit and investment policy will serve as the guideline by which all Town deposits and investments will be managed consistent with the Code of Virginia.
- D. The safeguarding of principal shall be the foremost objective of the investment program by mitigating credit risk and interest rate risk, with all other objectives subordinated to this objective.
- E. Funds shall be invested in keeping with the seasonal pattern of the Town's cash balances, as well as any other special factors or needs to ensure the availability of funds in a timely and liquid manner.
- F. The Town will, where permitted by law, pool cash from its various funds for investment purposes and will invest revenue to maximize the rate of return while maintaining a low level of risk.
- G. All cash balance accounts established shall be in interest earning accounts except for the primary bank account which is inclusive of the 60-Day Operating and Maintenance (O&M) Reserve.
- H. All depositories will meet the standards for collateralization as set forth in the Virginia Security for Public Deposits Act or will be covered by Federal Depository Insurance (FDIC).

- I. At least thirty days prior to an investment maturing, the Treasurer shall update the Town Manager and Town Council on investments held, maturities, investment returns, unrealized gains (losses), and comparisons to established benchmarks.
- J. All Town officials involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, that could impair the ability to make impartial decisions, or that could create the appearance of a conflict of interest.

Section 6: Reserve Management

6.1 General Fund

A. Unassigned Fund Balance

- 1. The General Fund Unassigned Fund Balance shall be maintained, at a minimum, the equivalent of the previous fiscal year's annual General Fund actual operating expenditures less debt service, grant and capital expenditures.
- 2. Use of the General Fund Unassigned Fund Balance may be necessary from time to time to meet non-discretionary expenditures, financial emergencies, or natural disasters.
- 3. Appropriations from, or changes to, the General Fund Unassigned Fund Balance require a majority vote of the Council.
- 4. No appropriation of the General Fund Unassigned Fund Balance that will cause the balance to fall below the minimum policy limit will occur without prior presentation to the Council by the Town Manager of a plan and timeline for replenishing the fund balance to its minimum level within 24 months.

B. General Fund 60-Day Operating and Maintenance (O&M) Reserve

- 1. The Town shall maintain a 60-Day O&M Reserve for recurring operational and maintenance requirements in the Town's primary bank account equivalent to a minimum of funding required for 60 days of expenses.
- 2. The 60-Day O&M Reserve is adjusted on a monthly-based on an outlook of 180 days in the future.
- 3. The 60-Day O&M Reserve is maintained beyond any other minimum required reserve balance including but not limited to Unassigned Fund Balance, Debt Service, Capital Asset Replacement or Assigned/ Committed Fund Balance.
- 4. The 60-Day O&M Reserve is to be maintained by the Town Manager and use of this reserve requires Town Council approval.

C. General Fund- Debt Service Reserve

- 1. The Town shall maintain a reserve within the General Fund that is equivalent to 150% of the annual debt service requirement for any given fiscal year.
- 2. The purpose of the Debt Service Reserve is to ensure that funding is secured in any given fiscal year for the annual debt service requirements of the General Government.

D. Capital Asset Replacement Reserve

- 1. The Town shall establish and maintain a Capital Asset Replacement Reserve for the purpose of funding the capital requirements of Town facilities, vehicles, or capital improvements. The Reserve

can be utilized in the Town's Capital Improvement Plan; however, the Town will strive to plan for the use of revenues for capital projects prior to relying on the use of the Reserve.

2. The Capital Asset Replacement Reserve is to have a minimum balance equivalent to 10% of the net total of depreciated capital assets as reported in the Town's Annual Financial Report.
3. Supplemental to the minimum balance required, an annual contribution to the Capital Asset Replacement Reserve shall be made in accordance with the programmed funding in the Capital Improvement Plan, unless Town Council approves the use of the existing balance of the Reserve.
4. The use of the Capital Asset Replacement Reserve requires Town Council approval, and when the Reserve balance falls below the minimum balance, the Town Manager is to develop a plan and timeline for replenishing the Reserve to its minimum level within 24 months.

E. Assigned/Committed Fund Balance – Reserves

1. The Town shall maintain planned reserves as assigned/committed fund balance of Town Council approved committed funds or grant funding for capital asset replacement and capital project that derive from other governmental agencies.
2. Annual operating surpluses in the General Fund shall be applied first to managed Reserves in the General Fund, then the Unassigned Fund Balance once all other Reserve minimum required levels are met. Any General Fund surplus shall be applied to the Reserves in the following order: 1.) 60-Day O&M, 2.) Debt Service, and 3.) Capital Asset Replacement.

6.2 Utilities Fund

The Town will establish and maintain in the Utilities Fund reserves to provide funds for any potential timing differences between operating revenue and operating expenses, asset replacement and maintenance, and for unplanned expenses as follows:

A. Utilities Fund 60-Day Operating and Maintenance (O&M) Reserve

1. The Utilities 60-Day O&M Reserve is to address any operating cash flow issues that may impact recurring operational and maintenance requirements.
2. The 60-Day O&M Reserve is adjusted on a monthly-based on an outlook of 60 days in the future.
3. The 60-Day O&M Reserve is maintained beyond any other minimum required reserve balance including but not limited to the Unrestricted Net Position, 3R Reserve, Debt Service Reserve, Frye Court Service Tax District Reserve, or Assigned/ Committed Reserve.
4. The 60-Day O&M Reserve is to be maintained by the Town Manager and use of this reserve requires Town Council approval.

B. Repair, Renewal, and Replacement (3R) Reserve

1. The Town will establish and maintain in the Utilities Fund a Repair, Renewal, and Replacement Reserve (3R) to provide funds for major repairs, replacement, or rehabilitation of system assets. The 3R Reserve will be maintained at a minimum of 8% of the total depreciation of capital assets at the end of any given fiscal year.
2. Supplemental to the minimum balance required, an annual contribution to the 3R Reserve shall be made in accordance with the programmed funding in the Capital Improvement Plan, unless the Town Council approves the use of the existing balance of the Reserve.
3. The use of the Capital Asset Replacement Reserve requires Town Council approval, and when the Reserve balance falls below the minimum balance, the Town Manager is to develop a plan and timeline for replenishing the Reserve to its minimum level within 24 months.

C. Utilities Fund-Debt Service Reserve

1. The Town will establish and maintain a Utilities Fund Debt Service Reserve to ensure all annual debt service requirements are met.
2. The Reserve is to equal 150% of the annual debt service requirements in any given fiscal year.

D. Frye Court Service Tax District Reserve

1. The Town will establish and maintain a Reserve of any surpluses of revenue from the Frye Court Special Tax District to be used for the maintenance, operational and capital requirements of the Frye Court Sewer Lift Station.
2. Use of this Reserve must be approved by Town Council.

E. Utilities Fund- Unrestricted Net Position

1. At the close of each fiscal year, the Utilities Fund Unrestricted Net Position shall be a minimum of 75% of annual UF operating revenues, excluding availability fees.
2. Individual Water and Sewer Availability Accounts as well as individual Water and Sewer Deposit Accounts will be maintained by the Treasurer and reported in the Reserve Fund Summary as reported as part of the monthly Financial Reports.
3. Annual operating surpluses in the Utilities Fund shall be applied first to the 60-Day O&M Reserve Fund until it reaches its minimum level required, then to the Utilities Fund Repair, Renewal, and Replacement (3R) Reserve until it reaches its minimum level required, and then to the Debt Service Reserve until it reaches its minimum level required.

6.3 Events Fund

- A. All surplus funds generated by Events (managed in the Events Fund) will be held in an Events Fund Reserve.
- B. The Events Fund Reserve account will be used only for such events managed in the Events Fund.
- C. It is the intent of Town Council that Utilities and General funds only be used in instances where revenue and reserves do not cover event expenses. As such, funds in the Reserve account will be carried over to the next fiscal year and utilized for Events only in the case that they are not used to cover additional expenses incurred by an event during the fiscal year, as needed.
- D. Town Council shall approve by a majority vote, any withdrawals from the Events Fund Reserve account.

Section 7: Debt Management

- A. The Town will not fund current operations with borrowed funds and will limit borrowing and capital leases to capital improvements, projects, or equipment that cannot be financed from current financial resources.
- B. The Town will repay debt related to specific projects/equipment within the expected useful life of that project/equipment.
- C. On an annual basis, the Town will calculate debt ratios for direct, non-revenue-based debt that is dependent on the General Fund to service that debt.

Target debt ratio #1 - Debt service as a percentage of General Fund expenses should not exceed 15%.

Target debt ratio #2 – Debt service as a percentage of Utilities Fund expenses should not exceed 25%

Target debt ratio #3 - Bonded debt of the Town shall not exceed 2.0% of the total asset value of taxable real property within the Town limits.

Section 8: Management of Fixed (Capital) Assets

- A. The Town will capitalize all fixed assets with a value greater than \$10,000 and an expected useful life of three years or more. For capital items of \$10,000 or less, the Town will provide a line-item budget for such expenses in the General Fund and Utilities Fund operating budgets.
- B. The General Fund and Utilities Fund Operating Budgets will provide for minor and preventative maintenance of fixed assets.
- C. The Capital Budget will provide for the acquisition of fixed assets and the construction (or total replacement) of physical facilities, including additions to existing facilities.
- D. The Town will maintain adequate insurance coverage on its fixed assets through either commercial insurance or risk pooling arrangements with other governmental entities.

Fiscal Year 2024 Budget Line-Item Detail Report

Report Description: The following report is a supplemental packet to the Fiscal Year 2024 Adopted Budget Document. The report includes the detail and description for each budget account line item and the intended use for the adopted appropriation. The Line-Item Detail report includes the following data fields:

Account: General Ledger Account number.

Account Title: Title of the General Ledger Account that is used in the Town's Financial System.

FY 2021 Annual Budget: The Fiscal Year 2021 final budget as reported in the Town's Annual Financial Report.

FY 2021 Actuals: The Fiscal Year 2021 actuals within each General Ledger Account as reported in the Town's Annual Financial Report.

FY 2022 Annual Budget: The Fiscal Year 2022 Adopted Budget. The budget has been modified to align with the adopted revised fund structure which includes the addition of the General Government- Capital Projects Fund. These line-items were previously included in the Fiscal Year 2022 budget in the General Fund. They have been reallocated to the General Government- Capital Projects Fund.

FY 2022 Actuals: The Fiscal Year 2022 within the General Ledger as reflected in the financial report.

FY 2023 Adopted Budget: The adopted appropriation included in the Fiscal Year 2023 Adopted Budget (July 1, 2022 – June 30, 2023).

FY 2024 Adopted Budget: The adopted appropriation included in the Fiscal Year 2024 Adopted Budget (July 1, 2023 – June 30, 2024).

Variance FY 2023 v FY 2024: There are two columns included under the heading "Variance FY 23 vs. FY 24." The first column includes the variance as an amount and reflects the variance between the adopted FY 2024 appropriation and the FY 2023 Adopted Budget amount. The second column reflects this comparative variance amount as a percentage of the Fiscal Year 2023 Adopted Budget amount.

Line-Item Description: The description included in this column reflect the intended use of the appropriation. Each account has at least one description, and where there are multiple uses for one account, there are additional rows with descriptions of the intended use.



FY 2024 ADOPTED BUDGET LINE-ITEM DETAIL REPORT

ACCOUNT	ACCOUNT TITLE	FY 2021 ANNUAL BUDGET	FY 2021 ACTUALS	FY 2022 ANNUAL BUDGET	FY 2022 ACTUALS	FY 2023 ADOPTED BUDGET	FY 2024 ADOPTED BUDGET	VARIANCE		LINE-ITEM DESCRIPTION
								FY 23 vs. FY 24 \$	%	
GENERAL FUND										
GENERAL FUND- REVENUES										
10.3100.0000	REAL ESTATE TAX	623,307	629,433	641,054	688,989	724,218	766,445	42,227	5.8%	
				320,527		355,001	360,500	5,499	1.5%	Residential @ 15.25 Tax Rate (Dec 2023)
						3,500	18,250	14,750	421.4%	Commercial @ 15.25 Tax Rate (Dec 2023)
				320,527		362,167	367,945	5,778	1.6%	Residential @ 15.25 Tax Rate (June 2024)
						3,550	19,750	16,200	456.3%	Commercial @ 15.25 Tax Rate (June 2024)
10.3100.0050	REAL ESTATE TAX-PRIOR YEAR	2,000		2,000	-	2,000	-	(2,000)	-100.0%	
10.3100.0100	PENALTIES ON DELINQ TAXES	2,000	4,002	2,103	-	2,000	-	(2,000)	-100.0%	
10.3100.0200	COMMERCIAL REAL ESTATE TAX	32,517		33,740	-	-	-	-	-%	Consolidated into Real Estate Tax Account: 10.3100.0000
3100 (GENERAL PROPERTY TAXES) SUBTOTAL		\$ 659,824	\$ 633,435	\$ 678,897	\$ 688,989	\$ 728,218	\$ 766,445	\$ 38,227	5.2%	
10.3200.0100	SALES TAX	220,000	260,580	223,000	301,950	270,000	284,000	14,000	5.2%	averaging \$22,500/month
10.3200.0200	UTILITY TAX	15,000	15,063	15,000	14,906	15,120	15,000	(120)	-0.8%	averaging 1,260/mo, x 12 = 15,120
10.3200.0250	COMMUNICATIONS TAX	12,500	10,015	12,500	9,525	9,500	9,500	-	0.0%	averaging 790/mo, x 12 = 9,480
10.3200.0260	STATE AUTO RENTAL TAX	2,500	2,284	2,500	1,946	2,100	2,000	(100)	-4.8%	averaging 170/mo, x12 = 2,040
10.3200.0270	ROLLING STOCK	200	58	200	45	100	50	(50)	-50.0%	received 2 times/yr, not significant
10.3200.0300	BUSINESS LICENSES	77,500	110,402	50,000	63,806	82,000	67,000	(15,000)	-18.3%	Projected revenue based on FY 2021 license renewals. Please note that FY21 overall revenue is higher due to due date extension to Aug 2021
10.3200.0400	AUTO DECAL FEES	38,000	51,487	40,000	50,944	50,000	50,000	-	-%	Expect at least this amount for FY22
10.3200.0500	BANK FRANCHISE TAX	32,000	25,755	30,000	22,356	30,000	25,000	(5,000)	-16.7%	Collected once a year in May, not sure how BB&T merger with SunTrust will affect this
10.3200.0550	CONDUIT FEE	-	-	-	-	-	24,179	24,179	-%	Conduit Fee per the Franchise Agreement. 18,180 conduit footage billed at \$1.33/linear foot.
10.3200.0800	MEALS TAX	159,000	194,108	135,000	220,035	200,633	262,500	61,867	30.8%	YTD trend compared to FY 2022 Actuals. Currently trending approx. 6% higher than FY 2022 for same period.
						200,633	210,000	9,367	4.7%	Increase in Meals Tax Rate to 3.75%
10.3200.0900	CIGARETTE TAX	23,000	22,361	23,000	22,365	24,000	24,000	-	0.0%	averaging \$2,000/mo, may increase if Liberty annexed to town
10.3200.0950	REVENUES FROM PARKS	4,000	100	4,000	400	1,000	400	(600)	-60.0%	Minimal rental of facilities. Resident rate of \$25.00 and Out-Town rate of \$50.00
3200 (OTHER LOCAL TAXES) SUBTOTAL		\$ 583,700	\$ 692,213	\$ 535,200	\$ 708,279	\$ 684,453	\$ 763,629	\$ 79,176	11.6%	
10.3300.0000	INTEREST ON RESERVES	17,000	2,343	1,700	4,060	3,500	10,000	6,500	185.7%	Based on current FY 2023 earnings
10.3400.0000	ZONING PERMITS	4,950	7,205	2,500	7,500	2,500	2,500	-	-%	Anticipated zoning permits based on current trend.
10.3400.0100	DEVELOPER FEES	-	-	-	250	-	-	-	-%	
10.3400.0200	BOUNDARY LINE ADJUSTMENTS	250	-	250	-	-	-	-	-%	No anticipated BLAs in FY 2023
10.3400.0300	REZONING APPLICATION FEES	750	-	750	-	-	-	-	-%	No anticipated rezoning applications in FY 2023
10.3400.0400	SUBDIVISION PLAT FEES	1,125	-	1,000	-	-	-	-	-%	No anticipated subdivision plats in FY 2023
10.3400.0600	LITTER GRANT	1,000	1,102	1,000	1,637	1,000	1,000	-	0.0%	Annual grant town needs to apply for, limited to \$1,000
10.3400.0700	INSPECTIONS (OCC PERMIT)	1,800	1,083	150	-	150	-	(150)	-100.0%	No anticipated increase in permits
10.3400.0800	CONDITIONAL USE PERMITS	350	-	350	-	350	-	(350)	-100.0%	No anticipated increase in conditional use permits
3400 (PERMITS, FEES, LICENSES) SUBTOTAL		\$ 27,225	\$ 11,733	\$ 7,700	\$ 13,447	\$ 7,500	\$ 13,500	\$ 6,000	80.0%	
10.3500.0000	REIMBURSEMENT-COPIER	50	0	50	-	-	-	-	-%	
10.3500.0100	REIMBURSEMENT-ENGINEERING	9,000		1,000	2,985	-	-	-	-%	Consulting engineers review of projects
10.3500.0200	REIMBURSEMENT-ZONING ADM				2,079	-	-	-	-%	
10.3500.0400	REIMBURSEMENT-LEGAL		150		-	-	-	-	-%	Maybe more due to annexation
10.3500.0700	STATE FIRE PROGRAM FUND	10,000	15,000	10,000	15,000	17,000	17,000	-	-%	Anticipated Grant for FY 2024; pass through grant with offsetting expenditures 10.4271.1004
10.3500.0650	VA CREATIVE COMM. GRANT					750	1,300	550	-%	Virginia Creative Communities Partnership Grant though the Virginia Commission of the Arts (Awardees TBD)
10.3500.0800	MISCELLANEOUS-REIMBURSEMENTS	3,000	8,285	1,000	16,727	2,000	2,000	-	-%	Various refunds and outside donations, insurance claims, etc.
10.3500.0910	CLOCK TOWER DONATIONS	1,000		1,000	625	1,000	1,000	-	0.0%	Ornaments sell in Nov/Dec for \$25 each
10.3500.1000	OVERHEAD REIMBURSEMENT FROM UF	169,691		120,000	120,000	170,616	189,404	18,788	11.0%	Transfer to cover General Fund overhead administrative costs for Utilities Fund functions based on staff allocated time: 20% for TM; 60% of Treasurer; 10% of Town Clerk; 50% of Customer Service Rep; 50% for AP Specialist; 20% of Project Manager; and 15% of Planning Director
3500 (MISC REIMBURSEMENTS) SUBTOTAL		\$ 22,050	\$ 23,435	\$ 133,050	\$ 157,416	\$ 191,366	\$ 210,704	\$ 19,338	10.1%	
10.3600.1050	USE OF UNASSIGNED FUND BALANCE			-	-	34,250	550	(33,700)	-98.4%	
						34,250	-	(34,250)	-100.0%	Budgeted line item to reflect budgeted use of General Fund Unassigned Fund Balance that is required to fund the Capital Asset Replacement Reserve Contribution (10.4280.3804)
							550	550	-%	VA Creative Communities Grant additional local match to award a total of \$2,600.
10.3600.0250	VETERAN PAVER DEPOSITS		3,750	-	2,750	2,500	2,500	-	0.0%	Usually sell 10 to 15 pavers/yr at \$250 each
10.3600.1670	ARPA NONPROFIT GRANT				50,000	50,000	-	(50,000)	-100.0%	Balance of ARPA 1st Tranche Allocation per the TC Adopted Spending Plan
10.3600.1690	ARPA BUSINESS INT FUND				49,998	50,000	-	(50,000)	-100.0%	Balance of ARPA 1st Tranche Allocation per the TC Adopted Spending Plan
3600 (CAPITAL REV & TRANSFERS) SUBTOTAL		\$ 292,272	\$ 3,750	\$ -	\$ 102,748	\$ 136,750	\$ 3,050	\$ (133,700)	-97.8%	
TOTAL GENERAL FUND REVENUES		\$ 1,585,071	\$ 1,364,566	\$ 1,354,847	\$ 1,670,879	1,748,287	\$ 1,757,328	\$ 9,041	0.5%	

