

Town of Scottsville
 FY 2012 Budget
Summary Page
 Adopted June 20, 2011

	Projected Cash Balance July 1, 2011	Budgeted Revenues	Budgeted Expenditures	Projected Cash Balance June 30, 2012
General Fund	208,619	425,748	425,748	208,619
Canal Basin Square Project	34,344	0	5,000	29,344
Historic Streetscape Project	44,304	652,219	696,523	0
Total	287,267	1,077,967	1,127,271	237,963

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Town of Scottsville FY 2012 Budget
General Fund Revenues

Adopted June 20, 2011

	Actual FY 2010	Budget FY 2011	Projected FY 2011	Budget FY 2012
REVENUES FROM FEDERAL GOVERNMENT	145,413	12,500	21,526	23,400
Community Development Block Grant	0	0	0	0
USDA Farmers' Market Grants	145,413	0	0	23,400
USDA Grant for vehicle purchase (55% USDA/45% Town)	0	12,500	12,500	0
COPS Hiring Recovery Program	0	0	0	0
FEMA Disaster Relief	0	0	9,026	0
REVENUES FROM STATE GOVERNMENT	55,302	75,570	83,058	73,112
ABC Profit Distribution Population based	0	0	0	0
Fire Programs Annual Grant transferred to Vol. Fire Dept.	0	8,000	15,200	8,000
Fuels Tax Refund Refund of State gas tax, paid at pump	439	500	500	500
Law Enforcement Assistance HB "599" funds	13,226	13,070	13,071	12,612
Sales Taxes (routed thru county) Based on school age population	23,563	35,000	33,000	33,000
Communications Tax New 2007	18,074	19,000	19,000	19,000
VDEM Disaster Relief	0	0	2,287	0
REVENUES FROM COUNTY GOVERNMENT	10,261	8,854	10,429	10,104
Levee expenses (50%) Cost-share w/ Alb. Co.	10,261	8,854	10,429	10,104
REVENUES FROM TOWN	328,799	320,183	321,552	318,800
License Tax \$30 per automobile, see Tax Rate Schedule	7,669	8,000	10,500	10,500
Business Licenses (BPOL) Gross Receipts Tax	80,206	88,000	78,000	78,000
Cigarette Tax \$0.10 per pack	32,280	31,000	35,000	35,000
Fines Traffic and parking violations, etc.	4,802	6,000	15,000	15,000
Franchise Tax BB&T, ODNB	16,196	20,000	18,700	18,700
Meals Tax 4% tax on retail of prepared food	86,915	84,133	87,000	85,000
Miscellaneous Vendor Fees, Fouth Festivities	4,933	0	2,316	1,600
Rental Income Alltel Tower, Victory Hall, Frm Mkt rental	22,202	24,000	24,000	22,600
Rolling Stock Tax CSX Railroad	1,486	1,400	1,516	1,500
Transient Occupancy Tax 5% (60% mandatory for T&ED)	2,396	2,900	4,900	4,900
Sanitation Fee \$18 per month per household/business	0	0	0	0
Utility Consumers Tax Electric, Gas, Telephone Consumers' Tax	63,088	47,000	40,000	40,000
Utility License Tax New in 2002: replaces BPOL Tax on Utilities	6,211	6,750	3,000	3,000
Zoning Permits Building, sign, and zoning fees	415	1,000	1,620	3,000
RETURN ON INVESTMENTS	415	405	332	332
Interest Income on Checking, Money Mkt Funds, CDs	6	5	7	7
Local Government Investment Pool -- Caldwell Fund	171	200	125	125
Local Government Investment Pool -- General Fund	238	200	200	200
TOTAL OPERATING REVENUES	540,190	417,512	436,897	425,748

