

**Town of Scottsville**  
**FY 2016 Budget**  
**Summary Page**  
 Adopted June 15, 2015

	<b>Projected Cash Balance July 1, 2015</b>	<b>Budgeted Revenues</b>	<b>Budgeted Expenditures</b>	<b>Projected Cash Balance June 30, 2016</b>
General Fund	385,000	625,584	624,109	386,475
Canal Basin Square Project	32,197	0	10,000	22,197
<b>Total</b>	<b>417,197</b>	<b>625,584</b>	<b>634,109</b>	<b>408,672</b>

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FY 2016 Budget  
**General Fund Revenues**

Adopted June 15, 2015

	<b>ACTUAL FY 2014</b>	<b>BUDGET FY 2015</b>	<b>PROJECTED FY 2015</b>	<b>PROPOSED FY 2016</b>
<b>REVENUES FROM FEDERAL GOVERNMENT</b>	<b>0</b>	<b>30,500</b>	<b>22,790</b>	<b>77,422</b>
FHWA Recreational Trails Program Van Clief Nature Area Trails	0	30,500	0	40,000
USDA Farmers' Market Grant Restrooms	0	0	22,790	0
USDA Grant for vehicle purchase (75% Grant/25% Loan)	0	0	0	37,422
<b>REVENUES FROM STATE GOVERNMENT</b>	<b>152,799</b>	<b>98,376</b>	<b>94,521</b>	<b>77,362</b>
DCR Grant Dam Safety and Flood Prevention	0	9,250	9,250	750
DEQ Litter Grant Litter Prevention and Recycling	1,060	1,000	1,059	1,000
Fire Programs Annual Grant transferred to Vol. Fire Dept.	16,000	19,000	19,000	10,000
Fuels Tax Refund Refund of State gas tax, paid at pump	0	400	0	400
Law Enforcement Assistance HB 599 funds	12,612	13,126	12,612	12,612
OAG Asset Forfeiture Transfer Law Enforcement	71,453	0	0	0
Sales Taxes (routed thru county) Based on school age population	34,015	38,000	35,000	35,000
Communications Tax State tax on communications services	17,659	17,600	17,600	17,600
<b>REVENUES FROM COUNTY GOVERNMENT</b>	<b>9,176</b>	<b>12,500</b>	<b>12,500</b>	<b>12,500</b>
Levee expenses (50%) Cost-share w/ Alb. Co.	9,176	12,500	12,500	12,500
<b>REVENUES FROM TOWN</b>	<b>463,985</b>	<b>433,700</b>	<b>483,200</b>	<b>458,200</b>
Business Licenses (BPOL) Gross Receipts Tax	79,228	85,000	83,000	83,000
Cigarette Tax \$0.35 per pack eff. 10/1/12	93,163	79,000	95,000	95,000
Farmers' Market Vendor Fees	2,571	2,500	2,500	2,500
Fines Traffic and parking violations, etc.	24,086	22,000	9,000	22,000
Franchise Tax Bank Franchise Tax	37,468	20,000	35,000	35,000
License Tax \$30 per automobile, see Tax Rate Schedule	7,245	7,500	0	8,000
Meals Tax 4% tax on retail of prepared food	140,296	140,000	140,000	140,000
Miscellaneous Insurance Reimb., Copies, Misc. Donations	6,398	0	3,000	1,000
Rental Income Cell Tower, Victory Hall, Frm Mkt rental	21,826	22,000	22,000	22,000
Rental Income Cell Tower Easement	0	0	40,000	0
Rolling Stock Tax CSX Railroad	1,771	1,700	1,700	1,700
Transient Occupancy Tax 5% (60% mandatory for T&ED)	11,148	14,000	14,000	10,000
Utility Consumers Tax Electric and Gas Consumers' Tax	35,234	37,000	35,000	35,000
Utility License Tax Electric and Gas License Tax	2,751	2,500	2,500	2,500
Zoning Permits Building, sign, and zoning fees	800	500	500	500
<b>RETURN ON INVESTMENTS</b>	<b>245</b>	<b>100</b>	<b>200</b>	<b>100</b>
Interest Income on Money Market Funds, LGIP, etc.	245	100	200	100
<b>TOTAL OPERATING REVENUES</b>	<b>626,205</b>	<b>575,176</b>	<b>613,211</b>	<b>625,584</b>