FY 2024 ADOPTED BUDGET LINE-ITEM DETAIL REPORT

ACCOUNT	ACCOUNT TITLE	FY 2021 ANNUAL BUDGET	FY 2021 ACTUALS	FY 2022 ANNUAL BUDGET	FY 2022 ACTUALS	FY 2023 ADOPTED BUDGET	FY 2024 ADOPTED BUDGET	VARIANCE		LINE-ITEM DESCRIPTION
								FY 23 vs. FY 24 \$	%	
GENERAL FUND EXPENDITURES										
10.4100.0000	BANK ANALYSIS CHARGE		6					-	-%	this account has been replaced by 10.272.2001
10.4100.0810	BROADWAY IMPROVEMENT 2A	413,282	65,456			-		-	-%	No longer a General Fund exp but a General Government Capital Projects Fund exp
10.4100.0930	FLAGPOLE PROJECT	-	6,693		825	-		-	-%	No longer a General Fund exp but a General Government Capital Projects Fund exp
10.4100.1105	TOWN OFFICE EXPANSION	540,000	446,115		9,949	-		-	-%	No longer a General Fund exp but a General Government Capital Projects Fund exp
10.4100.1106	TOWN HALL DRAINAGE IMPROVEMENTS					-		-	-%	No longer a General Fund exp but a General Government Capital Projects Fund exp
10.4100.1111	COUNCIL CHAMBER UPGRADES-CA		15,470			-		-	-%	No longer a General Fund exp but a General Government Capital Projects Fund exp
10.4100.1112	OLD TOWN HALL RENO-CA		59,430			-		-	-%	No longer a General Fund exp but a General Government Capital Projects Fund exp
10.4100.1113	CONF ROOM IT EQUIP-CA		13,308			-		-	-%	No longer a General Fund exp but a General Government Capital Projects Fund exp
10.4100.1114	SECURITY CAMERAS-CA		8,195			-		-	-%	No longer a General Fund exp but a General Government Capital Projects Fund exp
10.4100.1115	TOWN OFFICE EXP		8,800			-		-	-%	No longer a General Fund exp but a General Government Capital Projects Fund exp
10.4100.1200	MUSEUM REPAIRS		16,000			-		-	-%	No longer a General Fund exp but a General Government Capital Projects Fund exp
10.4100.1500	S CHURCH/E PENN IMP.	87,000	52,258			-		-	-%	No longer a General Fund exp but a General Government Capital Projects Fund exp
10.4100.1650	QUARTER BRANCH BARN LEAN TO	20,000				-		-	-%	No longer a General Fund exp but a General Government Capital Projects Fund exp
10.4100.1660	LOUDOUN ST IMPROVEMENT PROJ	30,000				-		-	-%	No longer a General Fund exp but a General Government Capital Projects Fund exp
10.4100.1670	LOCUST ST IMPROVEMENT PROJ	50,000				-		-	-%	No longer a General Fund exp but a General Government Capital Projects Fund exp
10.4100.1700	TRANSPORTATION MASTER PLAN	25,000			553	-		-	-%	No longer a General Fund exp but a General Government Capital Projects Fund exp
10.4100.1800	CIP GRANT ENG ASSISTANCE				15,720			-	-%	No longer a General Fund exp but a General Government Capital Projects Fund exp
4100 (CAPITAL EXPENDITURES) SUBTOTAL		\$ 1,165,282	\$ 691,731	\$ -	\$ 27,046	\$ -	\$ -	\$ -	-%	
10.4210.1001	ADMINISTRATIVE SALARIES	471,221	460,733	434,000	413,306	488,353	632,118	143,765	29.4%	
							525,300			Starting Base Salaries
							5,050			Cost-of-Living Adjustment (1.0%)
							17,660			Merit/ Performance Pay (3.5%)
							(22,392)			Elimination of Part-Time AP Specialist
							85,500			Enhancement Position- Community Engagement and Economic Development Coordinator
							21,000			Market Rate Adjustment Placeholder (based on 4.75% overall adjustment)
10.4210.1002	TOWN COUNCIL SALARIES	8,000	6,083	8,000	8,207	12,000	12,000	-	0.0%	Annual stipend for six Council Members (\$2,000/year)
10.4210.1003	PLANNING COMM SALARIES	8,400	6,250	8,400	6,577	8,400	8,400	-	0.0%	Annual for seven Planning Commissioners 1,200/year.
10.4210.1004	E FICA EXPENSE	38,666	33,678	35,068	35,498	39,532	44,300	4,768	12.1%	Employer paid FICA on salaries.
							39,532	44,300	12.1%	FICA for salaries (Merit and COLA)
							1,600	1,600	-%	FICA for Market Rate Adjustment Placeholder
10.4210.1006	GROUP HEALTH INSURANCE	88,007	44,145	72,000	32,215	56,500	31,000	(25,500)	-45.1%	Amount for Virginia The Local Choice program health coverage for employees with an anticipated 7% renewal increase. Decrease is primarily due to current staff's enrollment.
10.4210.1007	EMPLOYER 457 CONTRIBUTION	6,500	3,367	1,500	1,966	11,560	11,560	-	0.0%	
							1,560	1,560	0.0%	Town matching 457 contribution (\$15 per pay period)
							10,000	10,000	0.0%	Town Manager Annual Contribution
10.4100.1009	MAINT SUPPORT		9,820					-	-%	Formerly where Maintenance Position personnel costs. Not used in FY 2022 or future. Costs are included in 10.4210.1001
10.4210.1010	VRS CONTRIBUTION	46,000	29,818	32,970	30,947	17,886	28,817	10,931	61.1%	Town's contribution to employee retirement, disability, and life insurance.
				19,970		13,036	16,417	3,381	25.9%	Plan 1 & 2 employees
				10,000		3,250	7,500	4,250	130.8%	Hybrid Plan employees
				1,500		1,600	3,300	1,700	106.3%	Long Term Disability Coverage (Employer Paid)
				1,500		-	1,600	1,600	-%	Long Term Disability Coverage (Employer Paid)
10.4210.1011	FLEXIBLE SPENDING ACCOUNTS			-	-	575	-	(575)	-100.0%	General Fund portion of administration costs associated with Flexible spending accounts for medical and dependent care.
							575	(575)	-100.0%	Work Boots for 2 Employees (\$160)
10.4210.1015	BOOT ALLOWANCE					320	320	-	0.0%	Annual Salary
10.4210.1012	MAYOR SALARY	8,000	8,000	8,000	8,000	8,000	8,000	-	0.0%	
4210 (PERSONNEL SERVICES) SUBTOTAL		\$ 684,614	\$ 592,076	\$ 598,438	\$ 536,716	\$ 643,126	\$ 776,515	\$ 133,964	20.8%	
10.4220.1003	CODE ENFORCEMENT	5,000	1,495	4,000	132	2,000	1,000	(1,000)	-50.0%	Mowing of non-compliant yards and towing abandoned vehicles.
10.4220.1120	ASSET MANAGEMENT PLAN		-	10,000	-	-	-	-	-%	Postponement of Asset Management Plan until Fiscal Year 2024.
10.4220.3001	ENGINEERING NON REIMBURS	3,000	100	10,000	-	3,000	3,000	-	0.0%	Surveys, deed of properties, conceptual design, and general engineering.
10.4220.3002	AUDIT	12,000	10,939	12,000	12,650	13,500	14,500	1,000	7.4%	General Fund portion of the annual audit
10.4220.3003	ADMINISTRATIVE CONSULTING SERVICES	12,000	7,850	6,000	2,900	6,000	6,000	-	0.0%	On-line Town code and Municode updates.
				3,000		3,000	3,000	-	0.0%	Annual Municode Software License Fee
				3,000		3,000	3,000	-	0.0%	Annual Anticipated Town Code Updates on Municode

FY 2024 ADOPTED BUDGET LINE-ITEM DETAIL REPORT

ACCOUNT	ACCOUNT TITLE	FY 2021 ANNUAL BUDGET	FY 2021 ACTUALS	FY 2022 ANNUAL BUDGET	FY 2022 ACTUALS	FY 2023 ADOPTED BUDGET	FY 2024 ADOPTED BUDGET	VARIANCE		LINE-ITEM DESCRIPTION	
								FY 23 vs. FY 24 \$	%		
10.4220.3004	LEGAL SERVICES/ADMINISTRATIVE	8,000	6,700	4,000	1,440	8,000	8,000	-	0.0%	Attorney fees initiated by administrative staff for legal questions on various Town related issues. (FY 2021 Level)	
10.4220.3005	LEGAL SERVICES-ZONING/CODE	8,000	7,178	4,000	7,651	8,000	8,000	-	0.0%	Attorney fees for zoning non-compliance issues that require legal services. (FY 2021 Level)	
10.4220.3006	LEGAL SERVICES- CONTRACT	4,000	5,520	4,000	915	4,000	4,000	-	0.0%	Attorney fees to review contracts before initiating the contract.	
10.4220.3007	LEGAL SERVICES/GENERAL	36,000	23,750	36,000	12,185	36,000	36,000	-	0.0%	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 SERVICE	198,000	201,184	208,000	211,131	215,000	236,817	21,817	10.1%	New Contract in Spring 2023. Current Contract for Trash Removal is \$18,786/monthly plus 3% increase	
10.4220.3011	ENGINEERING REIMB NON CAPITAL RELATED	9,000	-	9,000	6,970	9,000	9,000	-	0.0%	Anticipation of Plan review for site plans and subdivisions.	
10.4220.3013	SPECIAL PROJECT CONSULTING SERVICES	5,000	3,854	5,000	-	2,000	87,000	85,000	4250.0%	This includes funding to hire a facilitator for the Town Council Annual Retreat and other special projects.	
						2,000	2,000	-	0.0%	This includes funding to hire a facilitator for the Town Council Annual Retreat and other special projects.	
							50,000			Initial Concept Designs for CIP projects in order to begin applying for 2025 grant funding. (i.e. N Berlin Turnpike Shared Use Path)	
							35,000	35,000	-%	Outside Consultant for Assistance with Grants.	
10.4220.3018	FINANCIAL CONSULTING-VML	4,000	250	4,000	-	2,000	2,000	-	0.0%	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	6,500	10,910	9,500	4,193	6,750	3,940	(2,810)	-41.6%		
						6,000	3,000	(3,000)	-100.0%	Monthly Bank Reconciliation- General Fund Portion	
						2,236	1,250	190	15.2%	General Fund Portion of Payroll Services (Quickbooks)	
						1,264	2,500	-	0.0%	Other Accounting consulting services as needed	
10.4220.3020	COUNTY CONSOLIDATED BILLING FEE		8,130	-	7,572	8,750	9,955	1,205	13.8%	Amount charged by Loudoun County for the billing and collections of property taxes and vehicle decals. (1.15% of gross revenue- RE Taxes and Vehicle Decals)	
10.4220.3023	STAFFING COMPENSATION STUDY	13,000	-	-	-	-	5,000	5,000	-%		
4220 (CONTRACTUAL SERVICES)		\$ 323,500	\$ 287,860	\$ 325,500	\$ 267,738	\$ 324,000	\$ 434,212	\$ 110,212	34.0%		
10.4225.3010	ACCOUNTING S/W MAINTENANCE	4,000	4,463	7,250	-	7,612	9,000	1,388	18.2%	Represents the costs associated with Harris Financial Software support.	
10.4225.3012	WEBSITE	23,000	13,883	21,700	23,347	26,680	33,540	6,860	25.7%		
				2,100		1,920	2,000	80	4.2%	Website Hosting - Applied Tactics	
				-		3,600	3,600	-	0.0%	Zoom (\$300/ month)	
				480		480	540	60	12.5%	Mailchimp (\$45/month)	
				4,700		6,000	7,200	1,200	20.0%	AV/Capture annual subscription service (\$599/month)	
				8,420		8,680	9,200	520	6.0%	Office 365 License/Subscription	
				-		6,000	6,000	-	0.0%	ArchiveSocial Annual Subscription	
				-		-	5,000	5,000	-%	Website Redesign/ Refinement (PLACEHOLDER)	
				6,000		-	-	-	-%	Internet charges reallocated to 10.4250.3012	
10.4225.3013	OFFICE EQUIPMENT/COMPUTERS	8,000	76,898	1,500	5,250	3,500	14,250	10,750	307.1%		
					1,000		3,500	1,750	(1,750)	-50.0%	Replacement of a tower computer and replace with laptop.
						500		12,000	12,000	-%	Replacement of Town Server.
							500	500	0.0%	Misc. Office Equipment.	
10.4225.3014	SOFTWARE UPGRADE	8,000	3,671	9,720	2,464	4,000	4,000	-	0.0%		
							2,000	2,000	0.0%	Adobe	
							200	200	0.0%	Teamwork	
							100	100	0.0%	Dynamic DNS	
							1,700	1,700	0.0%	Anticipated mid-year software requirements	
10.4225.3015	IT CONSULTANT	9,000	8,341	-	4,812	10,000	10,000	-	0.0%	General Fund Portion of STS IT managed services annual contract for technical support including network security, software updates, and troubleshooting IT issues.	
10.4225.3016	EMAIL & FILE SERVER	1,000	9,590	6,700	2,986	2,000	3,400	1,400	70.0%	Amazon Web Services server backup.	
4225 (TECHNOLOGY SERVICES) SUBTOTAL		\$ 53,000	\$ 116,846	\$ 46,870	\$ 38,858	\$ 53,792	\$ 74,190	\$ 20,398	37.9%		
10.4230.2501	OFFICE CLEANING	4,000	2,638	7,800	5,335	6,000	4,700	(1,300)	-21.7%	Bi-weekly cleaning of the Town Office and Council Chambers	
					5,200		5,200	3,900	(1,300)	-25.0%	\$150 per cleaning
					2,600		800	800	-	0.0%	Miscellaneous Cleaning Supplies/ Potential Contractual Increases
10.4230.2502	GF SNOW REMOVAL	1,900	1,421	2,000	1,810	2,000	2,500	500	25.0%	Epling contract for snow removal at Town Hall.	
10.4230.2503	GF MOWING/LANDSCAPING	3,500	3,913	3,850	4,556	6,000	6,000	-	0.0%		
					3,850		5,300	5,300	-	0.0%	Epling contract to mow and landscape around the Town Office.
						700	700	700	0.0%	Bavarian Way Mowing \$27 per mow (4xmonth 6 months) 108 plus 5%	
10.4230.2505	TOWN HALL REPAIR AND MAINTENANCE				11,342	3,000	3,000	-	0.0%	Anticipated mid-year repairs/ maintentance required at the TC Chambers and Town Hall	
10.4230.2506	COPIER LEASE	5,800	4,303	5,800	3,683	4,950	5,326	376	7.6%	Annual Copier Lease	
					3,540		3,950	4,326	376	9.5%	Color/ B/W copies coverage
					2,260		1,000	1,000	-	0.0%	
10.4230.2507	BEAUTIFICATION/SIGNAGE	2,000	3,855	2,000	437	2,000	5,000	3,000	150.0%	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, and Winter post mounted décor (snowflakes) for new 11 lights.	

FY 2024 ADOPTED BUDGET LINE-ITEM DETAIL REPORT

ACCOUNT	ACCOUNT TITLE	FY 2021 ANNUAL BUDGET	FY 2021 ACTUALS	FY 2022 ANNUAL BUDGET	FY 2022 ACTUALS	FY 2023 ADOPTED BUDGET	FY 2024 ADOPTED BUDGET	VARIANCE		LINE-ITEM DESCRIPTION
								FY 23 vs. FY 24 \$	%	
10.4230.2509	GF VEHICLE FUEL	1,300	892	1,200	1,449	1,200	1,600	400	33.3%	Fuel for the pickup truck used primarily by Public Works staff.
10.4230.2510	GF VEHICLE REPAIR & MAINT	1,500	495	1,250	254	1,375	3,575	2,200	160.0%	
						1,375	1,375	-	0.0%	Preventive maintenance and repair of the Public Works pickup.
							2,200	2,200	-%	Annual Tractor Comprehensive Maintenance
10.4230.2512	VETERANS PAVER INSTALLATION	1,200	1,033	1,200	857	1,200	1,200	-	0.0%	This includes costs for engraving and installing the Veterans Pavers, which is offset by the cost of the paver.
4230 (REPAIR & MAINTENANCE) SUBTOTAL		\$ 21,638	\$ 18,550	\$ 25,100	\$ 29,723	\$ 27,725	\$ 32,901	\$ 5,176	18.7%	
10.4240.2600	ELECTRICITY (TH & MUSEUM)	4,300	3,020	4,300	5,130	4,450	4,100	(350)	-7.9%	Town Hall, Museum
10.4240.2700	STREET LIGHT (MONTHLY CHARGES)	16,000	15,870	16,300	17,035	18,000	19,750	1,750	9.7%	Street Lights (\$1500/month)
10.4240.2702	STREET SIGNS	500		1,200	190	1,200	1,200	-	0.0%	This is for repairing or replacing damaged street signs and poles.
10.4240.2710	NEW/UPGRADED STREET LIGHTS	1,000	250	5,000	-	5,000	5,000	-	0.0%	This is for upgrading up to four additional streetlights with LED lights. (YEAR 3 OF INITIATIVE)
10.4240.2800	OFFICE W & S	900	542	900	972	2,800	1,150	(1,650)	-58.9%	Water and sewer for Town Hall, Council Chambers and the Barn
4240 (PUBLIC WORKS)		\$ 27,700	\$ 19,682	\$ 27,700	\$ 23,327	\$ 31,450	\$ 31,200	\$ (250)	-0.8%	
10.4245.1008	TREE SUPPORT	3,500	-	1,500	3,672	1,500	2,500	1,000	66.7%	Funds all Tree City USA program activities including: annual tree plantings, including Arbor Day; tree pruning & maintenance of trees on Town-owned properties and within public easements; and tree removal
10.4245.2502	PARKS SNOW REMOVAL				175	-	-	-	-%	
10.4245.2801	ELECTRICITY (TS, TG, WS, QBP)	1,200	495	1,200	761	1,200	1,200	-	0.0%	Cost for electricity for the Town Square, Town Green, Welcome Sign, and Quarter Branch Park.
10.4245.2802	WATER FOR PARKS	3,500	7,239	6,400	5,988	6,400	6,200	(200)	-3.1%	Water usage for the Town Square, Town Green irrigation system
10.4245.2803	MULCH & PLANTS-PARKS	7,000	445	8,500	190	5,500	5,500	-	0.0%	Mulch the trees and shrubs, fertilize and seed the Town Green and Town Square.
10.4245.2804	MOWING-PARKS	11,200	12,690	12,300	16,239	19,106	20,950	1,844	9.7%	Mowing Town Square, Town Green, Quarter Branch Park
				11,300	15,960	14,500	14,500	(1,460)	-9.1%	Park Mowing
				500	1,146	1,300	1,300	154	13.4%	Weeding at square
						2,000	3,650	1,650	82.5%	Monthly Irrigation Maintenance, Seasonal management, winterizing
				500	-	-	1,500	1,500	-%	Irrigation system repairs (as needed)
10.4245.2805	MISC PARK SUPPLIES	2,000	2,676	2,000	1,102	2,000	2,000	-	0.0%	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	PW MAINT SUPPORT	5,000	195	-	-	-	-	-	-%	Potential Seasonal Help to assist current PT Maintenance Staff member
10.4245.2808	PARK TOOLS & EQUIPMENT	2,000	213	2,000	678	1,000	1,000	-	0.0%	Used for tools and equipment for the Town Part Time Public Works personnel, tractor/equipment repair
10.4245.2809	LITTER GRANT SPENDING	1,000	1,000	1,000		1,000	1,000	-	0.0%	This is reimbursable grant from Virginia Dept of Environmental Quality(administered by Loudoun County) that can be used for litter prevention and recycling program implementation, continuation, and/or expansion.
10.4245.2810	REPAIR & MAINT OF PARKS/BARNS	13,500	3,796	5,000	5,291	4,000	4,000	-	0.0%	Repairs and maintenance to the Parks and the Barn.
10.4245.2812	NEW FACILITIES AT PARKS	25,200	-	-	-	-	-	-	-%	
10.4245.2813	PARKS EQUIPMENT/ FACILITY REPAIRS	-	-	-	-	1,000	1,000	-	0.0%	Parks equipment, Tractor routine maintenance and repairs
4245 (PARKS) SUBTOTAL		\$ 75,100	\$ 28,749	\$ 39,900	\$ 34,096	\$ 42,706	\$ 45,350	\$ 2,806	6.6%	
10.4250.2900	TELEPHONE	3,600	3,275	3,600	1,931	3,600	3,600	-	0.0%	Office Phones (8x8)
10.4250.3000	POSTAGE	4,200	2,797	3,500	617	1,000	1,000	-	0.0%	This is for all postage that goes out of the General Government.
10.4250.3011	CELLULAR PHONES	1,250	2,007	2,000	2,510	1,260	2,220	960	76.2%	Town cell phones assigned to employees (2)
				720		720	840	120	16.7%	Town Manager cell phone
							840	840		Town Clerk cell phone
				1,080		540	540	-	0.0%	IPAD used for Events/ Clerk
				200		-	-	-	-%	Hotspots used before VPN access during COVID Emergency Teleworking
10.4250.3012	INTERNET SERVICE			-	4,452	6,300	6,300	-	0.0%	Comcast General Fund Internet Service (\$525/month); costs reallocated from 10.4225.3016 in FY 2022
4250 (COMMUNICATIONS) SUBTOTAL		\$ 9,050	\$ 8,079	\$ 9,100	\$ 9,510	\$ 12,160	\$ 13,120	\$ 960	7.9%	
10.4260.3200	GENERAL LIABILITY INS	13,250	13,250	13,250	13,094	14,178	15,170	992	7.0%	This amount is for the General Fund portion of the Town's general liability insurance through Virginia Municipal League.
10.4270.2300	OFFICE SUPPLIES	9,000	6,620	9,000	6,564	2,500	2,500	-	0.0%	This amount is for office supply purchases such as copier paper, envelopes, folders, and other miscellaneous office needs.
10.4270.2305	OFFICE FURNITURE/FIXTURES	14,561	3,565				1,500	1,500	-%	Needed additional shelves in basement
10.4270.2400	ADVERTISING	13,000	3,703	8,000	6,907	8,000	8,000	-	0.0%	Advertising- TC Public Hearings, Job Ads, Ordinance Public Notices, etc.
10.4270.2405	AED UNITS				2,537		500	500	-%	Annual Inspection
4270 (SUPPLIES & ADVERTISING) SUBTOTAL		\$ 49,811	\$ 27,138	\$ 30,250	\$ 29,102	\$ 24,678	\$ 27,670	\$ 2,992	12.1%	
10.4271.0010	DONATION-FIRE & RESCUE	3,500		3,500					-%	This is an annual donation to Lovettsville Fire and Rescue.
10.4271.0011	DONATIONS-LCCAB	1,500		1,500		2,000	2,000	-	0.0%	This is an annual donation to the Lovettsville Community Center Advisory Board for the July 3rd fireworks display
10.4271.1004	FIRE FUND ALLOCATION	10,000	15,000	10,000	15,000	17,000	17,000	-	0.0%	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.
10.4271.1010	VA CREATIVE COMM ARTS GRANT					1,500	2,600	1,100	73.3%	TOTAL CONTRIBUTION OF VA CREATIVE COMMUNITIES PARTNERSHIP GRANT THROUGH VIRGINIA COMMISSION OF THE ARTS