Town of Scottsville FY 2012 Budget
General Fund Expenditures

Adopted June 20, 2011

Categories/Lines	Description	Actual FY 2010	Budget FY 2011	Projected FY 2011	Budget FY 2012
ADMINISTRATIVE AND OFFICE		183,564	164,494	165,035	168,853
Advertising	Official notices & information	1,958	1,500	1,250	1,500
Audit	Annual audit of town finances	19,000	7,000	7,000	7,000
Bank Service Charges		876	750	750	650
Cigarette Tax Stamps		1,825	1,825	1,955	1,955
Computer	Software Upgrades	361	0	425	275
Dues, Subscriptions, and Documents	VML, Municipal Code Corp., etc	1,148	1,500	1,500	1,500
Insurance	VML: Prop., Liability, Blanket Bond, Workers Comp.	15,326	15,000	15,990	15,000
Internet Service	DSL for Town Office	479	480	400	480
Mailings	Postage	927	500	500	500
Municipal Election		2,481	0	0	2,500
Office Equipment Repair	Repairs to office equipment	830	0	830	250
Office Furniture	Conference table, chairs, filing cabinets	0	0	0	100
Office Supplies	Paper, Pens, etc.	1,018	400	400	400
Payroll: Bookkeeper		0	0	0	0
Payroll: Clerk	Base Salary	34,783	34,173	34,173	35,198
Payroll: Town Administrator	Base Salary	40,514	40,314	40,314	41,523
Payroll: Matching FICA	Match for S.S. and Medicare for Admin Employees	5,921	5,698	5,698	5,869
Payroll: Retirement Benefit	VRS (10.52% of Salary) for full time Admin Staff	7,337	7,836	7,836	8,071
Payroll: Health Benefit	Local Choice Health Care Plan for full-time Admin Staff	24,300	24,634	24,634	24,634
Payroll: Life Insurance	Life insurance for F/T Admin Employees	539	644	140	209
Payroll: Temp		429	0	0	0
Printing	Bulk printing, Auto Decals.	1,487	1,500	500	500
Professional Development	VLGMA Dues, Conferences, Workshops	0	100	100	100
TA Expenses	Reimbursable expenses - conferences, workshops, etc.	341	0	0	0
Telephone	Embarq Local and Long Distance, TA Cell Phone	3,374	3,480	3,480	3,480
Town Attorney	Contract \$1,500/month + VLGA	17,322	17,160	17,160	17,160
Town Council and Mayor	Training, Reimbursable Expenses	987	0	0	0
CAPITAL IMPROVEMENTS		129,585	22,728	25,084	20,145
Drainage Improvement Project	Town cash contribution.	0	0	0	0
Drainage Improvement Project	Town Funds: Planning and Fundraising	0	0	0	0
Farmers' Market	Restrooms 2012	122,657	0	0	19,145
Municipal Building	Exterior Work	4,194	0	0	0
Municipal Building	Interior Work	2,670	0	100	0
Municipal Building	HVAC Units	0	0	0	0
Office Equipment	Copier, Computers	63	0	0	1,000
Planning Commission	Comprehensive Plan	0	0	0	0
Police	Police Building and Old Jail Renovations	0	0	0	0
Police Vehicle	Police Cruiser (55% USDA/45% Town)	0	22,728	24,984	0
Sidewalks	Repairs to Existing	0	0	0	0
COMMUNITY DEVELOPMENT		2,447	9,000	15,344	9,000
Fire Department	VA Division of Fire Safety Grant to SVFD.	0	8,000	15,200	8,000
Farmers' Market	Payment to Market Manager	0	1,000	100	500
Outdoor Movies	New for 2010	271	0	0	0
Christmas Parade	New for 2010	0	0	0	0
Holiday Tree and Decorations		2,176	0	44	500