FY 2016 Budget  
**General Fund Expenditures**

Adopted June 15, 2015

Categories/Lines	Description	ACTUAL FY 2014	BUDGET FY 2015	PROJECTED FY 2015	PROPOSED FY 2016
<b>ADMINISTRATIVE AND OFFICE</b>		<b>171,220</b>	<b>203,649</b>	<b>218,191</b>	<b>199,271</b>
Advertising	Official notices & information	2,025	2,200	2,000	2,000
Audit	Annual audit of town finances	0	7,000	11,000	11,000
Bank Service Charges	Direct deposit fees, etc.	565	500	500	500
Cigarette Tax Stamps	36 Rolls per Case	2,646	2,600	2,600	2,600
Computer	Software Upgrades	697	750	1,000	1,000
Dues, Subscriptions, and Documents	VML, Municipal Code Corp., etc	715	2,500	2,500	2,500
Insurance	VML: Prop., Liability, Blanket Bond, Workers Comp.	17,985	17,800	18,000	19,000
Mailings	Postage	395	400	400	400
Municipal Election	Election occurs every two years	2,447	0	0	2,500
Office Equipment	Copier Lease and Service Contract	2,100	2,100	2,400	2,400
Office Supplies	Paper, Pens, Printing, etc.	1,001	800	800	800
Payroll: Clerk	Base Salary	39,428	40,611	40,611	41,829
Payroll: Town Administrator	Base Salary	40,788	42,012	42,012	43,272
Payroll: Temp	Temp/Occasional Office Assistant	359	2,000	2,500	2,500
Payroll: Matching FICA	Match for S.S. and Medicare for Admin Employees	5,887	6,321	6,512	6,701
Payroll: Retirement Benefit	VRS	5,936	9,296	9,296	9,574
Payroll: Health Benefit	Local Choice Health Care Plan for full-time Admin Staff	26,514	29,808	29,109	28,512
Payroll: Life Insurance	Life insurance for F/T Admin Employees	955	1,091	1,091	1,123
Professional Development	VLGMA Dues, Conferences, Workshops	200	300	300	500
TA Expenses	Reimbursable expenses - conferences, workshops, etc.	159	100	100	100
Telephone	CenturyLink Local/Long Distance, TAdmin Cell Phone, DSL	3,262	3,300	3,300	3,300
Town Attorney	Contract \$1,400/month + VLGA	17,156	17,160	17,160	17,160
Town Attorney	Litigation Expenses	0	15,000	25,000	0
Town Council and Mayor	Training, Reimbursable Expenses	0	0	0	0
<b>CAPITAL IMPROVEMENTS</b>		<b>68,580</b>	<b>79,319</b>	<b>52,800</b>	<b>96,097</b>
Backflow Prevention Installation	Installation of backflow devices at town buildings	3,337	0	0	0
Farmers' Market	Pavilion and Restrooms	209	400	400	0
Municipal Building	Electrical Service Upgrade/Repair	0	3,500	5,700	0
Municipal Building	Exterior Work	9,500	0	0	1,000
Municipal Building	Fire Alarm/Smoke Detectors	0	4,000	4,000	0
Municipal Building	Interior Work	0	0	0	0
Municipal Building	HVAC Units	0	0	0	3,000
Police Department	Police Building HVAC	0	4,000	4,000	0
Police Vehicle	Police Cruiser, Computers, and Equipment	55,534	30,919	31,000	37,422
Police Vehicle	Interest and Loan Admin Fee	0	0	0	2,175
Sidewalks	Repairs to Existing	0	0	0	1,000
Street Furnishings	Trash cans, benches	0	0	0	0
Street Signs	Replacement	0	1,500	1,500	1,500
Van Clief Nature Area	Bridge/Trail Construction (80/20 RTP Grant)	0	35,000	6,200	50,000
<b>COMMUNITY DEVELOPMENT</b>		<b>19,528</b>	<b>22,500</b>	<b>22,750</b>	<b>14,250</b>
Fire Department	VA Division of Fire Safety Grant to SVFD (Pass Through)	16,800	19,000	19,000	10,000
Farmers' Market	Payment to Market Manager, Advertising, Telephone	2,051	2,500	3,000	3,500
Holiday Tree and Decorations		677	1,000	750	750