FY 2024 ADOPTED BUDGET LINE-ITEM DETAIL REPORT

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								FY 23 vs. FY 24 \$	%	
						500	1,000	500	100.0%	Western Loudoun Art and Studio Tour
						500	1,000	500	100.0%	Blue Ridge Thunder Cloggers
						500	600	100	20.0%	Joshua's Hands
10.4271.1009	TREE BOARD	300		300		300	300	-	0.0%	This is for staff to attend the annual Virginia Urban Forestry Council Workshop.
10.4271.1015	LOVE FALL		216					-	-%	
10.4271.1016	LOVE SUMMER	2,500		2,500	2,859	2,500	6,250	3,750	150.0%	This is the amount the Town is donating to the Event Fund to support Love Summer movies and concerts
10.4271.1017	LOVE AMERICA	500		500	402	500	1,250	750	150.0%	This is the amount the Town is donating to the Event Fund to support Love America events.
10.4271.1018	LOVE WINTER	2,500		2,500	1,420	2,500	2,500	-	0.0%	This is the amount the Town is donating to the Event Fund to support Love Winter events.
10.4271.1020	OPENING DAY PERMIT	900		900		900	900	-	0.0%	This is for the VDOT permit for the Upper Loudoun Little League Baseball Opening Day Parade.
10.4271.1023	VOLUNTEER RECOGNITION	1,500		1,500		1,500	1,500	-	0.0%	This will be used to host a volunteer recognition event that the Event Committee is developing.
10.4271.1026	TOURISM BRANDING/MARKETING	1,500	711	6,500	4,420	3,500	3,500	-	0.0%	
				400		400	400	-	0.0%	Civil War Trails Annual Membership
				565		565	565	-	0.0%	Loudoun Chamber of Commerce
				5,535		2,535	2,535	-	0.0%	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.
10.4271.1027	TOWN WOOD REPLICAS				1,075			-	-%	
10.4271.1030	CARES ACT NON PROF EXP		49,322					-	-%	
10.4271.1031	CARES ACT BUSINESS INT EXP		113,500					-	-%	
10.4271.1032	CARES ACT TOWN OP		31,400					-	-%	
10.4271.1033	CARES ACT ESS SERVICE		10,400					-	-%	
4271 (ACTIVITY SUPPORT) SUBTOTAL		\$ 24,700	\$ 220,549	\$ 29,700	\$ 25,176	\$ 32,200	\$ 39,300	\$ 5,600	17.4%	
10.4272.2000	STAFF DUES	4,200	3,098	4,200	2,668	4,300	6,020	1,720	40.0%	
				1,000		880	1,100	220	25.0%	ICMA Membership (Town Manager)
				50		50	50	-	0.0%	VGFOA Membership (Treasurer)
				50		50	50	-	0.0%	Notary Renewal
				160		160	160	-	0.0%	Treasurer Association (Treasurer)
				230		100	100	-	0.0%	Clerk Association?
				300		300	300	-	0.0%	VLGMA
				190		190	190	-	0.0%	American Planning Association
				70		70	70	-	0.0%	Virginia Chapter Dues
				500		500	500	-	0.0%	American Institute of Certified Planners
				2,000		2,000	2,000	-	0.0%	Virginia Municipal League
				-		-	1,500	1,500	-%	Miscellaneous- ICMA Certification, Municipal Clerk Cert, VGFOA Certification
10.4272.2001	BANK FEES		2,000	-	1,273	1,500	1,500	-	0.0%	Currently averaging \$120/month
4272 (DUES) SUBTOTAL		\$ 4,200	\$ 2,000	\$ 4,200	\$ 3,941	\$ 5,800	\$ 7,520	\$ 1,600	27.6%	
10.4273.1001	HOSPITALITY	2,000	772	1,500	1,401	1,500	3,000	1,500	100.0%	
					1,401	1,500	1,500	-	-%	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.
						-	1,500	1,500	-%	Placeholder for COLT sponsorship of Loudoun County Board of Supervisors Candidate Debate
10.4273.1002	MILEAGE	1,750	14	-	-	-	500	500	-%	Reimbursement of mileage for staff's use of personal vehicle
10.4273.1003	TOWN COUNCIL TRAINING	2,000	500	5,000	800	2,000	3,000	1,000	50.0%	Funding is provided for the Mayor and Council to attend VML workshops and annual conference
10.4273.1004	TRAINING/EDUCATION	5,575	2,768	3,000	2,899	3,500	4,500	1,000	28.6%	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
10.4273.1007	STAFF TUITION REIMBURSEMENT		-	-	-	2,500	2,500	-	0.0%	Placeholder for eligible tuition reimbursement per Employee Policy
10.4273.1005	BOOKS & SUBSCRIPTIONS	500	400	100	108	100	100	-	0.0%	This is for purchasing books and/or subscriptions related to administration/operations.
10.4273.1006	PLANNING COMM TRAINING	2,500		3,000	2,200	3,000	3,000	-	0.0%	Certified Planning Commissioner training (Virginia Land Use Education Program) for up to two new Planning Commissioners annually
4273 (TRAVEL & TRAINING) SUBTOTAL		\$ 14,325	\$ 4,454	\$ 12,600	\$ 7,408	\$ 12,600	\$ 16,600	\$ 5,500	43.7%	
10.4274.1001	REFUNDS	6,000	27,386	3,000	-	3,000	1,000	(2,000)	-66.7%	This represents refunds for overpayments and/or duplicate payments, typically for real estate taxes and facility rental (FY 2021 Refund of PY Bank Franchise Taxes Overpayment)
10.4280.3801	DEBT PRINCIPAL PAYMENT	100,000	54,114	114,980	129,030	134,490	150,850	16,360	12.2%	
			49,792	106,336	120,372	122,690	142,000	19,310	15.7%	Principal payment on Phase 1A of East Broad Way project, matures 2/1/2031. (Trust Governmental Finance)
			4,322	8,644	8,658	11,800	8,850	(2,950)	-25.0%	Principal payment on New Office loan, matures 6/30/2040 (Blue Ridge Bank)
10.4280.3802	DEBT INTEREST/FEES	53,405	97,607	52,100	26,089	21,060	22,400	1,340	6.4%	
			94,443	45,764	19,773	17,880	16,000	(1,880)	-10.5%	Annual interest payment on Phase 1A of East Broad Way project.
			3,164	6,336	6,316	3,180	6,400	3,220	101.3%	Annual interest payment on new office loan

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								FY 23 vs. FY 24 \$	%	
10.4280.3804	ANNUAL CONTRIBUTION TO CAPITAL ASSET REPLACEMENT RESERVE			35,409	-	279,500	84,500	(195,000)	-69.8%	
						279,500	57,000	(222,500)	-79.6%	CIP Pay-Go Contribution for FY 2024
							27,500	27,500	-%	Contribution to Capital Asset Replacement Reserve for future CIP
4280 (DEBT/CAPITAL TRANSFER) SUBTOTAL		\$ 159,406	\$ 179,107	\$ 205,489	\$ 155,119	\$ 438,050	\$ 258,750	\$ (179,300)	-40.9%	
10.4290.1030	ARPA NON PROFIT				25,000	50,000	-	(50,000)	-100.0%	
10.4290.1031	ARPA BUSINESS GRANTS				25,000	50,000	-	(50,000)	-100.0%	
10.4290.1032	ARPA STORMWATER/ LIPP							-	-%	
10.4290.1033	ARPA ESSENTIAL SERVICES				12,703					
4290 (ARPA FUNDING) SUBTOTAL		\$ -	\$ -	\$ -	\$ 62,703	\$ 100,000	\$ -	\$ (100,000)	-100.0%	
TOTAL GENERAL FUND EXPENDITURES		\$ 2,612,326	\$ 2,196,821	\$ 1,354,847	\$ 1,250,462	\$ 1,748,287	\$ 1,757,328	\$ 9,041	0.5%	

GENERAL GOVERNMENT CAPITAL PROJECTS FUND

GENERAL GOVERNMENT CAPITAL PROJECTS FUND- REVENUES

20.3900.0700	TRANS FROM CAPITAL ASSET FUND	135,054		80,000	-	284,500	57,000	(227,500)	-80.0%	
						89,500	-	(89,500)	-100.0%	E Broad Way 2A Streetscape Improvements TLOV-2019-01
							5,000	5,000	-%	Clock Tower Rehabilitation and Repairs TLOV-2024-01
							7,000	7,000	-%	Lovettsville Entry Signs TLOV-2024-02
							-	-	-%	Municipal Complex Generator TLOV-2024-03
							25,000	25,000	-%	S. Church St / E Penn Ave TLOV-2020-01
						160,000	-	(160,000)	-100.0%	S. Loudoun/ S. Locust Street TLOV-2021-01
						30,000	20,000	(10,000)	-33.3%	Quarter Branch Barn Improvements TLOV-2022-01
						5,000	-	(5,000)	-100.0%	Town Square and W Broad Way/ N Berlin Turnpike Intersection Improvements TLOV-2023-01
20.3900.1600	VDOT GRANT FUNDING SOURCE	318,064	3,750	228,000	39,486	-	575,000	575,000	-%	
							575,000	575,000	-%	East Broad Way 2A Streetscape Improvements TLOV-2019-01
20.3900.1660	ARPA					-	27,300	27,300	-%	Generator at Municipal Complex TLOV-2024-03
20.3900.1700	COUNTY TRANSPORTATION PROJECT FUNDING	157,218		360,000	161,147	949,000	1,638,000	689,000	72.6%	
				160,000		671,000	800,000	129,000	19.2%	East Broad Way 2A Streetscape Improvements TLOV-2019-01
						-	365,000	365,000	-%	S. Loudoun/ S. Locust Street TLOV-2021-01
				160,000		278,000	473,000	195,000	70.1%	S. Church St / E Penn Ave TLOV-2020-01
20.3900.1800	VDEM GRANT						32,700	32,700	-%	Generator at Municipal Complex TLOV-2024-03
20.3900.0400	TOWN HALL FUNDING SOURCES	540,000	225,000					-		
3600 (CAPITAL REV & TRANSFERS) SUBTOTAL		\$ 610,336	\$ 3,750	\$ 668,000	\$ 200,633	\$ 1,233,500	\$ 2,330,000	\$ 565,500	45.8%	
TOTAL GENERAL GOVT CP FUND REVS		\$ 610,336	\$ 3,750	\$ 668,000	\$ 200,633	\$ 1,233,500	\$ 2,330,000	\$ 565,500	45.8%	

GENERAL GOVERNMENT CAPITAL PROJECTS FUND- EXPENDITURES

20.4100.0350	W BROAD WAY AND N BERLIN TURNPIKE INTERSECTION IMPROVEMENTS				5,000	5,000	-	5,000	100.0%	\$183,800 has been requested from Loudoun County for design and engineering.
20.4100.0810	BROADWAY IMPROVEMENT 2A	413,282	65,456	360,000	60,794	760,500	1,375,000	400,500	52.7%	
				258,000		210,000	-	(48,000)	-22.9%	Design and Engineering
				102,000		102,000	-	-	-%	Land Acquisition
						448,500	1,068,000	448,500	100.0%	Construction
							307,000	-	-%	Utility Relocation
20.4100.0830	VDOT EXPENSES				1,097	-	-	-	-%	
20.4100.0930	FLAGPOLE PROJECT	5,393	6,693					-	-%	project completed
20.4100.1105	TOWN OFFICE EXPANSION	540,000	446,115					-	-%	project completed
20.4100.1111	COUNCIL CHAMBER UPGRADES-CA		15,470					-	-%	project completed
20.4100.1112	OLD TOWN HALL RENO-CA		59,430					-	-%	project completed
20.4100.1113	CONF ROOM IT EQUIP-CA		13,308					-	-%	project completed
20.4100.1114	SECURITY CAMERAS-CA		8,195					-	-%	project completed
20.4100.1115	TOWN OFFICE EXP		8,800					-	-%	project completed
20.4100.1200	MUSEUM REPAIRS		16,000					-	-%	project completed
20.4100.1500	S CHURCH/E PENN IMP.	87,000	52,258	228,000	63,780	358,000	498,000	140,000	39.1%	Based on FY 2023 in the Proposed 5-Year CIP (FY 2023-2027)
				160,000		25,000	-	(25,000)	-100.0%	Design and Engineering
				68,000		30,000	-	(30,000)	-100.0%	Land Acquisition
						278,000	473,000	195,000	70.1%	Construction
						25,000	25,000	-	0.0%	Utility Relocation
20.4100.0900	QUARTER BRANCH BARN IMPROVEMENTS	20,000				30,000	20,000	(10,000)	-33.3%	Construction. Paid by Capital Asset Replacement Funding.
20.4100.1470	LOUDOUN ST / S LOCUST IMPROVEMENTS	30,000		80,000	80,000	80,000	365,000	285,000	356.3%	
						80,000	107,000	27,000	33.8%	Design and Engineering
							258,000	258,000	-%	Land Acquisition
20.4100.1700	TRANSPORTATION MASTER PLAN	25,000				-	-	-	-%	Project completed in FY 2022

FY 2024 ADOPTED BUDGET LINE-ITEM DETAIL REPORT

ACCOUNT	ACCOUNT TITLE	FY 2021 ANNUAL BUDGET	FY 2021 ACTUALS	FY 2022 ANNUAL BUDGET	FY 2022 ACTUALS	FY 2023 ADOPTED BUDGET	FY 2024 ADOPTED BUDGET	VARIANCE		LINE-ITEM DESCRIPTION
								FY 23 vs. FY 24	%	
20.4100.1900	MUNICIPAL COMPLEX GENERATOR (NEW)						60,000	-	-%	
20.4100.2000	TOWN CLOCK TOWER REHABILITATION						5,000	-	-%	Design and Engineering
20.4100.2100	LOVETTSVILLE ENTRY SIGN						7,000	-	-%	Preliminary 30% Design Completion
4100 (CAPITAL EXPENDITURES) SUBTOTAL		\$ 550,282	\$ 691,725	\$ 668,000	\$ 210,671	\$ 1,233,500	\$ 2,330,000	\$ 565,500	45.8%	
TOTAL GENERAL GOVT CP FUND EXPS		\$ 550,282	\$ 691,725	\$ 668,000	\$ 210,671	\$ 1,233,500	\$ 2,330,000	\$ 565,500	45.8%	