Categories/Lines	Description	Actual FY 2010	Budget FY 2011	Projected FY 2011	Budget FY 2012
CONTINGENCY FUNDS	(Unforeseen Items; Council Approval Required)				
FLOOD CONTROL		24,031	17,709	20,859	20,209
Diesel Fuel for Pumps	Pump testing and use.	687	750	750	1,250
Electricity	Lighting and Heating at Pump Station	3,500	2,250	2,250	2,250
Equipment and Supplies	General safety, maintenance equip., for Superintendent	734	100	100	100
Levee/Dam Maintenance	Special maintenance projects (2010 overseed)	2,035	1,000	1,000	1,000
Levee/Dam Maintenance	Contract Mowing	6,648	7,000	7,000	6,000
Mink Creek Dam Certification	Engineer Safety Report	0	0	0	0
Payroll	Flood Superintendent Salary @ \$311 per month	3,733	3,733	3,733	3,733
Payroll	Matching FICA	262	286	286	286
Pump Maintenance/Repair	Carter Machinery Contract	4,971	2,000	5,000	5,000
Alarm Fee	Monthly Alarm Fee	1,065	240	240	240
Telephone	Telephone service for flood superintendent	396	350	500	350
MUNICIPAL BUILDING		24,981	14,630	16,607	14,642
Cleaning Services Contract	Weekly cleaning	5,512	5,300	5,300	5,300
Elevator Maintenance	Otis contract	7,796	3,250	5,041	3,250
Pest Control	Dodson contract	480	480	486	492
Repairs and Maintenance	General upkeep of heating, cooling, and other equip.	4,950	500	680	500
Utilities	Electric, Gas, Water and Sewer (Upstairs Only)	6,243	5,100	5,100	5,100
POLICE DEPARTMENT		125,388	160,392	158,860	160,384
Building Maintenance	Plumbing, AC, Roof, etc.	207	250	250	250
Office Expenses	Office supplies	278	300	300	300
Payment to LGIP	Future Officer Fund	2,820	0	0	0
Payroll: Base Salary	1 Full-Time, 2 Part-Time Officers	82,340	111,000	111,000	111,000
Payroll: Health Benefit	Local Choice Plan for full-time officer	5,556	5,700	6,000	5,700
Payroll: Matching FICA	FICA for all positions	6,410	8,492	8,492	8,492
Payroll: Part-Time Officers	Paid part-time for 4th of July, overtime, etc.	5,000	2,500	2,500	2,500
Payroll: Pension	Va Retirement System for 1 full-time officer	3,657	3,750	3,750	3,906
Payroll: Life Insurance	Life insurance for full-time officer	269	800	100	104
Police Contingency Fund	Emergency Car Repairs, auxiliary policing.	0	0	0	0
Professional Development	Academy Dues (500 per officer) plus per diem.	2,051	1,500	1,500	298
Supplies and Equipment	Uniforms, Badges, flares, etc.	706	1,500	1,500	2,515
Telephone	Embarq/DSL	2,584	2,600	2,600	2,600
Utilities	Electric, Gas, Water for 265/275 Valley Street.	1,825	2,000	2,000	2,000
Vehicles Gas and Fluids	Gasoline and Oil (4 Vehicles)	5,466	8,000	8,000	9,017
Vehicles Insurance	VML Auto Insurance	3,104	4,000	2,868	3,000
Vehicles Repair and Maint	Police Car Maintenance	3,116	8,000	8,000	8,000
Line of Duty Premiums	New 2012	0	0	0	702
STREET DEPARTMENT		48,581	26,820	30,388	28,476
Maintenance	Banner hanging	0	0	0	0
Maintenance	Contract work for sign repair, trash cans	1,312	0	0	0
Maintenance	Snow Removal	13,571	500	1,557	1,000
Materials and Supplies	Expenses incurred for Maintenance	552	400	300	400
Park Maintenance	Cleaning & Maintenance for Canal Basin, Bruce Park.	8,092	2,000	4,000	4,000
Payroll: Matching FICA	FICA for Streetsweeper, and Grass Mower	770	574	600	574
Payroll: Park Area Mowing	\$17 per hour, for growing season only.	3,912	5,000	5,000	5,000
Payroll: Street Cleaning	Hourly: ~20 hrs/week	7,712	7,500	7,500	7,500
Street Lighting	Per Contract with AEP	8,185	7,390	7,500	7,390
Trash Collection	\$16 per account, per month to Trash Hauler	3,456	3,456	3,456	2,112
Trash Collection	Special Trash Collection in Spring	879	0	0	0
Tree Maintenance		140	0	475	500