Categories/Lines	Description	ACTUAL FY 2014	BUDGET FY 2015	PROJECTED FY 2015	PROPOSED FY 2016
<b>FLOOD CONTROL</b>		<b>55,415</b>	<b>23,762</b>	<b>22,212</b>	<b>25,000</b>
Diesel Fuel for Pumps	Pump testing and use	0	1,000	1,000	1,000
Electricity	Lighting and Heating at Pump Station	2,810	2,500	2,000	2,500
Equipment and Supplies	General safety, maintenance equip., sandbag replacement	784	1,700	1,700	1,560
FEMA Certification	Engineering consultation, levee survey	19,875	0	0	0
Inundation Mapping	50% funded by DCR Grant	6,148	0	0	0
Levee Maintenance	Special maintenance projects (tree removal, brush clearing)	6,167	0	0	1,500
Levee/Dam Maintenance	Contract Mowing	8,100	7,000	6,150	6,250
Mink Creek Dam Certification	Engineer Safety Report	755	1,500	1,500	1,500
Mink Creek Dam Maintenance	Special maintenance projects (tree removal, brush clearing)	0	2,000	2,000	1,500
Payroll	Flood Superintendent Salary @ \$360 per month	4,200	4,200	4,200	4,320
Payroll	Matching FICA	321	322	322	330
Pump House Maintenance	Electrical and heating repairs; generator bldg paint and decking	5,516	1,000	1,000	2,000
Pump Maintenance/Repair	Repairs and Maintenance to Pumps and Generator	0	1,800	1,600	1,800
Alarm Fee	Monthly Alarm Fee	240	240	240	240
Telephone	Telephone service for flood superintendent	499	500	500	500
<b>MUNICIPAL BUILDING</b>		<b>16,371</b>	<b>19,192</b>	<b>17,780</b>	<b>18,980</b>
Cleaning Services Contract	Weekly cleaning	4,800	5,200	5,200	5,500
Elevator Maintenance	Otis PM contract, repairs, certification	4,286	4,500	4,500	5,000
Pest Control	Dodson contract	467	492	480	480
Repairs and Maintenance	General upkeep of heating, cooling, and other equip.	1,232	2,000	2,000	2,000
Utilities	Electric, Gas, Water and Sewer (Upstairs Only)	5,586	7,000	5,600	6,000
<b>POLICE DEPARTMENT</b>		<b>198,236</b>	<b>202,091</b>	<b>195,583</b>	<b>196,890</b>
Building Maintenance	Plumbing, AC, Roof, Flooring, etc.	406	3,500	3,500	1,000
Building Maintenance	Storage Building	1,025	0	0	0
Office Expenses	Office supplies	1,056	300	1,400	250
Payroll: Base Salary	2 Full-Time, 1 Part-Time Officers	138,400	130,262	130,262	134,170
Payroll: Health Benefit	Local Choice Plan for full-time officers	13,200	19,668	13,800	13,200
Payroll: Matching FICA	FICA for all positions	10,992	9,966	9,966	10,264
Payroll: Part-Time Officers	Paid part-time for 4th of July, overtime, etc.	200	2,000	2,000	2,000
Payroll: Retirement Benefit	VRS for F/T officers	6,701	9,288	9,288	9,566
Payroll: Life Insurance	Life insurance for full-time officers	510	1,090	1,090	1,123
Professional Development	Academy Dues (620 per officer) plus per diem.	1,860	1,900	1,860	1,900
Supplies and Equipment	Uniforms, tuning fork calibration, computer support, etc.	2,342	2,500	2,500	2,500
Telephone	CenturyLink/DSL/Verizon Wireless	3,355	3,360	3,360	3,360
Utilities	Electric, Gas, Water for 105 East Main Street	1,637	1,200	1,500	1,500
Vehicles Gas and Fluids	Gasoline and Oil (4 Vehicles)	8,734	10,000	8,000	8,000
Vehicles Insurance	VML Auto Insurance	2,835	3,500	3,500	3,500
Vehicles Repair and Maint	Police Car Maintenance	3,417	2,000	2,000	3,000
Line of Duty Premiums	FY 2016 Rate of \$519 per Officer	1,566	1,557	1,557	1,557