UTILITIES FUND

UTILITIES FUND REVENUES

30.3700.0000	INTEREST ON RESERVES	27,000	10,072	5,160	6,668	5,160	38,454	33,294	645.2%	
30.3800.0000	WATER SERVICES	490,000	455,700	481,389	462,316	480,400	498,000	17,600	3.7%	Includes a 3% increase of rates, and is based on FY 2021 and YTD FY 2022 gallonage of usage
30.3800.0100	SEWER SERVICES	771,282	683,073	764,529	718,421	763,000	783,000	20,000	2.6%	Includes a 3% increase of rates, and is based on FY 2021 and YTD FY 2022 gallonage of usage
30.3800.0200	WATER & SEWER PENALTIES	22,800	7,736	19,000	16,128	19,000	19,000	-	0.0%	
30.3800.0300	FRYE COURT SEWER DISTRICT	5,280	4,432	4,500	9,071	4,500	9,000	4,500	100.0%	
30.3800.0350	FOG PERMIT	200	150	200	75	200	200	-	0.0%	
30.3800.0370	W & S RECORD DRAWINGS	1,500							-%	
30.3800.0400	MISC NON-FEE REVENUE	2,000	1,523	2,000	1,714	2,000	2,000	-	0.0%	
30.3800.0460	BULK WATER	5,000	5,675	5,000	21,896	10,000	10,000	-	0.0%	Based on YTD trend and anticipated future sales.
30.3800.0550	METER FEES				1,285				-%	
30.3800.0600	WATER CONNECTION FEES	8,024		4,410	6,615	4,410	5,000	590	13.4%	
30.3800.0700	SEWER CONNECTION FEES	7,274		4,410	17,640	4,410	5,000	590	13.4%	
30.3800.1000	W/S INSPECTIONS	600		600		600	600	-	0.0%	
30.3800.1100	REIMBURSEMENT-ENGINEERING	500		500		500	500	-	0.0%	
3800 (UTILITY REVENUE) SUBTOTAL		\$ 1,341,460	\$ 1,168,361	\$ 1,291,698	\$ 1,261,829	\$ 1,294,180	\$ 1,370,754	\$ 76,574	5.9%	
30.3900.0000	CELLULAR ANTENNAE LEASE	117,623	107,757	115,116	119,129	119,255	124,025	4,770	4.0%	
				51,348		53,330	55,463	2,133	4.0%	AT&T
				12,000		12,480	480	480	4.0%	Verizon
				51,768		53,925	56,082	2,157	4.0%	Sprint
30.3900.0100	WATER TAP FEE FOR DEBT	31,893	123,488	35,163	76,187	99,914	117,200	17,286	17.3%	
							58,600	58,600	-%	Anticipated development: OneFamily Brewing
							58,600	58,600	-%	Anticipated development: Westend Motors
30.3900.0200	SEWER TAP FEE FOR DEBT	46,857	181,997	51,660	111,928	146,137	172,200	26,063	17.8%	
							86,100	86,100	-%	Anticipated development: OneFamily Brewing
							86,100	86,100	-%	Anticipated development: Westend Motors
30.3900.0280	3RM RESERVE FUND			315,000		20,000		(20,000)	-100.0%	
							20,000	(20,000)	-100.0%	Use of 3R Reserve- Frye Court Lift Station Improvements
30.3900.0290	TRANS FROM CAR FUND		170,000	140,000					-%	
30.3900.1620	CARES ACT UTILITY REV		50,400						-%	
30.3900.1630	ARPA				135,566	655,000	785,000	130,000	19.8%	
						200,000		(200,000)	-100.0%	WWTP Sludge Handling Apparatus
						100,000		(100,000)	-100.0%	I&I Repairs
						125,000	175,000	50,000	40.0%	TLOV-2020-03 E Pennsylvania Avenue Watermain Replacement
							275,000	275,000	-%	TLOV 2019-03Quarter Branch Road Watermain Replacement
						100,000	40,000	(60,000)	-60.0%	TLOV-2024-06 Water Treatment Plant Improvements
						100,000	(100,000)	(100,000)	-100.0%	WWTP UV Replacement/ Upgrade
						30,000	(30,000)	(30,000)	-100.0%	Utility Truck Replacement- 2001 Ford F-250
							90,000	90,000	-%	TLOV-2025-03 WWTP Generator
							30,000	30,000	-%	TLOV-2024-05 Watermain Redundancy
							100,000	100,000	-%	TLOV-2025-02 New Elevated Water Tower
							75,000	75,000	-%	TLOV-2024-04 WWTP Upgrades and Improvements
30.3900.1640	USE OF UNRESTRICTED NET POSITION FOR CIP					10,000	19,400	9,400	94.0%	Contribution required to meet Financial Policies and fund CIP
3900 (CAPITAL REVENUES) SUBTOTAL		\$ 196,373	\$ 413,242	\$ 656,939	\$ 442,810	\$ 1,050,306	\$ 1,217,825	\$ 167,519	15.9%	
TOTAL UTILITIES FUND Revenues		\$ 1,537,833	\$ 1,581,603	\$ 1,948,637	\$ 1,704,639	\$ 2,344,486	\$ 2,588,579	\$ 244,093	10.4%	

UTILITIES FUND EXPENDITURES

30.6210.1001	UTILITY SALARIES	272,116	287,618	322,000	317,941	341,117	353,250	12,133	3.6%	Salaries includes anticipated/current incumbents' base salaries, and a 1% COLA and 2% Pay for Performance Increase for all Full Time Staff.
						341,117	323,700	(17,417)	-5.1%	Starting Base Salaries
							3,250	3,250	-%	Cost-of-Living Adjustment (1.0%)
							14,950	14,950	-%	Market Rate Adjustment (4.75%)
							11,350	11,350	-%	Merit/ Performance Pay (3.5%)
30.6210.1004	E FICA EXPENSE	23,877	22,175	25,400	24,775	26,095	25,900	(195)	-0.7%	FICA for salaries
30.6210.1003	LICENSURE/ CERTIFICATIONS				80	6,000	6,000	-	0.0%	Anticipated salary adjustments for licensure and certifications of Utility employees
30.6210.1005	EDUCATIONAL SERVICES	3,000		3,000	-	2,500	2,500	-	0.0%	Represents amount to fund tuition reimbursement program

FY 2024 ADOPTED BUDGET LINE-ITEM DETAIL REPORT

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								FY 23 vs. FY 24 \$	%	
30.6210.1006	GROUP HEALTH INSURANCE	68,021	49,417	57,600	41,838	62,000	65,000	3,000	4.8%	Amount for Virginia Local Choice program health coverage for employees and percentage for families. Assuming a six percent increase
30.6210.1007	EMPLOYER 457 CONTRIBUTION	1,560	10,970	1,200	382	1,950	1,600	(350)	-17.9%	Employer contribution to 457 (\$15/ pay period)
30.6210.1010	VRS CONTRIBUTION	16,409	15,011	23,350	25,382	16,600	30,000	13,400	80.7%	The Town anticipated contribution to employee retirement, disability, and life insurance.
				18,000		13,000	27,100	14,100	108.5%	Plan 1 & 2 employees
				4,000		2,100	500	(1,600)	-76.2%	Hybrid Plan employees
				1,350		1,500	2,400	900	60.0%	Long Term Disability Coverage (Employer Paid)
30.6210.1014	OVERTIME PAY	40,000	19,896	14,000	13,023	14,000	14,000	-	0.0%	Overtime pay
30.6210.1012	FLEXIBLE SPENDING ACCOUNTS	-	-	-	-	575	-	(575)	-100.0%	
						575	-	(575)	-100.0%	Utilities Fund portion of administration costs associated with Flexible spending accounts for medical and dependent care.
30.6210.1015	BOOT ALLOWANCE	-	-	-	-	960	1,000	40	4.2%	\$160*6 employees for work boots
6210 (PERSONNEL SERVICES) SUBTOTAL		\$ 424,983	\$ 405,087	\$ 446,550	\$ 423,422	\$ 471,797	\$ 499,250	\$ 28,028	5.9%	
30.6220.1140	WATER & SEWER RATE STUDY			14,000					-%	
30.6220.3001	OUTSIDE ENGINEERING CONSULTING	10,000		10,000	8,922	10,000	25,000	15,000	150.0%	
						10,000	10,000	-	0.0%	CHA Water and WWTP engineer
							15,000	15,000	-%	Outside Consulting for Grant Applications/ Administration
30.6220.3002	AUDIT	12,000	10,939	12,000	10,350	13,500	14,500	1,000	7.4%	Utilities Fund portion of the annual audit
30.6220.3003	WATER SAMPLE TESTING	4,250	1,725	3,482	3,262	3,500	3,500	-	0.0%	Compliance sample testing for the Water system
30.6220.3004	SEWER SAMPLE TESTING	34,000	32,386	40,000	33,952	34,000	39,100	5,100	15.0%	Compliance sample testing for the WWTP
						34,000	36,500	2,500	7.4%	Joiner Labs Testing
							2,600	2,600	-%	Purcellville Utilities Department Process Testing for Waste Water Treatment Plant (non-compliance) for management purposes.
30.6220.3008	SOFTWARE SUPPORT	7,000	4,642	7,000	2,410	9,510	12,110	2,600	27.3%	
				5,800		5,800	5,800	-	0.0%	Utility Harris Software/ Billing & Revenue Collection Modules
				1,200		2,500	2,500	-	0.0%	GIS - READY
						710	710	-	0.0%	SupportworX - Scada
						500	500	-	0.0%	Keypare
							2,600	2,600	-%	Trimble Annual Subscription
30.6220.3010	LEGAL-ADMINISTRATIVE SERVICES	-	239	-	-	-	-	-	-%	Legal Admin Services
30.6220.3013	LEGAL-CONTRACTUAL SERVICES	3,000	10,820	8,000	21,461	8,000	10,000	2,000	25.0%	Legal Contractual Services. Note: FY2022 Actuals include a large payment associated with Consent Order representation.
30.6220.3018	OUTSIDE ACCOUNTING/PAYROLL	5,000	1,698	5,000	2,165	4,250	900	(3,350)	-78.8%	
				2,000		1,250	900	(350)	-28.0%	Represents the Utility Fund portion of payroll services (Quickbooks)
				3,000		3,000	-	(3,000)	-100.0%	Monthly Bank Reconciliation- General Fund Portion (\$250/month)
30.6220.3019	FINANCIAL CONSULTING	3,000		3,000	1,010	1,250	1,250	-	0.0%	Financial services for VML/VACO to review debt service or help with refinancing.
30.6220.3020	RECORD DRAWING REIMBURSE	5,000						-	-%	
30.6220.3021	WATER METER MAINT.	10,000	7,766	10,000	5,711	10,000	9,250	(750)	-7.5%	Updating, maintenance of automated reading meters throughout Town.
30.6220.3023	ASSET MANAGEMENT PLAN	2,000	1,383			2,000	2,000	-	0.0%	Update/ Refinement of recurring Asset Management Plan
30.6220.3024	DEQ CONSENT ORDER- WWTP					20,703				
6220 (CONTRACTUAL SERVICES) SUBTOTAL		\$ 90,250	\$ 71,359	\$ 112,482	\$ 109,945	\$ 96,010	\$ 117,610	\$ 21,600	22.5%	
30.6230.2500	WWTP PERMIT	2,900	2,889	2,900	3,540	3,000	4,000	1,000	33.3%	Annual WWTP Permit Fee
30.6230.2501	UF SNOW REMOVAL	4,500	1,360	3,000	1,810	2,000	2,000	-	0.0%	Snow removal expense
30.6230.2502	UF MOWING-SEWER	4,350	5,491	4,350	6,163	4,350	1,200	(3,150)	-72.4%	Mowing and landscape
30.6230.2504	SLUDGE HAULING	95,000	110,400	135,000	98,160	118,680	118,680	-	0.0%	Sludge Hauling (USA Septic Services). Based on current monthly average.
30.6230.2505	WWTP SYSTEM REPAIRS	28,000	20,773	30,000	21,653	43,400	43,400	-	0.0%	
				30,000		35,000	43,400	8,400	24.0%	Repairs to equipment within the WWTP
						8,400	-	(8,400)	-100.0%	Reallocation of CC fees savings
30.6230.2506	FRYE CT LIFT STATION	2,000	787	2,000	884	2,000	5,385	3,385	169.3%	
						2,000	2,000	-	0.0%	Annual repairs on lift station
							735	735	-	Annual Generator Maintenance/ Inspection
							2,650	2,650	-%	Landscaping Maintenance
30.6230.2507	FACILITY REPAIR & MAINTENANCE	2,500	3,530	2,500	297	2,500	2,500	-	0.0%	HVAC repairs, rekeying locks and structural maintenance
30.6230.2508	SCADA OPERATIONS-SEWER	4,500	1,131	4,500	707	4,500	2,500	(2,000)	-44.4%	SCADA sewer repairs
30.6230.2509	MAINT CONTRACTS	7,000	7,628	7,000	11,464	7,500	11,200	3,700	49.3%	
			4,205	3,615		3,615	4,700	1,085	30.0%	Generator Maintenance Contract(Fidelity Power Systems)
							2,000	2,000	-%	Envirep, Inc. Annual Service on Return Pumps for 3 Modules
			3,423	3,385		3,885	4,500	615	15.8%	Hach Annual Maintenance Contract
30.6230.2510	I&I MAINTENANCE & REPAIR	25,000	575	25,000	22,606	-	-	-	-%	CIP includes \$100,000 for I&I Repairs by utilizing ARPA. Future Fiscal Years will include a line item for Flow Meters, consulting and repairs
30.6230.2512	SEWER 3R EXPENDITURES					21,020				
6230 (SEWER REPAIR/MAINT.) SUBTOTAL		\$ 175,750	\$ 154,564	\$ 216,250	\$ 188,303	\$ 187,930	\$ 190,865	\$ 2,935	1.6%	
30.6235.2500	WATER SYSTEM REPAIRS/MAINT	26,000	37,204	20,000	21,293	20,000	20,000	-	0.0%	General repairs or maintenance of system
30.6235.2502	UF MOWING -WATER				1,301	4,350	7,000	2,650	60.9%	Mowing and landscape
30.6235.2503	ASPHALT WORK CONTR TO 3M	1,425						-	-%	
30.6235.2504	WATER TOWER MAINTENANCE	14,600	14,580	16,100	16,456	14,580	17,500	2,920	20.0%	Tower maintenance contract with Suez. Includes repairs, inspection, tank cleaning, and painting
30.6235.2505	SCADA OPERATION-WATER	3,000	2,666	2,500	1,192	2,500	2,500	-	0.0%	SCADA water repairs

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ACCOUNT	ACCOUNT TITLE	FY 2021 ANNUAL BUDGET	FY 2021 ACTUALS	FY 2022 ANNUAL BUDGET	FY 2022 ACTUALS	FY 2023 ADOPTED BUDGET	FY 2024 ADOPTED BUDGET	VARIANCE		LINE-ITEM DESCRIPTION
								FY 23 vs. FY 24 \$	%	
30.6285.3509	GAS/DEISEL FUEL	1,000	474	1,000	1,241	2,400	2,000	(400)	-16.7%	Backup generator fuel
30.6285.3511	OFFICE EQUIPMENT/COMPUTERS	1,500	430	1,500	254	1,000	1,000	-	0.0%	Water office equipment or replace computer
30.6285.3512	PORTA POTTY AT WTP						1,680	1,680	-%	Porta Potty at Kingsridge Water Plant for Utilities Staff usage.
6285 (WATER SUPPLIES & EQUIPMENT) SUBTOTAL		\$ 27,330	\$ 23,500	\$ 27,230	\$ 18,675	\$ 31,260	\$ 32,930	\$ 1,670	5.3%	
30.6390.0100	PRINCIPAL PMT ON DEBT	314,050		246,450	246,756	258,793	267,200	8,407	3.2%	
				195,000	185,167	200,000	205,000	5,000	2.5%	WWTP mod 3, matures 10/1/2027 (US Bank- VRA 2015A)
				25,008	25,149	25,853	25,200	(653)	-2.5%	sewer I&I, matures 3/1/2030 (US Bancorp)
				26,442	36,441	32,940	37,000	4,060	12.3%	meter replacement matures 2/15/2034 (US Bank)
30.6390.0200	INTEREST PAYMENT ON DEBT	99,274	81,199	74,900	73,550	67,041	56,765	(10,276)	-15.3%	
				56,467	67,234	55,950	50,265	(5,685)	-10.2%	WWTP mod 3, matures 10/1/2027 (US Bank- VRA 2015A)
				8,435	3,362	7,591	3,500	(4,091)	-53.9%	Sewer I&I- matures 3/1/2030
				9,998	2,954	3,500	3,000	(500)	-14.3%	Meter Replacement- matures 2/15/2034
30.6390.0310	WTP IMP-BACKWASH VALVE	5,000					-	-	-%	
30.6390.0450	MISS UTILITY EQUIPMENT		67				-	-	-%	
30.6390.0460	CREEK BANK SHORING	20,000		280,000	39,700		-	-	-%	
30.6390.0465	WWTP SECURITY UPDATE	15,000	1,800	25,000			-	-	-%	
30.6390.0481	WWTPSLUDGE HANDLING EVAL & COST	35,000		100,000	27,655		-	-	-%	
30.6390.0485	WTP IMPR-NEW VFD'S AT KR & RV	60,000		50,000	6,642		-	-	-%	
30.6390.0490	UTILITY VEHICLE REPLACEMENT (ON CALL)	25,000					-	-	-%	
30.6390.0500	FRYE COURT IMPROVEMENTS					20,000	-	(20,000)	-100.0%	Frye Court Lift Station Improvements funded with 3R Reserve/ Frye Court UNP
30.6390.0700	TRANSFER TO 3RM IF SURPLUS			24,225		20,000	-	(20,000)	-100.0%	Minimum contribution to Unrestricted Net Position to meet financial policy requirements per the Proposed FY 2023 Budget and CIP
30.6390.0800	TRANSFER TO AVAILABILITY FEES RESERVE					100,000	171,001	71,001	71.0%	Anticipated excess Availability Fees deriving from potential development. Availability Fee Revenue is 30.3900.0100 and 30.3900.0200
30.6390.1011	OH REIMBURSE TO GEN FUND	169,691		120,000	120,000	170,616	189,404	18,788	11.0%	Administrative Overhead calculation based on allocation of time of staff dedicated to Utilities Fund responsibilities. Workhours for General Fund staff are allocated as follows: 20% for Town Manager, 60% for Treasurer, 10% for Town Clerk, 50% for Office Manager; 15% of Planning/Zoning Admin, and 20% of Project Manager
30.6390.1130	GIS UPDATE		3,900				-	-	-%	
30.6390.1150	EMERGENCY CONTINGENCY REPAIR	10,000				10,000	10,000	-	0.0%	
30.7000.0000	DEPRECIATION EXPENSE		423,954				-	-	-%	
6390 (DEBT SERVICE/TRANSFERS) SUBTOTAL		\$ 753,015	\$ 510,920	\$ 920,575	\$ 514,304	\$ 646,450	\$ 694,370	\$ 47,920	7.4%	
30.6400.1031	ARPA WWTP UPGRADES						75,000	75,000	-%	Proposed use of ARPA for CIP project TLOV-2024-04 Waste Water Treatment Plant Upgrades and Improvements
30.6400.1030	ARPA I&I REPAIRS				12,050	100,000	-	(100,000)	-100.0%	Proposed use of ARPA for CIP project
30.6400.1032	ARPA WATERMAIN REPLACEMENT				12,557	125,000	450,000	325,000	260.0%	
							175,000	175,000	-%	Proposed use of ARPA for CIP project TLOV-2020-03 Pennsylvania Avenue Watermain Replacement
							275,000	275,000	-%	Proposed use of ARPA for CIP project TLOV-2019-03 Quarter Branch Road Watermain Replacement
30.6400.1033	ARPA ASSET MGMT PLAN						-	-	-%	
30-6400-1035	ARPA- WATER TREATMENT PLANT IMPS				100,732	100,000	40,000	(60,000)	-60.0%	Proposed use of ARPA for CIP project TLOV-2024-06 Water Treatment Plant Upgrades and Improvements
30-6400-1036	ARPA- WWTP UV REPLACEMENT					100,000	-	(100,000)	-100.0%	Use of ARPA for CIP project
30-6400-1037	ARPA- TRUCK REPLACEMENT					30,000	-	(30,000)	-100.0%	Use of ARPA for CIP project
30.6400.1038	ARPA- SLUDGE HANDLING APPARATUS					200,000	-	(200,000)	-100.0%	Use of ARPA for CIP project
30.6400.1041	ARPA WWTP GENERATOR						90,000	90,000	-%	Proposed use of ARPA for CIP project TLOV 2025-03 Waste Water Treatment Plant Generator
30.6400.1042	ARPA WATERMAIN REDUNDANCY						30,000	30,000	-%	Proposed use of ARPA for CIP project TLOV-2024-05 Watermain Redundancy
30.6400.1043	ARPA ELEVATED WATER TOWER						100,000	100,000	-%	Proposed use of ARPA for CIP project TLOV-2025-02 New Elevated Water Tower
30.6400.1040	ARPA PREMIUM PAY				10,227		-	-		
6400 (ARPA FUNDING) SUBTOTAL		\$ -	\$ -	\$ -	\$ 135,566	\$ 655,000	\$ 785,000	\$ 130,000	19.8%	
Total UTILITIES FUND Expenditures		\$ 1,682,302	\$ 1,394,692	\$ 1,948,637	\$ 1,614,209	\$ 2,344,486	\$ 2,588,579	\$ 244,093	10.4%	

EVENTS FUND

EVENTS FUND-REVENUES										
50.3000.0000	INTEREST ON RESERVES	-		-	51	-	-	-	-	-%
50.7000.0200	GENERAL FUND DONATION	500		1,250		1,250	1,250	-	0%	
7000 (LOVE AMERICA REVENUE) SUBTOTAL		\$ 500	\$ -	\$ 1,250	\$ 51	\$ 1,250	\$ 1,250	\$ -	0.0%	
50.7100.0000	DONATIONS/SPONSORSHIP/FUND RAISING	3,500		3,500	812	3,500	1,000	(2,500)	-71.4%	
50.7100.0100	MISC/SOUVENIRS	250		250	148	250	250	-	0.0%	
50.7100.0200	BEER SALES	1,000		1,000		1,000	-	(1,000)	-100.0%	
50.7100.0300	WINE SALES	250		250		250	-	(250)	-100.0%	
50.7100.0400	GENERAL FUND DONATION	2,500		2,500	2,859	2,500	6,250	3,750	150.0%	