Categories/Lines	Description	Actual FY 2010	Budget FY 2011	Projected FY 2011	Budget FY 2012
TOURISM & ECONOMIC DEVELOPMENT		5,675	1,740	1,040	3,540
CACVB Advertisement	Charlottesville/Albemarle Visitors Bureau	0	0	0	0
Events	Bateau Festival, July 4th Fireworks	1,515	500	500	1,000
Restroom Facilities	PortaToilet at Boat Landing, Rhythm on River, events.	910	0	300	300
Other	Additional Security for the Fouth Festivities	0	0	0	2,000
Dues	CACVB, VHTA, etc.	240	0	0	0
Brochures	Rack Card Printing, Jobber, Welcome Center Placement	1,552	0	0	0
Brochures	Walking Tour Map (Reprinting)	0	0	0	0
Website	Design, modifications, and improvements	266	240	240	240
Miscellaneous	Conferences, Travel expenses, Publicity, etc.	1,192	1,000	0	0
Miscellaneous	Landmark Ad for Hotels (\$1,500)	0	0	0	0
TOWN PLANNING		0	0	1,050	500
ARB	PAPA Dues	0	0	0	0
ARB	Publications, Subscriptions, and Printing	0	0	0	500
ARB	Preservation Week Event	0	0	0	0
ARB	Inventory Project	0	0	0	0
ARB	Website	0	0	0	0
Board Zoning Appeals	Orientation, Expenses, Certification	0	0	0	0
Planning Commission	Certification, Miscellaneous Expenses	0	0	0	0
Planning Commission	Comprehensive Plan printing	0	0	0	0
Planning Commission	Professional Consultation	0	0	1,050	0
ANNUAL OPERATING EXPENSES (Excludes Capital Improvement Expenditures)		414,666	394,784	409,182	405,603
ANNUAL CAPITAL IMPROVEMENT EXPENSES		129,585	22,728	25,084	20,145
TOTAL EXPENSES (General Fund)		544,250	417,512	434,266	425,748
TOTAL REVENUES (General Fund)		540,190	417,512	436,897	425,748
Annual Growth (Reduction) in the Reserve Fund:		(4,060)	(0)	2,630	(0)

Town of Scottsville FY 2012 Budget

Adopted June 20, 2011

Five Year Capital Improvement Plan

(This does not include Federally Funded Projects)

Categories/Lines	Description	Actual FY 2010	Projected FY 2011	Budget FY 2012	Budget FY 2013	Budget FY 2014	Total
Farmers' Market	Construction	122,657	0	19,145	0	0	141,802
Municipal Building	Construct/renovation (Exterior)	4,194	0	0	0	500	4,694
Municipal Building	Construction/Renovation (Interior)	2,670	100	0	0	500	3,270
Office Equipment	New Copier; Office Computers	63	0	1,000	500	500	2,063
Planning Commission	Comprehensive Plan	0	0	0	0	5,000	5,000
Police	Police Building and Old Jail Renovations	0	0	0	0	0	0
Police	Purchase New Police Car	0	24,984	0	0	0	24,984
Sidewalks	Repairs to Existing	0	0	0	1,000	1,000	2,000
Streets	Repaving	0	0	0	1,000	1,000	2,000
Town Infrastructure	Maintenance of Streetscape Improvements	0	0	0	3,000	3,000	6,000
Total Capital Improvement Expenditures		129,585	25,084	20,145	5,500	11,500	191,814

Reserve Balance Forecast

	Actual FY 10	Projected FY 11	Budget FY 12	Budget FY 13	Budget FY 14
Annual Contribution to Capital Improvements (Total Revenue minus Operating Expenditures)	125,525	27,714	20,145	20,145	20,145
Annual Growth/Reduction in Reserve Balance (Total Revenue minus Total Expenditures)	(4,060)	2,630	(0)	14,645	8,645
Total Non-Designated Reserve Balance *	205,989	208,619	208,619	223,264	231,909

*Note: Reserve Balance does not include the balances of the Canal Basin Square or Streetscape funds, which are comprised of designated gifts and grants. However, it does include the Caldwell Fund, which was a non-designated gift.

Town of Scottsville FY 2012 Budget
Canal Basin Square

Adopted June 20, 2011

		Cumulative Pre-FY 2010	BUDGET FY 2012	Cumulative After FY 2012	Totals
REVENUES		651,336	0	0	651,336
<u>Phase I</u>					
VDOT Reimbursements	1998 ISTEAA Grant (\$414,000)	414,000			414,000
Town Match (\$103,500)	In Kind Contributions (Goods and Services)	[120,000]			
	Private Contributions and Bank Interest	46,427			46,427
	Town of Scottsville CIP	40,400			40,400
<u>Phase II</u>					
VDOT Reimbursements	2002 TEA-21 Grant (\$75,000)	75,000			75,000
Town Match (\$18,750)	In-Kind Contributions (Goods and Services)	[15,822]			
	Private Contributions	75,000			75,000
<u>Post-Phase II</u>	Additional contributions/income	509			509
EXPENDITURES		616,992	5,000	29,344	651,336
<u>Pre-Phase I</u>	Concept design	2,310			2,310
<u>Phase I</u>					
Engineering and Design	Consultant, survey, engineering	82,690			82,690
Construction	Contract work: Coleman-Adams	366,833			366,833
Change Orders	Construction change orders	13,865			13,865
Support	Materials & services	2,572			2,572
Administrative	Office supplies, etc.	8,550			8,550
<u>Phase II</u>					
Streetscape	Street frontage to the park	77,518			77,518
Exhibits	Signs, flood level sign, demo lock, mural	27,543			27,543
Replica Boats	Bateau, packet boat, and freight boat	9,542	5,000	26,344	40,886
Landscaping and Plantings	Tree removal, plantings, markers, benches	23,779		3,000	26,779
Administrative		441			441
Exhibit maintenance	Pier signs replacement	1,349			1,349

Town of Scottsville FY 2012 Budget
Streetscape/Drainage Improvement Project

Adopted June 20, 2011

		Cumulative Pre-FY 2012	BUDGET FY 2012	Totals
REVENUES		2,826,605	652,219	3,478,824
VDOT Reimbursements	2000, 2001, 2002, 2006, 2007 TEA-21 Grants	1,894,981	260,019	2,155,000
FHWA Earmark			392,000	392,000
Town Match				
	Private Contributions	386,862		386,862
	Town of Scottsville CIP	150,000		150,000
	Virginia Department of Forestry Grant	18,250		18,250
	Albemarle County Matching Grant	251,065		251,065
	VDOT - Storm Drain Materials	89,422		89,422
	Interest	36,025	200	36,225
	In-Kind and Non-Cash Contributions	[105,105]		[105,105]
EXPENDITURES		2,782,301	696,523	3,478,824
<u>Historic Streetscape Project</u>				
Design & Engineering	Volkert Contract/LPDA	443,780	24,768	468,548
Construction	Low Bid Process	1,397,270	665,755	2,063,025
Construction	Storm Drain Materials	89,422		89,422
Construction Management	Volkert Contract	157,453		157,453
Miscellaneous Expenses	Admin, Advertising, Interest, Tree Maintenance	86,116	6,000	92,116
<u>Bruce Park</u>				
Design & Engineering	Ian Robertson, Ltd. Contract	21,022		21,022
Construction	Digs, Inc. Contract	125,347		125,347
Construction Management	Ian Robertson, Ltd. Contract	5,896		5,896
Archeological Study	Contract with JMA, Inc.	18,149		18,149
Miscellaneous Expenses	Utility Hookups, Parking Bumpers, etc.	2,560		2,560
<u>Levee Walk</u>				
Design & Engineering	Ian Robertson, Ltd. Contract	21,022		21,022
Construction	Abrahamse Contract	91,309		91,309
Construction Management	Ian Robertson, Ltd. Contract	5,896		5,896
Miscellaneous Expenses	Soil Testing, Signage, etc.	2,732		2,732
<u>Municipal Parking</u>				
Design & Engineering	Volkert Contract	35,800		35,800
Construction	Low Bid Process	257,402		257,402
Construction Management	Volkert Contract	17,538		17,538
Miscellaneous Expenses	Advertising, Survey, etc.	3,588		3,588

Tax Rates

Town of Scottsville

Town of Scottsville FY 2012 Budget

Adopted June 20, 2011

Motor Vehicle License Tax

Cars and Trucks	\$30
Trailer (over 1,500 lbs)	\$25
Trailer (under 1,500 lbs)	\$5
Motorcycle	\$15

(volunteer fire and rescue personnel have one vehicle exempted)

Business, Professional, and Occupational License Tax (BPOL)