FY 2024 ADOPTED BUDGET LINE-ITEM DETAIL REPORT

ACCOUNT	ACCOUNT TITLE	FY 2021 ANNUAL BUDGET	FY 2021 ACTUALS	FY 2022 ANNUAL BUDGET	FY 2022 ACTUALS	FY 2023 ADOPTED BUDGET	FY 2024 ADOPTED BUDGET	VARIANCE		LINE-ITEM DESCRIPTION
								FY 23 vs. FY 24	%	
7100 (LOVE SUMMER REVENUE) SUBTOTAL		\$ 7,500	\$ -	\$ 7,500	\$ 3,819	\$ 7,500	\$ 7,500	\$ -	0.0%	
50.7200.0000	SPONSORSHIP/DONATIONS REVENUE	28,500	500	23,500		25,700	20,000	(5,700)	-22.2%	
50.7200.0100	EXHIBITORS/VENDORS	10,000		10,000	5,019	25,700	20,000	(5,700)	-22.2%	
50.7200.0200	ALCOHOL SALES	140,000		130,000		130,000	145,000	15,000	11.5%	
50.7200.0300	WINE SALES	14,000		14,000		14,000	-	(14,000)	-100.0%	
50.7200.0600	SOUVENIR SALES	40,000		33,833		30,000	49,250	19,250	64.2%	
50.7200.0700	LOUDOUN RTOT GRANT					-	25,000	25,000	-%	RTOT Grant from Loudoun County to promote tourism activities.
50.7200.0850	PROST PASS						42,000			
50.7200.0950	PARKING FEE						5,000			
7200 (LOVE FALL REVENUE) SUBTOTAL		\$ 232,500	\$ 563	\$ 211,333	\$ 5,019	\$ 225,400	\$ 306,250	\$ 80,850	35.9%	
50.7300.0200	GENERAL FUND DONATION	2,500		2,500	1,420	2,500	2,500	-	0.0%	
7200 (LOVE WINTER REVENUE) SUBTOTAL		\$ 2,500	\$ -	\$ 2,500	\$ 1,420	\$ 2,500	\$ 2,500	\$ -	0.0%	
50.7400.0200	GENERAL FUND DONATION	-	-	-	-	-	-	-	-%	
50.7400.0000	SPONSORSHIP/DONATIONS REVENUE	10,250		10,250		10,250	5,810	(4,440)	-43.3%	
50.7400.0100	FOOD VENDORS	1,100		1,100		1,100	1,100	-	0.0%	
50.7400.0200	EXIBITORS/VENDORS	9,500		9,500		9,500	6,000	(3,500)	-36.8%	
50.7400.0300	CORNHOLE TEAMS	840		840		840	840	-	0.0%	
50.7400.0400	BEER & WINE SALES	2,800		2,800		2,800	-	(2,800)	-100.0%	
50.7400.0500	MISC/SOUVENIRS	510		510		510	-	(510)	-100.0%	
50.7400.0600	LOVETTSVILLE OLYMPICS						1,000			
50.7400.0700	POPCORN, COTTON CANDY, CANDY SALES						400			
7400 (LOVE SPRING REVENUE) SUBTOTAL		\$ 25,000	\$ 50	\$ 25,000	\$ -	\$ 25,000	\$ 15,150	\$ (9,850)	-39.4%	
Total EVENTS FUND Revenues		\$ 268,000	\$ 613	\$ 247,583	\$ 10,310	\$ 261,650	\$ 332,650	\$ 71,000	27.1%	
EVENTS FUND- EXPENDITURES										
50.8010.0001	EVENT PROGRAMS	250		250	239	250	250	-	0.0%	
50.8010.0005	FLAGS	250		1,000	335	1,000	1,000	-	0.0%	
8010 (LOVE AMERICA EXPENSE) SUBTOTAL		\$ 500	\$ -	\$ 1,250	\$ 573	\$ 1,250	\$ 1,250	\$ -	0.0%	
50.8120.0001	MOVIES & CONCERTS	3,840		3,840	5,445	3,840	3,840	-	0.0%	
50.8120.0005	SOUVENIRS	180		180	57	180	180	-	0.0%	
50.8120.0010	PORTA POTTY	820		820	298	820	820	-	0.0%	
50.8120.0015	WATER/SNACKS	310		310		310	310	-	0.0%	
50.8120.0020	DINNER FOR NAVY BAND	100		100		100	100	-	0.0%	
50.8120.0025	ABC LICENSE (BEER)	300		300		300	300	-	0.0%	
50.8120.0030	FACE PAINTER/ ROCK WALL	850		850		850	850	-	0.0%	
50.8120.0035	PROM ADVERTISING, MARKETING	900		900	44	900	900	-	0.0%	
50.8120.0040	T-SHIRTS	200		200	2,823	200	200	-	0.0%	
8120 (LOVE SUMMER EXPENSE) SUBTOTAL		\$ 7,500	\$ -	\$ 7,500	\$ 8,667	\$ 7,500	\$ 7,500	\$ -	0.0%	
50.8230.0100	PERMITS- ABC/VDOT/COUNTY				100	410	280	(130)	-31.7%	
50.8230.0103	MISC SITE EXPENSE RECEIPTS	1,700		1,700		-	-	-	-%	
50.8230.0106	RENTALS- TENT/CHAIRS/TABLES					27,500	21,500	(6,000)	-21.8%	
50.8230.0109	TOILETS	7,500		7,500		7,500	9,500	2,000	26.7%	
50.8230.0115	DUMPSTER RENTAL	1,500		1,500		1,500	5,000	2,750	122.2%	
				1,500		1,750	4,500	2,750	157.1%	Dumpster Rental
				-		500	500	-	0.0%	Dumpster Bags and Pick up
50.8230.0121	SHERIFF	9,000		9,000		10,000	12,700	2,700	27.0%	
50.8230.0124	GENERATOR RENTAL					7,000	9,000	2,000	28.6%	
50.8230.0127	LIFT, CONES, BARRICADES					4,750	5,500	750	15.8%	
50.8230.0130	HAY BALES	250		250		250	200	(50)	-20.0%	
50.8230.0133	PHOTOGRAPHER	750		750		1,000	1,000	-	0.0%	
50.8230.0136	TENT SETUP & DECORATIONS	3,120		3,120	51	4,000	2,200	(1,800)	-45.0%	
				1,000		1,000	1,000	-	0.0%	Snow Fencing Purchase
				1,120		1,500	1,200	(300)	-20.0%	Miscellaneous
				-		500	(500)	(500)	-100.0%	Tablecloths Purchase
										Souvenir Tent Supplies
50.8230.0139	SUPPORT VENDOR SETUP	240		240		1,000	750	(250)	-25.0%	
50.8230.0148	SECURITY & TRAFFIC EQUIP RENTAL	1,200		1,200		1,250	4,000	2,750	220.0%	
50.8230.0151	FUEL						850			
50.8230.0154	PARKING SHUTTLE	8,500		8,500		10,000	12,000	2,000	20.0%	
50.8230.0160	VOLUNTEER SUPPORT	500		500	290	2,000	1,500	(500)	-25.0%	
				500		500	-	(500)	-100.0%	General Misc. Support
						1,500	1,500	-	0.0%	Volunteer Food (Thursday Setup and Sunday Clean-Up)
50.8230.0163	GEN LIABILITY POLICY 1 MILLION	3,769		3,769		4,000	-	(4,000)	-100.0%	
50.8230.0166	EVENT CANCELLATION INSURANCE	1,985		1,985		2,500	10,000	7,500	300.0%	
50.8230.0200	LES ARTWORK PRINTING	250		250			-	-	-%	
50.8230.0203	POSTER PRINTING	1,000		1,000	103	700	5,500	4,800	685.7%	
50.8230.0206	ALE TRAIL BUSINESS GRANTS	6,449		6,449		750	-	(750)	-100.0%	
50.8230.0209	RACK CARD PRINTING	750		750			-	-	-%	
50.8230.0212	BOOKLET PRINTING	2,000		2,000		2,000	2,000	-	0.0%	
50.8230.0215	PRINT FESTIVAL MAPS & SIGNS	2,000		2,000		1,500	-	(1,500)	-100.0%	
50.8230.0221	HIGHWAY BANNER PRINTING	465		465			-	-	-%	

FY 2024 ADOPTED BUDGET LINE-ITEM DETAIL REPORT

ACCOUNT	ACCOUNT TITLE	FY 2021 ANNUAL BUDGET	FY 2021 ACTUALS	FY 2022 ANNUAL BUDGET	FY 2022 ACTUALS	FY 2023 ADOPTED BUDGET	FY 2024 ADOPTED BUDGET	VARIANCE		LINE-ITEM DESCRIPTION
								FY 23 vs. FY 24 \$	%	
50.8230.0224	PRINTING - SALES	400		400		400	-	(400)	-100.0%	
50.8230.0227	GEN MARKETING EXP MR PRINT	50		50				-	-%	
50.8230.0230	REIMBURSEMENT	500		500	340		1,000	1,000	-%	
50.8230.0300	VIP RECEPTION	500		500		850	1,000	150	17.6%	
50.8230.0303	VIP TENT SUPPLIES	350		350		500	500	-	0.0%	
50.8230.0306	SPONSOR BANNERS	1,000		1,000		1,500	1,000	(500)	-33.3%	
50.8230.0400	PERFORMERS	11,100		11,100		15,000	11,500	(3,500)	-23.3%	
50.8230.0403	AUDIO/VIDEO EQUIP RENTAL	4,300		4,300	700	4,300	10,500	6,200	144.2%	
50.8230.0409	GREEN ROOM REFRESHMENTS/SUPPLIES	800		800		800	750	(50)	-6.3%	
50.8230.0412	WEINER DOG SUPPLIES/PRIZES	200		200		600	600	-	0.0%	
50.8230.0500	KINDERFEST ACTIVITY RENTALS	4,500		4,500		5,000	4,000	(1,000)	-20.0%	
50.8230.0600	VOLUNTEER SHIRTS	200		200		1,750	3,000	1,250	71.4%	
50.8230.0603	SQUARE CHARGE	125	136	125	1,121		-	-	-%	
50.8230.0609	MONEY HANDLING EQUIP/SUPPLIES	500		500		500	-	(500)	-100.0%	
50.8230.0612	DRINK TICKETS	500		500		1,300	1,000	(300)	-23.1%	
50.8230.0618	MISCELLANEOUS	1,330		750	784	400	250	(150)	-37.5%	
50.8230.0627	BEER TASTING	600		600				-	-%	
50.8230.0630	COMMITTEE CELEBRATION	1,000		1,000			500	500	-%	
50.8230.0633	POS SYSTEM RENTAL	2,500		2,500		2,750	1,500	(1,250)	-45.5%	
50.8230.0639	SPLIT PROFIT WITH LOVE SUMMER	1,000		1,000		3,160	-	(3,160)	-100.0%	
50.8230.0642	WEBSITE HOSTING	150	165	150	618		1,050	820	356.5%	
50.8230.0645	CONTRACTED COMMUNITY ORGANIZATIONS	10,000		10,000		15,000	9,750	(5,250)	-35.0%	
						15,000	9,500	(5,500)	-36.7%	Contracted Community Organizations MOAs
							250	250	-%	Donation to Lovettsville Elementary
50.8230.0648	OKTOBERFEST RESERVES	7,420	2,000				29,025	29,025	-%	
50.8230.0700	BEER PURCHASE	34,000		34,000			31,645	31,645	-%	
50.8230.0703	WINE PURCHASE	4,500		4,500			2,000	2,000	-%	
50.8230.0709	BEER TRAILER RENTAL	7,182					-	-	-%	
50.8230.0710	ALCOHOL SALES PROFIT SHARING					74,000	27,700	(46,300)	-62.6%	
50.8230.0712	DONATION-WINE POURING SUPPORT	1,320		1,320			-	-	-%	
50.8230.0715	DONATION-BEER POURING SUPPORT	13,650		13,650			-	-	-%	
50.8230.0718	DONATION-BEER TRUCK SUPPORT	2,100		2,100			-	-	-%	
50.8230.0724	BEER POURING SUPPLIES & CUPS	1,500		1,500		1,500	8,000	6,500	433.3%	
50.8230.0727	SALES MISC EXPENSES	3,035		2,000		750	-	(750)	-100.0%	
50.8230.0730	CO2	200		200		250	400	150	60.0%	
50.8230.0733	MERCHANT SERVICES POS FEES	2,200		2,200	70	2,500	7,400	4,900	196.0%	
50.8230.0736	SOUVENIRS	24,450		20,000		2,000	25,000	23,000	1150.0%	
50.8230.0900	LOUDOUN RTOT GRANT EXPENSES						-	-		
50.8230.0737	PARADE ITEMS						750			
50.8230.0742	AUDIT RESERVES						1,000			
50.8230.0900	OTHER LOUDOUN GRANT EXPENSES						15,450			
50.8230.0745	ELECTRICAL LINES ON TOWN GREEN						3,000			
50.8230.0748	OVERNIGHT SECURITY						500			
50.8230.0751	TAP TRAILER-REPAIR/ENHANCEMENTS						3,000			
8230 (LOVE FALL EXPENSES) SUBTOTAL		\$ 232,500	\$ 2,301	\$ 211,333	\$ 4,176	\$ 225,400	\$ 306,250	\$ 80,850	35.9%	
50.8340.0800	EVENT PROGRAMS	250	66	250	481	250	250	-	0.0%	
50.8340.0803	CHRISTMAS DECORATIONS	500		500	504		500	-	0.0%	
50.8340.0806	SHIRTS/BLANKETS/HANDOUTS	500	420	500		500	500	-	0.0%	
50.8340.0809	MISCELLANEOUS	1,250		1,250	435	1,250	1,250	-	0.0%	
8340 (LOVE WINTER EXPENSE) SUBTOTAL		\$ 2,500	\$ 486	\$ 2,500	\$ 1,420	\$ 2,500	\$ 2,500	\$ -	0.0%	
50.8450.1000	EVENT TENT 40 X 60	2,000		2,000		2,000	1,000	(1,000)	-50.0%	
50.8450.1003	ROAD CLOSURE PERMIT	100		100		100	100	-	0.0%	
50.8450.1006	PORTA POTTY	1,200		1,200		1,200	1,125	(75)	-6.3%	
50.8450.1009	BEER TICKETS	20	136	20		20	-	(20)	-100.0%	
50.8450.1015	TABLE RENTAL	350		350		350	-	(350)	-100.0%	
50.8450.1021	DISTELFINK STAGE- SQUARE	350		350		350	350	-	0.0%	
50.8450.1027	TEMP LINE SITE-BOOTH PAINT	200		200		200		(200)	-100.0%	
50.8450.1030	TIME OF EVENTS BOARD	20		20		20		(20)	-100.0%	
50.8450.1033	FIRE MARSHALL/BUILDING PERMIT	90		90		90	90	-	0.0%	
50.8450.1036	TOWN STAFF SUPPORT-SETUP	400		400		400	400	-	0.0%	
50.8450.1045	TRANSPORTATION TROLLY	800		800		800	-	(800)	-100.0%	
50.8450.1048	NO ALCOHOL BEYOND SIGNS	150		150		150	-	(150)	-100.0%	
50.8450.1051	PAID VOLUNTEERS-RURITANS	600	165	600		600	600	-	0.0%	
50.8450.1054	SHERIFF	5,000		5,000		5,000	2,500	(2,500)	-50.0%	
50.8450.1100	TABLE CLOTHS, CLIPS	100	2,000	100		100	100	-	0.0%	
50.8450.1103	ROPING/STAKES	150		150		150	150	-	0.0%	
50.8450.1106	SPONSOR STAKES (GREEN)	50		50		50	50	-	0.0%	
50.8450.1109	INFORMATION BOARD SIGNAGE	150		150		150	150	-	0.0%	
50.8450.1112	MISCEXPENSES/SUPPLIES	100	222	100	247	100	500	400	400.0%	
50.8450.1200	BANDS ON MAIN STAGE	1,500		1,500		1,500	-	(1,500)	-100.0%	
50.8450.1206	SOUND EQUIPMENT	400		400		400	-	(400)	-100.0%	
50.8450.1209	TODDLER PONY RIDES	500		500		500	-	(500)	-100.0%	
50.8450.1212	TODDLER AREA SUPPLIES	75		75		75	-	(75)	-100.0%	
50.8450.1215	ROCK CLIMBING WALL RENTAL	500		500		500	500	-	0.0%	
50.8450.1218	GIANT INFLATABLES RENTAL	1,300		1,300		1,300	500	(800)	-61.5%	

FY 2024 ADOPTED BUDGET LINE-ITEM DETAIL REPORT

ACCOUNT	ACCOUNT TITLE	FY 2021 ANNUAL BUDGET	FY 2021 ACTUALS	FY 2022 ANNUAL BUDGET	FY 2022 ACTUALS	FY 2023 ADOPTED BUDGET	FY 2024 ADOPTED BUDGET	VARIANCE		LINE-ITEM DESCRIPTION
								FY 23 vs. FY 24 \$	%	
50.8450.1221	PIES-CONTEST	100		100		100	-	(100)	-100.0%	
50.8450.1309	EST TRASH REMOVAL	900		900		900	-	-	0.0%	
50.8450.1312	UNIDENTIFIED COSTS	100		100		100	200	100	100.0%	
50.8450.1330	LVF&R DONATION	100		100		100	100	-	0.0%	
50.8450.1333	BSA TROOP 962 DONATION (TRASH)	250		250		250	250	-	0.0%	
50.8450.1336	TOWN OF LOVETTSVILLE (CLOCKTOWER)	100		100		100	100	-	0.0%	
50.8450.1339	ACCOUNTING FEE	700	137	700		700	700	-	0.0%	
50.8450.1350	SOUVENIRS (NEW 125 UNITS)	250		250		250	-	(250)	-100.0%	
50.8450.1353	SOUVENIRS (NEW-125 UNITS)	350		350		350	-	(350)	-100.0%	
50.8450.1356	RIBBONS-RACES	200		200		200	200	-	0.0%	
50.8450.1359	MAYFEST T-SHIRTS	500		500		500	1,200	700	140.0%	
50.8450.1362	CORNHOLE TROPHIES	50		50		50	50	-	0.0%	
50.8450.1368	ADULT CORNHOLE 1ST, 2ND & 3RD	300		300		300	300	-	0.0%	
50.8450.1403	PRINTING FLYERS & POSTERS	575		575		575	575	-	0.0%	
50.8450.1406	WEBSITE DESIGN/MGMT/FEES	100	162	100	259	100	200	100	100.0%	
50.8450.1409	SPONSOR SIGNAGE	900		900		900	1,000	100	11.1%	
50.8450.1415	ADVERTISING PRINTED	200		200		200	200	-	0.0%	
50.8450.1421	EVENT BANNERS	300		300		300	300	-	0.0%	
50.8450.1424	FACEBOOK BOOST	50		50		50	60	10	20.0%	
50.8450.1450	BEER	2,385		2,385		2,385	-	(2,385)	-100.0%	
50.8450.1451	POPCORN, COTTON CANDY, CANDY						400			
50.8450.1453	ICE	300		300		300	300	-	0.0%	
50.8450.1456	CUPS FOR BEER	100		100		100	-	(100)	-100.0%	
50.8450.1459	ABC/BANQUET LICENSE (BEER)	85		85		85	-	(85)	-100.0%	
8450 (LOVE SPRING EXPENSE) SUBTOTAL		\$ 25,000	\$ 2,822	\$ 25,000	\$ 506	\$ 25,000	\$ 15,150	\$ (9,850)	-39.4%	
Total EVENTS FUND Expenditures		\$ 268,000	\$ 3,309	\$ 247,583	\$ 15,342	\$ 261,650	\$ 332,650	\$ 71,000	27.1%	



Town Mayor
Christopher M. Hornbaker



TOWN
OF
Lovettsville
VIRGINIA

Town Council
Vice Mayor Joy Pritz
Council Member Thomas Budnar
Council Member Brandon Davis
Council Member David Earl
Council Member Bobby Merhaut
Council Member Jennifer Reed