Amusements	\$0.20 per \$100 gross receipts	\$30 Minimum
Contractors	\$0.15 per \$100 gross receipts	\$30 Minimum
Retail Merchants	\$0.20 per \$100 gross receipts	\$30 Minimum
Repair/Personal/Business Service Provider	\$0.36 per \$100 gross receipts	\$30 Minimum
Financial/Real Estate/Professional Service Provider	\$0.58 per \$100 gross receipts	\$30 Minimum
Wholesale Merchants	\$0.05 per \$100 gross purchases	\$30 Minimum
Savings and Loan Institution	\$30.00 per year	
Small Loan Institution	\$200.00 per year	
Pawn Broker	\$250.00 per year	
Itinerant Merchants	\$500.00 per year	
	\$150.00 per month	
	\$50.00 per week	
Direct Sellers	\$0.20 per \$100 retail sales or	
	\$0.05 per \$100 wholesale sales	
Telephone Company	0.5% of gross receipts	
Traveling Carnivals, Circuses, and Other Shows	\$500.00	
Fortunetellers, Clairvoyants, etc.	\$500.00 per year	
Dealers in Precious Metals	\$500.00 per year	

Cigarette Tax 10¢ per pack of 25 or fewer.

Meals Tax 4% on retail of prepared food.

Transient Occupancy Tax 5% assessed on the occupancy of all rooms in hotels, motels, boardinghouses, bed and breakfasts, and travel campgrounds in town.
(60 percent dedicated to tourism and economic development.)

Consumer Utility Tax On a monthly basis:

Electrical Services - Residential. On purchasers of electric service for residential purposes, the tax shall be in the amount of \$0.0300 per kWh for the first 100 kWh and \$0.000000 per kWh exceeding 100 kWh delivered monthly by a seller not to exceed three dollars (\$3.00) per month

Electrical Services - Commercial. On purchasers of electric service for commercial purposes, the tax shall be in the amount of \$0.006161 per kWh for the first 48,693 kWh and \$0.001636 per kWh exceeding 48,693 kWh delivered monthly by a seller.

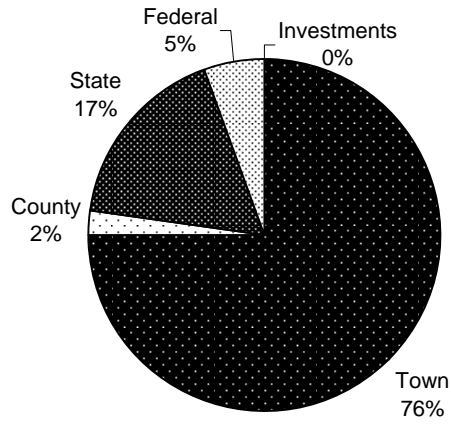
Electrical Services - Industrial. On purchasers of electric service for industrial purposes, the tax shall be in the amount of \$0.005265 per kWh for the first 56,980 kWh and \$0.000934 per kW exceeding 56,980 kWh delivered monthly by a seller.

Gas Service - Residential. On purchasers of natural gas service for residential purposes, the tax shall be \$1.25 per CCF for the first 1.6 CCF and \$0.00 per CCF exceeding 1.6 CCF delivered monthly by a seller.

Gas Service - Commercial or Industrial. On purchasers of natural gas service for commercial or industrial purposes, the tax shall be \$0.0638 per CCF for the first 4,500 CCF and \$0.0110 per CCF exceeding 4,500 CCF for non-interruptible service, and \$0.0588 per CCF for the first 4,770 CCF and \$0.0110 per CCF exceeding 4,770 CCF for interruptible service.

Phone Service Residential: 20 percent per first \$20 charged, no tax on amount over \$20 charged.

Phone Service Commercial/Industrial: 10 percent per first \$3,000 charged, 2 percent on charges above \$3,000

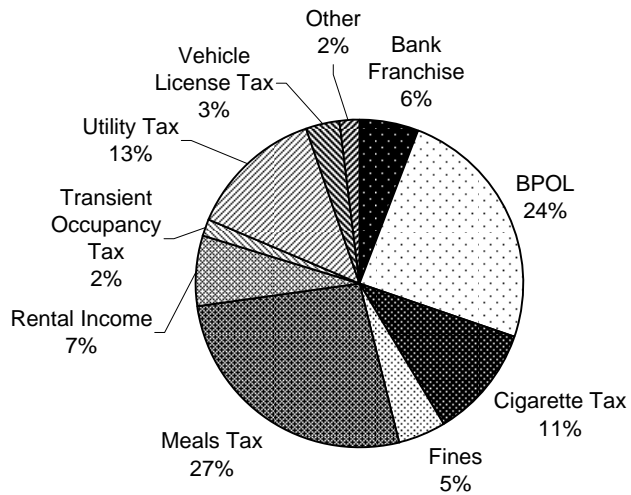


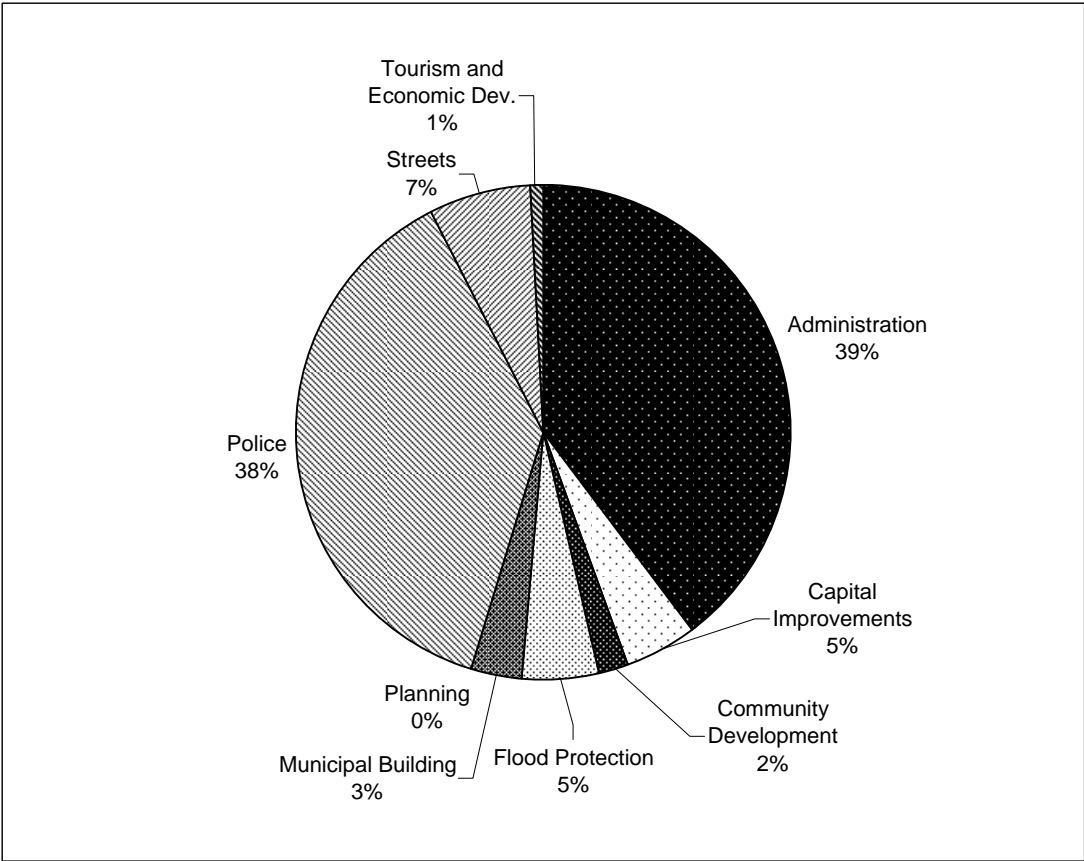
Total Revenues

Town	\$318,800
County	10,104
State	73,112
Federal	23,400
Investments	332
Total	\$425,748

Town Revenues By Source

Bank Franchise	\$18,700
BPOL	78,000
Cigarette Tax	35,000
Fines	15,000
Meals Tax	85,000
Rental Income	22,600
Transient Occupancy Tax	4,900
Utility Tax	43,000
Vehicle License Tax	10,500
Other	6,100
Total	\$318,800





Expenditures by Function	
Administration	\$168,853
Capital Improvements	20,145
Community Development	9,000
Flood Protection	20,209
Municipal Building	14,642
Planning	500
Police	160,384
Streets	28,476
Tourism and Economic Dev.	3,540
Total Expenditures	\$425,748