Fiscal Year 2024-2028 CAPITAL IMPROVEMENT PLAN



GENERAL GOVERNMENT

PROJECT FUNDING SOURCES:		FUNDING SOURCE	TOTAL FUNDING	PREVIOUS YEARS	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	5-YR CIP COST
PAY-GO/ CAPITAL ASSET REPLACEMENT RESERVE/ EVENTS FUND RESERVE		NC	\$ 754,500	\$ 432,500	\$ 57,000	\$ 148,000	\$ 40,000	\$ 27,000	\$ 50,000	\$ 322,000
LOANS		L	-	-	-	-	-	-	-	-
LOUDOUN COUNTY 6-YEAR AWARDED FUNDS		CTY1	5,027,000	2,119,000	1,638,000	260,000	907,000	103,000	-	2,908,000
LOUDOUN COUNTY 6-YEAR REQUESTED FUNDS		CTY2	5,357,800	-	183,800	210,000	90,000	-	820,000	1,303,800
VDOT GRANT AWARDED		VDOT1	1,345,000	770,000	575,000	-	-	-	-	575,000
VDOT GRANT REQUESTED		VDOT2	7,810,200	-	-	748,600	1,318,000	1,369,500	4,374,100	7,810,200
AMERICAN RESCUE PLAN ACT OF 2021		ARPA	35,000	-	35,000	-	-	-	-	35,000
TOTAL REVENUES			\$ 20,329,500	\$ 3,321,500	\$ 2,488,800	\$ 1,366,600	\$ 2,355,000	\$ 1,499,500	\$ 5,244,100	\$ 12,954,000

PROJECT EXPENDITURES:		FUNDING SOURCE	TOTAL COST	PREVIOUS YEARS	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	5-YR CIP COST
TLOV-2028-02	N. BERLIN TURNPIKE SHARED-USE PATH EXTENSION	CTY2	\$ 3,147,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 500,000
TLOV-2019-01	E. BROAD WAY 2A STREETScape IMPROVEMENTS	NC, CTY1, VDOT1	3,385,500	2,010,500	1,375,000	-	-	-	-	1,375,000
TLOV-2028-03	E. BROAD WAY SIDEWALK	CTY2	370,000	-	-	-	-	-	70,000	70,000
TLOV-2028-04	SHARED-USE AND SCHOOL PATH PEDESTRIAN LIGHTING	CTY2	257,000	-	-	-	-	-	50,000	50,000
TLOV-2020-01	S. CHURCH STREET & E. PENNSYLVANIA AVENUE STREETScape IMPROVEMENTS	NC, CTY1	1,549,000	751,000	498,000	210,000	90,000	-	-	798,000
TLOV-2021-01	S. LOUDOUN AND SOUTH LOCUST STREET STREETScape IMPROVEMENTS	NC, CTY1, VDOT2	7,904,100	525,000	365,000	528,400	1,685,000	1,272,500	3,528,200	7,379,100
TLOV-2028-01	S. LOUDOUN STREET SCHOOL SIDEWALK	CTY2	1,100,000	-	-	-	-	-	200,000	200,000
TLOV-2023-01	W BROAD WAY AND N BERLIN TURNPIKE INTERSECTION IMPROVEMENTS	NC, CTY2	2,254,900	5,000	183,800	480,200	540,000	200,000	845,900	2,249,900
TLOV-2024-01	TOWN CLOCK TOWER REHABILITATION	NC	35,000	-	5,000	30,000	-	-	-	35,000
TLOV-2024-02	LOVETTSVILLE ENTRY SIGN	NC	55,000	-	7,000	48,000	-	-	-	55,000
TLOV-2024-03	MUNCIPAL COMPLEX GENERATOR (NEW)	NC	35,000	-	35,000	-	-	-	-	35,000
TLOV-2022-01	QUARTER BRANCH BARN IMPROVEMENTS/ STORAGE	NC	100,000	30,000	20,000	50,000	-	-	-	70,000
TLOV-2028-05	REPLACEMENT OF GENERAL FUND UTILITY TRUCK	NC	50,000	-	-	-	-	-	50,000	50,000
TLOV-2025-01	TOWN SQUARE AND TOWN GREEN IMPROVEMENTS	NC	87,000	-	-	20,000	40,000	27,000	-	87,000
TOTAL EXPENDITURES			\$ 20,329,500	\$ 3,321,500	\$ 2,488,800	\$ 1,366,600	\$ 2,355,000	\$ 1,499,500	\$ 5,244,100	\$ 12,954,000



TLOV-2028-02: North Berlin Turnpike Shared-Use Path

PROJECT BOUNDARIES

West side of North Berlin Turnpike from West Broad Way Intersection to northern Town corporate limits.

PROJECT DESCRIPTION

Design and construct an 8-10' wide shared-use path between the Town Square and Tilgham Place along North Berlin Turnpike (Route 287) to complete the connection to the Town Square. The shared-use path will have a paved surface with added curb and gutter along Berlin Turnpike. This project is identified in the Town's Transportation Master Plan as priority # 9.

DEFICIENCIES & NEEDS

Currently, there are no direct pedestrian connections between the Town Square and northern neighborhoods.

GOAL ADDRESSED

Reducing local automobile trips from this corridor may also help mitigate local congestion and improve safety for pedestrians and bicycles. This path will connect neighborhoods to Town Square and existing pedestrian network. Supports Comprehensive Plan (Plan) Chapter 7 Goals 1 and 2.



PROJECT STATUS

Town Council has requested CIP funding from Loudoun County in the amount of \$3,147,000 as part of Resolution 2022-08-0002.

SIGNIFICANT DATES

<i>Project Start</i>	<i>Estimated Completion</i>
Fall 2028	TBD

NEXT PROJECT MILESTONE

A concept plan is required to identify the best design alternative to build.

PROJECT EXPENDITURES	TOTAL COSTS	PREVIOUS YEARS	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	5-Year (FY24-28)
Design & Engineering	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 500,000
Land Acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 2,647,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Utility Relocation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Cost:	\$ 3,147,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 500,000

PROJECT REVENUE SOURCES	TOTAL FUNDING	PREVIOUS YEARS	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	5-Year (FY24-28)
PAY-GO/ Capital Asset Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Loan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Loudoun County Awarded Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Loudoun County Requested Funds	\$ 3,147,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 500,000
VDOT Grant Awarded	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
VDOT Grant Requested	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ARPA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue:	\$ 3,147,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000	\$ 500,000

TLOV-2019-01: East Broad Way 2A Streetscape Improvements

PROJECT BOUNDARIES

East Broad Way: Park Place to South Church Street

PROJECT DESCRIPTION

The Town will complete the design, acquire Right-of-way and/or easements, and construct improvements to East Broad Way, between Park Place and South Church Street. Improvements will include sidewalks, curb, gutter, street lights, storm drainage, parking spaces, and landscaping. This project is identified in the Town's Transportation Master Plan as Project #1.

PROJECT STATUS

60% design plans have been submitted to VDOT for review.

DEFICIENCIES & NEEDS

The project addresses walk ability, storm water management and drainage, and other streetscape elements to improve the pedestrian and vehicular safety of the roadway.

GOAL ADDRESSED

Comprehensive Plan: Policies support improving existing streets to meet VDOT standards and to resolve drainage and other issues including the addition of pedestrian facilities and improved bicyclist safety. Implements Comprehensive Plan Chapter 7: Goals 1 and 2.



SIGNIFICANT DATES

<i>Project Start</i>	<i>Estimated Completion</i>
Fall 2019	Summer 2026

NEXT PROJECT MILESTONE

Completion of design phase. Right of Way acquisition set to begin in 2023.

PROJECT EXPENDITURES	TOTAL COSTS	PREVIOUS YEARS	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	5-Year (FY24-28)
Design & Engineering	\$ 396,500	\$ 396,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land Acquisition	\$ 287,000	\$ 287,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 2,395,000	\$ 1,327,000	\$ 1,068,000	\$ -	\$ -	\$ -	\$ -	\$ 1,068,000
Utility Relocation	\$ 307,000	\$ -	\$ 307,000	\$ -	\$ -	\$ -	\$ -	\$ 307,000
TOTAL	\$ 3,385,500	\$ 2,010,500	\$ 1,375,000	\$ -	\$ -	\$ -	\$ -	\$ 1,375,000

PROJECT REVENUE SOURCES	TOTAL FUNDING	PREVIOUS YEARS	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	5-Year (FY24-28)
PAY-GO/ Capital Asset Replacement	\$ 89,500	\$ 89,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Loan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Loudoun County Awarded Funds	\$ 1,951,000	\$ 1,151,000	\$ 800,000	\$ -	\$ -	\$ -	\$ -	\$ 800,000
Loudoun County Requested Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
VDOT Grant Awarded	\$ 1,345,000	\$ 770,000	\$ 575,000	\$ -	\$ -	\$ -	\$ -	\$ 575,000
VDOT Grant Requested	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ARPA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 3,385,500	\$ 2,010,500	\$ 1,375,000	\$ -	\$ -	\$ -	\$ -	\$ 1,375,000

TLOV-2028-03: East Broad Way Sidewalk

PROJECT BOUNDARIES

East Broad Way, south side from S. Church Street to Town Square

DEFICIENCIES & NEEDS

The South Church Street, East Pennsylvania Streetscapes project will install sidewalks up to East Broad way, however, leave this gap open.



PROJECT DESCRIPTION

Install five-foot sidewalk from the sidewalk on East Broad Way from South Church Street to the Town Square that will connect the sidewalks being installed per the E. Broad Way Phase 2 Improvements project and the South Church Street and East Pennsylvania Avenue Streetscapes improvement project. This project is identified in the Town's Transportation Master Plan as project #18.

GOAL ADDRESSED

Expand sidewalks to channelize pedestrian movements that will minimize jaywalking and interruptions with traffic flow. Additional to goal is to remove local automotive trips from the Town Square area. Implements Plan Chapter 7, Goals 1 and 2.

PROJECT STATUS:

Town Council has requested CIP funding from Loudoun County in the amount of \$370,000 in the Resolution 2022-08-0002.

SIGNIFICANT DATES

<i>Project Start</i>	<i>Estimated Completion</i>
Fall 2028	TBD

NEXT PROJECT MILESTONE

A concept plan is required to identify the best design alternative to build.

PROJECT EXPENDITURES	TOTAL COSTS	PREVIOUS YEARS	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	5-Year (FY24-28)
Design & Engineering	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,000	\$ 70,000
Land Acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Utility Relocation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Cost:	\$ 370,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,000	\$ 70,000

PROJECT REVENUE SOURCES	TOTAL FUNDING	PREVIOUS YEARS	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	5-Year (FY24-28)
PAY-GO/ Capital Asset Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Loan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Loudoun County Awarded Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Loudoun County Requested Funds	\$ 370,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,000	\$ 70,000
VDOT Grant Awarded	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
VDOT Grant Requested	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ARPA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue:	\$ 370,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,000	\$ 70,000

TLOV-2028-04: Shared-Use and School Path Pedestrian Lighting

PROJECT BOUNDARIES

From East Broad Way to Lovettsville Elementary School.

PROJECT DESCRIPTION

Install pedestrian-scaled lighting along the shared-use path from E. Broad Way to Lovettsville Elementary School within the Community Park to improve pedestrian safety and improved access between the Community Park, the Community Center, and the elementary school. Project identified in the Town's Transportation Master Plan as project #16.

DEFICIENCIES & NEEDS

There is no pedestrian safety lighting along the path within the community park.

GOALS ADDRESSED

Improve the lighting on sidewalks and shared-use pathways to enhance the Town's safety and sense of community. Implements Transportation Master Plan (TMP) Objective 1.1 and project 16. Implements Comprehensive Plan (Plan) Chapter 7 Goals 1 and 2.



PROJECT STATUS

Council has requested CIP funding from Loudoun County in the amount of \$257,000 in the Resolution 2022-08-0002.

SIGNIFICANT DATES

<i>Project Start</i>	<i>Estimated Completion</i>
Fall 2028	TBD

NEXT PROJECT MILESTONE

A concept plan is required to identify the best design.

PROJECT EXPENDITURES	TOTAL COSTS	PREVIOUS YEARS	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	5-Year (FY24-28)
Design & Engineering	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000
Land Acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 207,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Utility Relocation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Cost:	\$ 257,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000

PROJECT REVENUE SOURCES	TOTAL FUNDING	PREVIOUS YEARS	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	5-Year (FY24-28)
PAY-GO/ Capital Asset Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Loan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Loudoun County Awarded Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Loudoun County Requested Funds	\$ 257,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000
VDOT Grant Awarded	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
VDOT Grant Requested	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ARPA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue:	\$ 257,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000

TLOV-2020-01: South Church St./ East Pennsylvania Streetscape Improvements

PROJECT BOUNDARIES

South Church Street:
Oktoberfest Way to East Broad Way
East Pennsylvania Avenue:
South Church Street to
Municipal Complex

DEFICIENCIES & NEEDS

The project addresses walk ability, storm water management, and other streetscape elements to improve the pedestrian and vehicular safety of the roadway.



PROJECT DESCRIPTION

On the western side of South Church Street improvements include: sidewalks, curb, gutter, street lights, storm drainage, parking spaces and landscaping. On Pennsylvania Avenue, improvements are primarily storm drainage beginning with the Municipal Complex to South Church Street.

GOAL ADDRESSED

Comprehensive Plan: Chapter 7, Transportation, policies call for improvements to existing streets and improved pedestrian and bicyclist access. Transportation Master Plan specifies Project Profile #2 South Church and East Pennsylvania Streetscape Improvements.

PROJECT STATUS

Design is completed for initial phase of storm drainage improvements.

SIGNIFICANT DATES

<i>Project Start</i>	<i>Estimated Completion</i>
Fall 2020	Summer 2026

NEXT PROJECT MILESTONE

Construction of initial phase of storm drainage improvements to commence in 2023.

PROJECT EXPENDITURES	TOTAL COSTS	PREVIOUS YEARS	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	5-Year (FY24-28)
Design & Engineering	\$ 185,000	\$ 185,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land Acquisition	\$ 98,000	\$ 98,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 1,216,000	\$ 443,000	\$ 473,000	\$ 210,000	\$ 90,000	\$ -	\$ -	\$ 773,000
Utility Relocation	\$ 50,000	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000
Total Cost:	\$ 1,549,000	\$ 751,000	\$ 498,000	\$ 210,000	\$ 90,000	\$ -	\$ -	\$ 798,000

PROJECT REVENUE SOURCES	TOTAL FUNDING	PREVIOUS YEARS	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	5-Year (FY24-28)
PAY-GO/ Capital Asset Replacement	\$ 173,000	\$ 148,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000
Loan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Loudoun County Awarded Funds	\$ 1,076,000	\$ 603,000	\$ 473,000	\$ -	\$ -	\$ -	\$ -	\$ 473,000
Loudoun County Requested Funds	\$ 300,000	\$ -	\$ -	\$ 210,000	\$ 90,000	\$ -	\$ -	\$ 300,000
VDOT Grant Awarded	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
VDOT Grant Requested	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ARPA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue:	\$ 1,549,000	\$ 751,000	\$ 498,000	\$ 210,000	\$ 90,000	\$ -	\$ -	\$ 798,000

TLOV-2021-01: South Loudoun and South Locust Streetscape Improvements

PROJECT BOUNDARIES

South Loudoun Street from Lovettsville Elementary School to East Broad Way. South Locust from South Loudoun Street to East Pennsylvania Avenue.

PROJECT DESCRIPTION

Improvements to South Loudoun Street and South Locust Street including replacement of water and sewer mains, curb and gutter, sidewalks, storm drainage, and street lights. This project is identified in the Town's Transportation Master Plan as projects #3 and #4.

DEFICIENCIES & NEEDS

The road corridor lacks sidewalks. Lovettsville Elementary School lacks safe pedestrian access from the center of Town. Inadequate storm drainage and high speeds along the corridor will be addressed with this project.

GOAL ADDRESSED

Comprehensive Plan: Chapter 7, Transportation policies call for improvements to existing streets and improved pedestrian and bicyclist access.



PROJECT STATUS

Consultant has completed 30% design and has submitted to VDOT for review.

SIGNIFICANT DATES

<i>Project Start</i>	<i>Estimated Completion</i>
Fall 2021	TBD

NEXT PROJECT MILESTONE

Right of Way acquisition is anticipated to begin in 2024. The Town has applied for significant funding from VDOT via the SMART Scale grant program. Completion of construction of this project is reliant on VDOT grant funding.

PROJECT EXPENDITURES	TOTAL COSTS	PREVIOUS YEARS	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	5-Year (FY24-28)
Design & Engineering	\$ 1,158,400	\$ 525,000	\$ 365,000	\$ 268,400			\$ -	\$ 633,400
Land Acquisition	\$ 1,755,000	\$ -		\$ 260,000	\$ 1,495,000	\$ -	\$ -	\$ 1,755,000
Construction	\$ 3,528,200	\$ -	\$ -				\$ 3,528,200	\$ 3,528,200
Utility Relocation	\$ 1,462,500	\$ -	\$ -	\$ -	\$ 190,000	\$ 1,272,500	\$ -	\$ 1,462,500
Total Cost:	\$ 7,904,100	\$ 525,000	\$ 365,000	\$ 528,400	\$ 1,685,000	\$ 1,272,500	\$ 3,528,200	\$ 7,379,100

PROJECT REVENUE SOURCES	TOTAL FUNDING	PREVIOUS YEARS	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	5-Year (FY24-28)
PAY-GO/ Capital Asset Replacement	\$ 160,000	\$ 160,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Loan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Loudoun County Awarded Funds	\$ 2,000,000	\$ 365,000	\$ 365,000	\$ 260,000	\$ 907,000	\$ 103,000	\$ -	\$ 1,635,000
Loudoun County Requested Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
VDOT Grant Awarded	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
VDOT Grant Requested	\$ 5,744,100	\$ -	\$ -	\$ 268,400	\$ 778,000	\$ 1,169,500	\$ 3,528,200	\$ 5,744,100
ARPA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue:	\$ 7,904,100	\$ 525,000	\$ 365,000	\$ 528,400	\$ 1,685,000	\$ 1,272,500	\$ 3,528,200	\$ 7,379,100

TLOV-2028-01: South Loudoun School Sidewalk

PROJECT BOUNDARIES

South Berlin Turnpike and South Loudoun Street

PROJECT DESCRIPTION

Construct a sidewalk on South Loudoun Street to connect the shared-use path on Berlin Turnpike to the south entrance of Lovettsville Elementary School. This project is identified in the Town's Transportation Master Plan as project #13.

DEFICIENCIES & NEEDS

There is no sidewalk on South Loudoun Street. This would allow children living near the existing shared use path on Berlin Turnpike to walk to school.

GOAL ADDRESSED

Expand sidewalks to accommodate pedestrian movement and minimize jaywalking and interruptions with traffic flow. Implements Comprehensive Plan Chapter 7: Goals 1 and 2



PROJECT STATUS

Council has requested CIP funding from Loudoun County in the amount of \$1.1 million in the Resolution 2022-08-0002.

SIGNIFICANT DATES

<i>Project Start</i>	<i>Estimated Completion</i>
Fall 2028	TBD

NEXT PROJECT MILESTONE

A concept plan is required to identify the best design.

PROJECT EXPENDITURES	TOTAL COSTS	PREVIOUS YEARS	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	5-Year (FY24-28)
Design & Engineering	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000
Land Acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 900,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Utility Relocation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Cost:	\$ 1,100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000

PROJECT REVENUE SOURCES	TOTAL FUNDING	PREVIOUS YEARS	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	5-Year (FY24-28)
PAY-GO/ Capital Asset Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Loan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Loudoun County Awarded Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Loudoun County Requested Funds	\$ 1,100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000
VDOT Grant Awarded	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
VDOT Grant Requested	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ARPA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue:	\$ 1,100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000	\$ 200,000

TLOV-2023-01: W Broad Way and N Berlin Turnpike Intersection Improvements

PROJECT BOUNDARIES

N Berlin Turnpike at W Broad Way Intersection

PROJECT DESCRIPTION

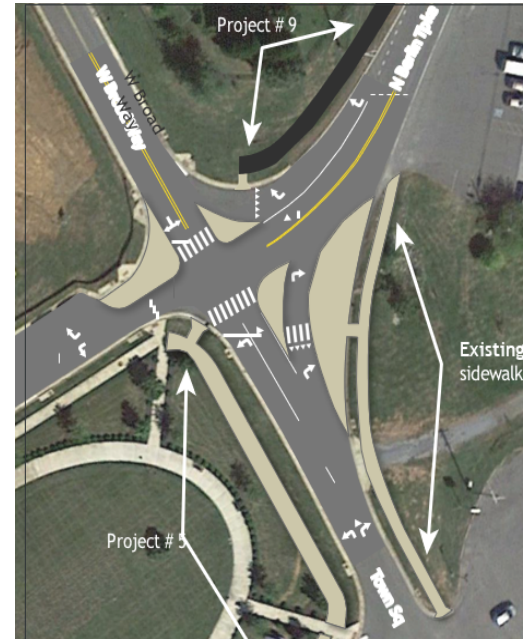
Improvements include an extension of sidewalk on West Broad Way of approximately 180 feet, sidewalk on the northeast side of Town Square and widen the existing eastern sidewalk to ten feet. In addition, shared path along Berlin Turnpike will be extended 250 feet to connect to Town Square. Curbing at the intersection will be modified to decrease speeding. This project is identified in the Town's Master Transportation Plan as projects #5, #11 and #17.

DEFICIENCIES & NEEDS

Improvements will reduce site distance issues for vehicles making a right turn from West Broad Way. This concept would also help to passively slow travel speeds.

GOAL ADDRESSED

Comprehensive Plan: Chapter 7, Transportation policies call for improvements to existing streets to meet vehicular, pedestrian and bicyclist safety needs.



PROJECT STATUS

The Town has applied for CIP funding from Loudoun County for Fiscal Year 2024 for design. VDOT SMART Scale grant funding has been requested for the remaining aspects of the project.

SIGNIFICANT DATES

Project Start	Estimated Completion
Summer 2022	TBD

NEXT PROJECT MILESTONE

Apply for grant funding from Loudoun County for Fiscal Year 2024 and VDOT SMART Scale funding.

PROJECT EXPENDITURES	TOTAL COSTS	PREVIOUS YEARS	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	5-Year (FY24-28)
Design & Engineering	\$ 518,000	\$ 5,000	\$ 183,800	\$ 329,200	\$ -	\$ -	\$ -	\$ 513,000
Land Acquisition	\$ 651,000	\$ -	\$ -	\$ 151,000	\$ 500,000	\$ -	\$ -	\$ 651,000
Construction	\$ 845,900	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 845,900	\$ 845,900
Utility Relocation	\$ 240,000	\$ -	\$ -	\$ -	\$ 40,000	\$ 200,000	\$ -	\$ 240,000
Total Cost:	\$ 2,254,900	\$ 5,000	\$ 183,800	\$ 480,200	\$ 540,000	\$ 200,000	\$ 845,900	\$ 2,249,900

PROJECT REVENUE SOURCES	TOTAL FUNDING	PREVIOUS YEARS	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	5-Year (FY24-28)
PAY-GO/ Capital Asset Replacement	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Loan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Loudoun County Awarded Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Loudoun County Requested Funds	\$ 183,800	\$ -	\$ 183,800	\$ -	\$ -	\$ -	\$ -	\$ 183,800
VDOT Grant Awarded	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
VDOT Grant Requested	\$ 2,066,100	\$ -	\$ -	\$ 480,200	\$ 540,000	\$ 200,000	\$ 845,900	\$ 2,066,100
ARPA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue:	\$ 2,254,900	\$ 5,000	\$ 183,800	\$ 480,200	\$ 540,000	\$ 200,000	\$ 845,900	\$ 2,249,900

TLOV-2024-01: Clock Tower Rehabilitation and Repairs

PROJECT BOUNDARIES

Lovettsville Square Phase One

PROJECT DESCRIPTION

Rehabilitation and repair of the clock face tower to address deterioration and deficiencies in the clock's design.

PROJECT STATUS

Contractor required to evaluate needs.

DEFICIENCIES & NEEDS

The Clock Tower face has deteriorated and is in need of a rehabilitation.

GOAL ADDRESSED

Implements Comprehensive Plan goal to promote the cultural heritage of Lovettsville and Economic policy 4 promoting town center activity.



SIGNIFICANT DATES

<i>Project Start</i>	<i>Estimated Completion</i>
Summer 2023	Spring 2025

NEXT PROJECT MILESTONE

Contractor required to evaluate needs and costs.

PROJECT EXPENDITURES	TOTAL COSTS	PREVIOUS YEARS	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	5-Year (FY24-28)
Design & Engineering	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Land Acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 30,000	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ 30,000
Utility Relocation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Cost:	\$ 35,000	\$ -	\$ 5,000	\$ 30,000	\$ -	\$ -	\$ -	\$ 35,000

PROJECT REVENUE SOURCES	TOTAL FUNDING	PREVIOUS YEARS	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	5-Year (FY24-28)
PAY-GO/ Capital Asset Replacement	\$ 35,000	\$ -	\$ 5,000	\$ 30,000	\$ -	\$ -	\$ -	\$ 35,000
Loan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Loudoun County Awarded Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Loudoun County Requested Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
VDOT Grant Awarded	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
VDOT Grant Requested	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ARPA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue:	\$ 35,000	\$ -	\$ 5,000	\$ 30,000	\$ -	\$ -	\$ -	\$ 35,000

TLOV-2024-02: Lovettsville Entry Signs

PROJECT BOUNDARIES

N. Berlin Turnpike, S. Berlin Turnpike, and East Broad Way

PROJECT DESCRIPTION

Provide new entry signs at the north and south ends of Berlin Turnpike and East Broad Way to replace the old county signage. In addition, a large, monument sign is proposed at the intersection of Lovettsville Road and Milltown Road at the Lovettsville Community Center.

PROJECT STATUS

The Town is coordinating with Loudoun County for replacement of the existing entry signs. Fiscal Year 2024 funding is to be used for design of the primary entry sign at the Lovettsville Road and Milltown Road intersection.

DEFICIENCIES & NEEDS

Lovettsville's entry signage should be enhanced and/or refreshed.

GOAL ADDRESSED

To provide Lovettsville residents and visitors with a sense of community. Plan historic and economic policies refer to expanding signage to identify the historic resources of the Town as well to help with marketing Town as a business and tourism destination.

SIGNIFICANT DATES

<i>Project Start</i>	<i>Estimated Completion</i>
Summer 2023	Summer 2025



NEXT PROJECT MILESTONE

Coordinate with Loudoun County for replacement of entry signs, and design the monument sign at the Community Center.

PROJECT EXPENDITURES	TOTAL COSTS	PREVIOUS YEARS	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	5-Year (FY24-28)
Design & Engineering	\$ 7,000	\$ -	\$ 7,000	\$ -	\$ -	\$ -	\$ -	\$ 7,000
Land Acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 48,000	\$ -	\$ -	\$ 48,000	\$ -	\$ -	\$ -	\$ 48,000
Utility Relocation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Cost:	\$ 55,000	\$ -	\$ 7,000	\$ 48,000	\$ -	\$ -	\$ -	\$ 55,000

PROJECT REVENUE SOURCES	TOTAL FUNDING	PREVIOUS YEARS	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	5-Year (FY24-28)
PAY-GO/ Capital Asset Replacement	\$ 55,000	\$ -	\$ 7,000	\$ 48,000	\$ -	\$ -	\$ -	\$ 55,000
Loan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Loudoun County Awarded Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Loudoun County Requested Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
VDOT Grant Awarded	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
VDOT Grant Requested	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ARPA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue:	\$ 55,000	\$ -	\$ 7,000	\$ 48,000	\$ -	\$ -	\$ -	\$ 55,000

TLOV-2024-03: Municipal Complex Generator

PROJECT BOUNDARIES

Municipal Complex

DEFICIENCIES & NEEDS

The Town government must have continuity of operations during normal office hours. There is currently no redundancy in the power grid to supply power due to an outage.



GOAL ADDRESSED

A generator will provide back up power supply in the event of a power outage. Comprhensive Plan Chapter 3 goal that public utilities and infrastructure keep pace with development and support the changing needs of the community.

PROJECT DESCRIPTION

Design and install a generator that will sustain the power at Town Hall and the Council Chambers for a minimum of 72 hours after power grid failure/outage.

PROJECT STATUS

An assessment of the required generator needed to power the three facilities at the Municipal Complex is underway.

SIGNIFICANT DATES

<i>Project Start</i>	<i>Estimated Completion</i>
Summer 2023	Winter 2023

NEXT PROJECT MILESTONE

Hire an electrical consultant to design a generator large enough to power 4, 6, and 8 East Pennsylvania Avenue.

PROJECT EXPENDITURES	TOTAL COSTS	PREVIOUS YEARS	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	5-Year (FY24-28)
Design & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land Acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 35,000	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000
Utliity Relocation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Cost:	\$ 35,000	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000

PROJECT REVENUE SOURCES	TOTAL FUNDING	PREVIOUS YEARS	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	5-Year (FY24-28)
PAY-GO/ Capital Asset Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Loan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Loudoun County Awarded Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Loudoun County Requested Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
VDOT Grant Awarded	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
VDOT Grant Requested	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ARPA	\$ 35,000	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000
Total Revenue:	\$ 35,000	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ 35,000

TLOV-2022-01: Quarter Branch Barn Phase II Improvements

PROJECT BOUNDARIES

Quarter Branch Barn located at 60 Lange Drive.

PROJECT DESCRIPTION

Improvements to the facility are proposed to be phased according to Town Council set priorities. The next phase in Fiscal Year 2024 includes the weatherization of office spaces in the building and the enhancement of storage capacity of the mezzanine area. The last phase in Fiscal Year 2025 is to include the paving of the parking lot area.

DEFICIENCIES & NEEDS

Town staff and event committee members should have adequate year-round office space to work on projects. Storage and parking are in need of enhancements.

GOAL ADDRESSED

Utilize the Quarter Branch barn space more efficiently. Implements the Comprehensive Plan Public Facilities policy 13, which calls for upgrades to the barn.



PROJECT STATUS

Additional funding is required to complete.

SIGNIFICANT DATES

<i>Project Start</i>	<i>Estimated Completion</i>
Summer 2022	Spring 2025

NEXT PROJECT MILESTONE

Contractor required to evaluate needs and costs

PROJECT EXPENDITURES	TOTAL COSTS	PREVIOUS YEARS	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	5-Year (FY24-28)
Design & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land Acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 100,000	\$ 30,000	\$ 20,000	\$ 50,000	\$ -	\$ -	\$ -	\$ 70,000
Utility Relocation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Cost:	\$ 100,000	\$ 30,000	\$ 20,000	\$ 50,000	\$ -	\$ -	\$ -	\$ 70,000

PROJECT REVENUE SOURCES	TOTAL FUNDING	PREVIOUS YEARS	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	5-Year (FY24-28)
PAY-GO/ Capital Asset Replacement	\$ 100,000	\$ 30,000	\$ 20,000	\$ 50,000	\$ -	\$ -	\$ -	\$ 70,000
Loan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Loudoun County Awarded Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Loudoun County Requested Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
VDOT Grant Awarded	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
VDOT Grant Requested	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ARPA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue:	\$ 100,000	\$ 30,000	\$ 20,000	\$ 50,000	\$ -	\$ -	\$ -	\$ 70,000

TLOV-2028-05: Replacement of General Fund Utility Truck

PROJECT BOUNDARIES

Town Wide

PROJECT DESCRIPTION

The General Fund Utility Truck is used by the Town Maintenance personnel and other staff for field work, and to provide support for events. This truck is anticipated for replacement in Fiscal Year 2028, when the truck is over 16 years old. Replacement costs include the addition of decals, emergency lighting, towing packages, and toolbox.

PROJECT STATUS

Assessment of replacement vehicle will need to be assessed.

DEFICIENCIES & NEEDS

Town vehicles are aging and becoming costly to maintain. Vehicles that are driven by Town staff should be safe and secure to operate.

GOAL ADDRESSED

Town's financial policy is to manage fixed assets to best serve the residents in a cost saving manner. Maintenance of facilities and equipment is consistent with the Comprehensive Plan goal to provide adequate and efficient services.

2012 GMC 1500



SIGNIFICANT DATES

<i>Project Start</i>	<i>Estimated Completion</i>
Summer 2027	Fall 2027

NEXT PROJECT MILESTONE

Research vehicles to obtain the most cost effective for the Town's needs.

PROJECT EXPENDITURES	TOTAL COSTS	PREVIOUS YEARS	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	5-Year (FY24-28)
Design & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land Acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Utiity Relocation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Asset Replacement	\$ 50,000				\$ -	\$ -	\$ 50,000	\$ 50,000
Total Cost:	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000

PROJECT REVENUE SOURCES	TOTAL FUNDING	PREVIOUS YEARS	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	5-Year (FY24-28)
PAY-GO/ Capital Asset Replacement	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000
Loan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Loudoun County Awarded Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Loudoun County Requested Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
VDOT Grant Awarded	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
VDOT Grant Requested	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ARPA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue:	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 50,000

TLOV-2025-01: Town Square and Town Green Improvements

PROJECT BOUNDARIES

Town Square Park and Town Green Park.

PROJECT DESCRIPTION

The Town Square Master Plan identifies desired improvements to Town Square that include: additional lighting, improvements to the seating area, and a performance stage/seating wall. Improvements to the Town Green include: electric and lighting upgrades and grass paver access to the Walker Pavilion.

PROJECT STATUS

The scope of this project is still in the early stages and no decisions have been made.

DEFICIENCIES & NEEDS

Both the Town Square and Town Green are used for many Town events and could use some upgrades to enhance the usability of the facilities and experience.

GOAL ADDRESSED

Comprehensive Plan, Chapter 3, Public Facilities and Infrastructure goal and policies support continued provision of parks and facilities for public use and Town events.



SIGNIFICANT DATES

<i>Project Start</i>	<i>Estimated Completion</i>
Winter 2025	Spring 2027

NEXT PROJECT MILESTONE

Town Council will need to evaluate options and prioritize the upgrades.

PROJECT EXPENDITURES	TOTAL COSTS	PREVIOUS YEARS	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	5-Year (FY24-28)
Design & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$0
Land Acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$0
Construction	\$ 87,000	\$ -	\$ -	\$ 20,000	\$ 40,000	\$ 27,000	\$ -	\$87,000
Utility Relocation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$0
Total Cost:	\$ 87,000	\$ -	\$ -	\$ 20,000	\$ 40,000	\$ 27,000	\$ -	\$87,000

PROJECT REVENUE SOURCES	TOTAL FUNDING	PREVIOUS YEARS	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	5-Year (FY24-28)
Events Fund Reserve	\$ 87,000	\$ -	\$ -	\$ 20,000	\$ 40,000	\$ 27,000	\$ -	\$ 87,000
Loan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Loudoun County Awarded Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Loudoun County Requested Funds	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
VDOT Grant Awarded	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
VDOT Grant Requested	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ARPA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue:	\$ 87,000	\$ -	\$ -	\$ 20,000	\$ 40,000	\$ 27,000	\$ -	\$ 87,000

General Government- Future Priority Projects

The following list of future projects are for Town Council's consideration based upon available funding and priorities. Each project includes a brief summary, estimated cost, status, and any previously established priority. The costs are only estimates and are subject to change based upon modifications in project scope, economic conditions, and timing. The projects are listed in order of significance based on the information in the approved Transportation Master Plan.

Project Name	Project Summary	Estimated Cost	Status	Priority
Berlin Turnpike & South Loudoun Intersection	Explore alternatives for the intersection of Berlin Turnpike and South Loudoun Street. A roundabout and a realignment to “T” up the intersection should be studied. Install a crosswalk (requires formal mid-block crossing study) from the shared-use path on Berlin Turnpike to the eastern side of South Loudoun Street. Include gateway pacemaking elements. This project includes planning, design, and construction.	\$2,720,000 - \$6,070,000	Awaiting Funding	Top Priority
South Church Street Sidewalk Widening	Widen the existing sidewalk to 10 feet to accommodate a shared-use path for bikes along with pedestrians. This sidewalk will improve the interconnectivity within the town.	\$60,000-\$100,000	Awaiting Funding	Low Priority
S. Berlin Turnpike Shared-Use and Sidewalk Path Lighting	Install pedestrian-scaled streetlights along the shared-use path on South Berlin Turnpike. To provide lighting for the shared-use path and improve pedestrian safety.	\$200,000-\$325,000	Awaiting Funding	Low Priority

UTILITIES FUND

PROJECT FUNDING SOURCES:		FUNDING SOURCE	TOTAL FUNDING	PREVIOUS YEARS	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	5-YR CIP COST
PAY-GO/ USE OF 3R RESERVE FUND (Repair, Renewal and Replacement)		3R	\$ 180,000	\$ 25,000	\$ -	\$ -	\$ 75,000	\$ 35,000	\$ 45,000	\$ 155,000
LOAN		L	\$ 1,500,000	\$ -	\$ -	\$ -	\$ 1,500,000	\$ -	\$ -	\$ 1,500,000
AMERICAN RESCUE PLAN ACT of 2021		ARPA	\$ 1,648,070	\$ 823,070	\$ 680,000	\$ 145,000	\$ -	\$ -	\$ -	\$ 825,000
TOTAL REVENUES			\$ 3,328,070	\$ 848,070	\$ 680,000	\$ 145,000	\$ 1,575,000	\$ 35,000	\$ 45,000	\$ 2,480,000
PROJECT EXPENDITURES:		FUNDING SOURCE	TOTAL COST	PREVIOUS YEARS	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	5-YR CIP COST
TLOV-2019-02	CREEK BANK SHORING & REPAIR	3R, ARPA	325,000	325,000	-	-	-	-	-	-
TLOV-2020-03	PENNSYLVANIA AVENUE WATERMAIN REPLACEMENT	ARPA	175,000	-	175,000	-	-	-	-	175,000
TLOV-2021-02	INFLOW & INFILTRATION GRAVITY SEWER /MANHOLE REPAIR	ARPA	200,000	200,000	-	-	-	-	-	-
TLOV-2019-03	QUARTER BRANCH ROAD WATERMAIN REPLACEMENT	ARPA	225,000	-	225,000	-	-	-	-	225,000
TLOV-2024-04	WASTE WATER TREATMENT PLANT UPGRADES AND IMPROVEMENTS	3R, ARPA	275,000	100,000	75,000	35,000	35,000	15,000	15,000	175,000
TLOV-2025-02	NEW ELEVATED WATER TOWER	L, ARPA	1,600,000	-	100,000	-	1,500,000	-	-	1,600,000
TLOV-2022-02	UTLITY OPERATOR TRUCK REPLACEMENTS	ARPA	60,000	-	-	60,000	-	-	-	60,000
TLOV-2024-05	WATERMAIN REDUNDANCY IMPROVEMENTS	3R, ARPA	100,000	-	30,000	30,000	20,000	20,000	-	100,000
TLOV-2025-03	WASTE WATER TREATMENT PLANT GENERATOR	ARPA	35,000	-	35,000	-	-	-	-	35,000
TLOV-2023-02	WASTE WATER TREATMENT PLANT UV DISINFECTION BASIN UPGRADE	ARPA	100,000	100,000	-	-	-	-	-	-
TLOV-2024-06	WATER PLANT UPGRADES AND IMPROVEMENTS	3R, ARPA	233,070	123,070	40,000	20,000	20,000	-	30,000	110,000
TOTAL EXPENDITURES			\$ 3,328,070	\$ 848,070	\$ 680,000	\$ 145,000	\$ 1,575,000	\$ 35,000	\$ 45,000	\$ 2,480,000

TLOV-2019-02 : Creek Bank Shoring and Repair

PROJECT BOUNDARIES

Project Area is Located Adjacent to 34 South Church Street.

PROJECT DESCRIPTION

Design and install stream stabilizing improvements in order to support and repair the stream bank that is being eroded away over time. Improvements include installing imbricated boulders, live riparian stakes, and soil lifts all to support the stream health and shore up the banking of the stream.

DEFICIENCIES & NEEDS

Due to increased rain and erosion along the stream, the Town has taken action to protect the sanitary sewer asset that runs under the stream. This project is a direct response to the erosion and takes definitive steps to reduce it.

GOAL ADDRESSED

Comprehensive Plan, Goals and Vision call for the protection and restoration of natural resources. Chapter 2 Environment Policies call for preserving streams in their natural condition.



PROJECT STATUS

Project design is complete. Contractor has been selected. Currently obtaining necessary VDOT and Loudoun County permits.

SIGNIFICANT DATES

<i>Project Start</i>	<i>Estimated Completion</i>
Fall 2020	Summer 2023

NEXT PROJECT MILESTONE

Construction is anticipated to begin in early 2023.

PROJECT EXPENDITURES	TOTAL COSTS	PREVIOUS YEARS	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	5-Year (FY24-28)
Design & Engineering	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land Acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 300,000	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Utility Relocation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Cost:	\$ 325,000	\$ 325,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT REVENUE SOURCES	TOTAL FUNDING	PREVIOUS YEARS	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	5-Year (FY24-28)
PAY-GO/ 3R Reserve	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Loan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ARPA	\$ 300,000	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue:	\$ 325,000	\$ 325,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TLOV-2020-03: East Pennsylvania Avenue Watermain Replacement

PROJECT BOUNDARIES

East Pennsylvania Avenue, between South Church Street and North Light Street

PROJECT DESCRIPTION

In tandem with the Town Hall site plan storm drainage improvements, replace the aged watermain that is parallel to the new storm sewer system on East Pennsylvania Ave.

DEFICIENCIES & NEEDS

The Town will replace the watermain in tandem to Town Hall drainage improvements. The waterline will be up-sized as necessary to increase pressure and volume to the older areas of Town.

GOAL ADDRESSED

The Comprehensive Plan addressing Public Facilities and Utilities call for providing an adequate and cost effective utility system. Maintenance projects are consistent with Plan support for investment in an efficient infrastructure.



PROJECT STATUS

The Water and Sewer Master Plan calls for improvements to existing facilities that have aged out when making other capital improvements.

SIGNIFICANT DATES

<i>Project Start</i>	<i>Estimated Completion</i>
Summer 2023	Fall 2023

NEXT PROJECT MILESTONE

A water model and design are needed to fix scope and costs.

PROJECT EXPENDITURES	TOTAL COSTS	PREVIOUS YEARS	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	5-Year (FY24-28)
Design & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land Acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 175,000	\$ -	\$ 175,000	\$ -	\$ -	\$ -	\$ -	\$ 175,000
Utility Relocation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Cost:	\$ 175,000	\$ -	\$ 175,000	\$ -	\$ -	\$ -	\$ -	\$ 175,000

PROJECT REVENUE SOURCES	TOTAL FUNDING	PREVIOUS YEARS	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	5-Year (FY24-28)
PAY-GO/ 3R Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Loan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ARPA	\$ 175,000	\$ -	\$ 175,000	\$ -	\$ -	\$ -	\$ -	\$ 175,000
Total Revenue:	\$ 175,000	\$ -	\$ 175,000	\$ -	\$ -	\$ -	\$ -	\$ 175,000

TLOV-2021-02 : Inflow-Infiltration Gravity Sewer /Manhole Repair

PROJECT BOUNDARIES
 Various manholes and sewer pipes throughout the Town.

PROJECT DESCRIPTION
 The Town is currently reviewing and assessing various sewer infrastructure to identify deficiencies within the system. A thorough evaluation will be conducted, issues identified, and a prioritized work plan will be developed.

DEFICIENCIES & NEEDS
 The Town will investigate each of the manholes and sewer pipes to determine where the inflow-infiltration is having the biggest impact. Based on the findings the Town will then prioritize the replacement and repair of the pipes.

GOAL ADDRESSED
 Comprehensive Plan, Chapter 3, Public Facilities and Utilities policies call for providing an adequate and cost-effective utility system. Water and Sewer Master Plan calls for improvements to existing facilities including manholes and aging pipes.



PROJECT STATUS
 Identifying contractor complete to assessment of deficiencies.

SIGNIFICANT DATES

<i>Project Start</i>	<i>Estimated Completion</i>
Fall 2020	Winter 2024

NEXT PROJECT MILESTONE
 Complete assessment of deficiencies of nearly 1750 linear feet of sewer lines.

PROJECT EXPENDITURES	TOTAL COSTS	PREVIOUS YEARS	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	5-Year (FY24-28)
Design & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land Acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 200,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Utility Relocation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Cost:	\$ 200,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT REVENUE SOURCES	TOTAL FUNDING	PREVIOUS YEARS	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	5-Year (FY24-28)
PAY-GO/ 3R Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Loan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ARPA	\$ 200,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue:	\$ 200,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TLOV-2019-03: Quarter Branch Road Watermain Replacement

PROJECT BOUNDARIES

Quarter Branch Road, between N Berlin Pike and Lange Drive

PROJECT DESCRIPTION

Replacement of the Quarter Branch Road Watermain from N Berlin Pike to Lange Drive to the elevated tank. Project to include design/build. The Town's consultant will revise model for size verification.

DEFICIENCIES & NEEDS

The waterline will be up-sized as necessary to increase pressure and volume to the older areas of Town. The existing 6-inch is transite pipe that is aged and prone to breaks. Increase in line size coming from elevated tank will help with the volume for fire flow protection.



GOAL ADDRESSED

The Comprehensive Plan Chapter 2 Public Facilities and Infrastructure policies call for providing an adequate and cost effective utility system.

PROJECT STATUS

Designing of replacement and selection of a contractor is anticipated in 2023.

SIGNIFICANT DATES

<i>Project Start</i>	<i>Estimated Completion</i>
Fall 2023	Summer 2024

NEXT PROJECT MILESTONE

Replacement of watermain line.

PROJECT EXPENDITURES	TOTAL COSTS	PREVIOUS YEARS	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	5-Year (FY24-28)
Design & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land Acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 275,000	\$ -	\$ 275,000	\$ -	\$ -	\$ -	\$ -	\$ 275,000
Utility Relocation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Cost:	\$ 275,000	\$ -	\$ 275,000	\$ -	\$ -	\$ -	\$ -	\$ 275,000

PROJECT REVENUE SOURCES	TOTAL FUNDING	PREVIOUS YEARS	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	5-Year (FY24-28)
PAY-GO/ 3R Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Loan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ARPA	\$ 275,000	\$ -	\$ 275,000	\$ -	\$ -	\$ -	\$ -	\$ 275,000
Total Revenue:	\$ 275,000	\$ -	\$ 275,000	\$ -	\$ -	\$ -	\$ -	\$ 275,000

TLOV-2024-04: Waste Water Plant Upgrades and/or Improvements

PROJECT BOUNDARIES

Waste Water Treatment Plant

PROJECT DESCRIPTION

Upgrades to the sewer plant include installing nitritax system, replacing the auger at the headworks, re-building air system in the digesters, inventory of Shreiber parts and the purchase of needed spare parts in inventory.

DEFICIENCIES & NEEDS

The improvements noted are required to keep the sewer plant operating with efficiency. As the plant components age, they require replacement parts prior to failure. The Nitratax upgrade will aid in the treatment process at the Waste Water Treatment Plant.

GOAL ADDRESSED

The Comprehensive Plan Chapter 3 Public Facilities and Infrastructure policies call for providing an adequate and cost effective utility system.



PROJECT STATUS

The Water and Sewer Master Plan calls for improvements to existing facilities that have aged out when making other capital improvements.

SIGNIFICANT DATES

<i>Project Start</i>	<i>Estimated Completion</i>
Fall 2023	TBD

NEXT PROJECT MILESTONE

Provide funding for purchases.

PROJECT EXPENDITURES	TOTAL COSTS	PREVIOUS YEARS	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	5-Year (FY24-28)
Design & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land Acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 275,000	\$ 100,000	\$ 75,000	\$ 35,000	\$ 35,000	\$ 15,000	\$ 15,000	\$ 175,000
Utility Relocation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Cost:	\$ 275,000	\$ 100,000	\$ 75,000	\$ 35,000	\$ 35,000	\$ 15,000	\$ 15,000	\$ 175,000

PROJECT REVENUE SOURCES	TOTAL FUNDING	PREVIOUS YEARS	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	5-Year (FY24-28)
PAY-GO/ 3R Reserve	\$ 65,000	\$ -	\$ -	\$ -	\$ 35,000	\$ 15,000	\$ 15,000	\$ 65,000
Loan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ARPA	\$ 210,000	\$ 100,000	\$ 75,000	\$ 35,000	\$ -	\$ -	\$ -	\$ 110,000
Total Revenue:	\$ 275,000	\$ 100,000	\$ 75,000	\$ 35,000	\$ 35,000	\$ 15,000	\$ 15,000	\$ 175,000

TLOV-2025-02: Second Elevated Water Tank: Design and Construction

PROJECT BOUNDARIES

Behind the new fire station to be located on S. Berlin Turnpike.

DEFICIENCIES & NEEDS

Hydrant fire flows and water supply need to be enhanced on the south side of Town.

PROJECT DESCRIPTION

Design and construct a second elevated water tower as noted in the 2018 Water and Sewer Master Plan.

GOAL ADDRESSED

The Comprehensive Plan Chapter 3 Public Facilities and Infrastructure policies call for providing an adequate and cost effective utility system.



PROJECT STATUS

Awaiting selection of consultant to complete the design and modeling of the second elevated water tower.

SIGNIFICANT DATES

<i>Project Start</i>	<i>Estimated Completion</i>
Fall 2023	TBD

NEXT PROJECT MILESTONE

A water model and design are needed to fix scope and costs.

PROJECT EXPENDITURES	TOTAL COSTS	PREVIOUS YEARS	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	5-Year (FY24-28)
Design & Engineering	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Land Acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 1,500,000	\$ -	\$ -	\$ -	\$ 1,500,000	\$ -	\$ -	\$ 1,500,000
Utility Relocation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Cost:	\$ 1,600,000	\$ -	\$ 100,000	\$ -	\$ 1,500,000	\$ -	\$ -	\$ 1,600,000

PROJECT REVENUE SOURCES	TOTAL FUNDING	PREVIOUS YEARS	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	5-Year (FY24-28)
PAY-GO/ 3R Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Loan	\$ 1,500,000	\$ -	\$ -	\$ -	\$ 1,500,000	\$ -	\$ -	\$ 1,500,000
ARPA	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000
Total Revenue:	\$ 1,600,000	\$ -	\$ 100,000	\$ -	\$ 1,500,000	\$ -	\$ -	\$ 1,600,000

TLOV-2022-02: Replacement of Utility Truck

PROJECT BOUNDARIES

Town -Wide

PROJECT DESCRIPTION

Replacement of existing utility truck due to age out. Replace with a 3/4 Ton truck that has a utility bed.

DEFICIENCIES & NEEDS

Town vehicles are aging and becoming costly to maintain. Vehicles that are driven by Town staff should be safe and secure to operate.

GOAL ADDRESSED

The addition of a utility bed truck will assist staff greatly when responding to line breaks, hauling materials, spills, etc., with the ability to carry the necessary repair equipment.

2012 GMC 1500



PROJECT STATUS

Vehicle selection based on available makes and models.

SIGNIFICANT DATES

<i>Project Start</i>	<i>Estimated Completion</i>
Summer 2024	Fall 2024

NEXT PROJECT MILESTONE

Research vehicles to obtain the most cost effective for the Town's needs.

PROJECT EXPENDITURES	TOTAL COSTS	PREVIOUS YEARS	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	5-Year (FY24-28)
Design & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land Acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Utility Relocation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Asset Replacement	\$ 60,000	\$ -	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ 60,000
Total Cost:	\$ 60,000	\$ -	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ 60,000

PROJECT REVENUE SOURCES	TOTAL FUNDING	PREVIOUS YEARS	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	5-Year (FY24-28)
PAY-GO/ 3R Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Loan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ARPA	\$ 60,000	\$ -	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ 60,000
Total Revenue:	\$ 60,000	\$ -	\$ -	\$ 60,000	\$ -	\$ -	\$ -	\$ 60,000

TLOV-2024-05: Watermain Redundancy Improvements

PROJECT BOUNDARIES

Town-wide. Various locations as noted in project description.

PROJECT DESCRIPTION

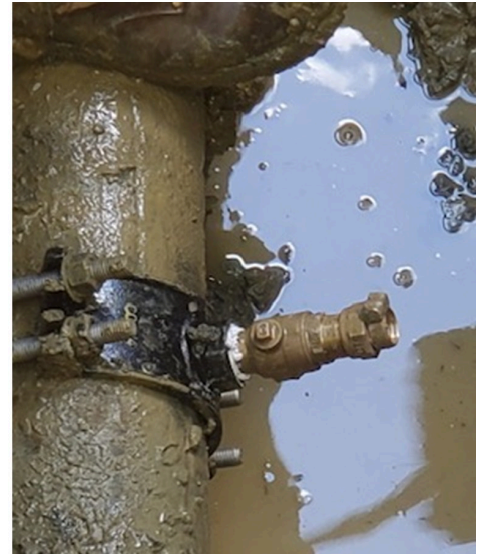
Each Fiscal Year has targeted scopes. Fiscal Year 2024 includes connecting Harpers Mill Way to South Berlin Pike. Fiscal Year 2025 is connecting Bavarian Way to Shetland Way. Fiscal Year 2026 is the repairing and replacement of the drain line from water tower. Fiscal Year 2027 is the up-sizing line from tower to Potterfield Drive.

DEFICIENCIES & NEEDS

The Town's Utilities must have continuity of operations 24/7/365. There is currently no redundancy in several areas of the water supply grid should a break occur. These projects would add redundancy and potentially improve the pressure in the system as a whole.

GOAL ADDRESSED

Comprehensive Plan Chapter 3 Public Facilities and Infrastructure policies call for providing an adequate and cost effective utility system.



PROJECT STATUS

Refined design of each targeted scope.

<i>Project Start</i>	<i>Estimated Completion</i>
Summer 2023	Summer 2027

NEXT PROJECT MILESTONE

Identify contractor anticipated in 2023.

PROJECT EXPENDITURES	TOTAL COSTS	PREVIOUS YEARS	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	5-Year (FY24-28)
Design & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land Acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 100,000	\$ -	\$ 30,000	\$ 30,000	\$ 20,000	\$ 20,000	\$ -	\$ 100,000
Utility Relocation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Cost:	\$ 100,000	\$ -	\$ 30,000	\$ 30,000	\$ 20,000	\$ 20,000	\$ -	\$ 100,000

PROJECT REVENUE SOURCES	TOTAL FUNDING	PREVIOUS YEARS	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	5-Year (FY24-28)
PAY-GO/ 3R Reserve	\$ 40,000	\$ -	\$ -	\$ -	\$ 20,000	\$ 20,000	\$ -	\$ 40,000
Loan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ARPA	\$ 60,000	\$ -	\$ 30,000	\$ 30,000	\$ -	\$ -	\$ -	\$ 60,000
Total Revenue:	\$ 100,000	\$ -	\$ 30,000	\$ 30,000	\$ 20,000	\$ 20,000	\$ -	\$ 100,000

TLOV-2025-03: Waste Water Treatment Plant Generator Replacement

PROJECT BOUNDARIES

Waste Water Treatment Plant

PROJECT DESCRIPTION

Purchase and install a generator that will sustain the power for cells 1 and 2 at the Wastewater Treatment Plant a minimum of 72 hours after power grid failure/outage.

DEFICIENCIES & NEEDS

The Town's utilities must have continuity of operations. There is currently no redundancy in the power grid to supply power in the case of an outage.

GOAL ADDRESSED

The Comprehensive Plan Chapter 3 Public Facilities and Infrastructure policies call for providing an adequate and cost effective utility system.



PROJECT STATUS

Identify replacement generator for installation.

SIGNIFICANT DATES

<i>Project Start</i>	<i>Estimated Completion</i>
Summer 2023	Winter 2023

NEXT PROJECT MILESTONE

Replacement of the generator anticipated in 2024.

PROJECT EXPENDITURES	TOTAL COSTS	PREVIOUS YEARS	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	5-Year (FY24-28)
Design & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land Acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 90,000	\$ -	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ 90,000
Utility Relocation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Cost:	\$ 90,000	\$ -	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ 90,000

PROJECT REVENUE SOURCES	TOTAL FUNDING	PREVIOUS YEARS	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	5-Year (FY24-28)
PAY-GO/ 3R Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Loan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ARPA	\$ 90,000	\$ -	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ 90,000
Total Revenue:	\$ 90,000	\$ -	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ 90,000

TLOV-2023-02 Waste Water Treatment Plant UV Disinfection Basin Upgrades

PROJECT BOUNDARIES

Waste Water Treatment Plant at 39183 Irish Corner Road.

PROJECT DESCRIPTION

The Waste Water Treatment Plant requires upgrades to the equipment for the plant to run more efficiently.

PROJECT STATUS

Contract has been awarded for the replacement and rehabilitation of the basins.

DEFICIENCIES & NEEDS

The UV Disinfection basins are a crucial part of the Waste Water Treatment Plant process. These upgrades are being done proactively to upgrade the operation at the plant and avoid any future problems with UV disinfection.

GOAL ADDRESSED

The Comprehensive Plan Chapter 3 Public Facilities and Infrastructure policies call for providing an adequate and cost effective utility system.

SIGNIFICANT DATES

<i>Project Start</i>	<i>Estimated Completion</i>
Summer 2022	Summer 2023



NEXT PROJECT MILESTONE

Replacement and rehabilitation of the basins anticipated in 2023.

PROJECT EXPENDITURES	TOTAL COSTS	PREVIOUS YEARS	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	5-Year (FY24-28)
Design & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land Acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Utility Relocation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Cost:	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

PROJECT REVENUE SOURCES	TOTAL FUNDING	PREVIOUS YEARS	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	5-Year (FY23-27)
PAY-GO/ 3R Reserve	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Loan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ARPA	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenue:	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TLOV-2024-06: Water Plant Upgrades and/or Improvements

PROJECT BOUNDARIES

Kingsridge and Retirement Village Water Treatment Plants

PROJECT DESCRIPTION

Each Fiscal Year includes a different project scope. Fiscal Year 2024 includes the replacement of filter media at both plants and replacement of sacrificial annodes at Kingsridge Plant. Fiscal Year 2025 is the installation of a bathroom at Retirement Village Plant. Fiscal Year 2026 includes rehabilitation of the glass lining at the Retirement Village Plant. Fiscal Year 2028 includes the installation of a bathroom at Kingsridge Plant.

PROJECT STATUS

Begin selection of contractors for each targeted scope.

DEFICIENCIES & NEEDS

The improvements noted are required to keep the water plant operating with efficiency. As the plant components age, they require replacement parts prior to failure. The bathrooms are being added because there currently is only one bathroom available to operators at the Waste Water Treatment Plant.

GOAL ADDRESSED

The Comprehensive Plan Chapter 3 Public Facilities and Infrastructure policies call for providing an adequate and cost effective utility system.



SIGNIFICANT DATES

<i>Project Start</i>	<i>Estimated Completion</i>
Summer 2022	Summer 2028

NEXT PROJECT MILESTONE

Completion of the targeted scope of work each fiscal year.

PROJECT EXPENDITURES	TOTAL COSTS	PREVIOUS YEARS	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	5-Year (FY24-28)
Design & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Land Acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction	\$ 233,070	\$ 123,070	\$ 40,000	\$ 20,000	\$ 20,000	\$ -	\$ 30,000	\$ 110,000
Utility Relocation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Cost:	\$ 233,070	\$ 123,070	\$ 40,000	\$ 20,000	\$ 20,000	\$ -	\$ 30,000	\$ 110,000

PROJECT REVENUE SOURCES	TOTAL FUNDING	PREVIOUS YEARS	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	5-Year (FY24-28)
PAY-GO/ 3R Reserve	\$ 50,000	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ 30,000	\$ 50,000
Loan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ARPA	\$ 183,070	\$ 123,070	\$ 40,000	\$ 20,000	\$ -	\$ -	\$ -	\$ 60,000
Total Revenue:	\$ 233,070	\$ 123,070	\$ 40,000	\$ 20,000	\$ 20,000	\$ -	\$ 30,000	\$ 110,000