Categories/Lines	Description	ACTUAL FY 2014	BUDGET FY 2015	PROJECTED FY 2015	PROPOSED FY 2016
<b>STREET DEPARTMENT</b>		<b>61,925</b>	<b>75,855</b>	<b>74,557</b>	<b>68,721</b>
Maintenance	Contract work for sign repair, trash cans, streets, etc.	786	1,200	80	0
Maintenance	Snow Removal	450	1,000	225	500
Materials and Supplies	Expenses incurred for Maintenance	1,842	1,500	1,500	1,500
Park Maintenance	Cleaning & Maintenance for Canal Basin, Bruce Park, VCNA, etc.	7,038	13,400	13,400	8,000
Payroll: Matching FICA	FICA for Maintenance Employee	2,145	2,109	1,879	1,893
Payroll: Park Area Mowing	Moved from payroll to contractor eff. June 2014	3,465	4,000	4,000	4,000
Payroll: Maintenance	Full-Time Hourly, O/T	23,444	23,567	24,567	25,745
Payroll: Health Benefit	F/T Maintenance Employee	4,400	6,900	6,900	6,600
Payroll: Retirement & Life Insurance	F/T Maintenance Employee	1,146	2,979	2,692	3,111
Street Lighting	Per Contract with AEP	11,017	12,100	12,100	12,100
Telephone	Cell Phone for Maintenance Employee	347	0	458	460
Trash Collection	\$18 per account, per month to Trash Hauler; Dumpster	4,566	4,600	5,256	3,312
Trash Collection	Special Trash Collection	900	1,500	1,000	1,000
Tree Maintenance/Sidewalk Plantings		379	1,000	500	500
<b>TOURISM &amp; ECONOMIC DEVELOPMENT</b>		<b>11,457</b>	<b>5,200</b>	<b>9,082</b>	<b>4,900</b>
Arts & Culture Committee	Bateau Festival, July 4th, Community Day, etc.	2,255	2,500	4,440	2,500
Restroom Facilities	PortaToilet at Boat Landing, events.	1,200	0	383	0
Brochures	Printing, Welcome Center Placement	894	700	700	1,900
Website	Hosting, modifications, and improvements	347	500	500	500
Miscellaneous	TBD	577	0	559	0
Twentieth Century Merchants	Disbursement as directed by donor (Museum, Cemetery, etc.)	550	0	0	0
Van Clief Nature Area	Planning and project-related expenses	5,634	1,500	2,500	0
<b>TOWN PLANNING</b>		<b>937</b>	<b>500</b>	<b>700</b>	<b>0</b>
ARB	Publications, Subscriptions, and Printing	0	500	500	0
Board Zoning Appeals	Orientation, Expenses, Certification	0	0	0	0
Planning Commission	Certification, Miscellaneous Expenses	0	0	0	0
Planning Commission	Professional Consultation	937	0	200	0
<b>ANNUAL OPERATING EXPENSES (Excludes Capital Improvement Expenditures)</b>		<b>535,089</b>	<b>552,749</b>	<b>560,855</b>	<b>528,012</b>
<b>ANNUAL CAPITAL IMPROVEMENT EXPENSES</b>		<b>68,580</b>	<b>79,319</b>	<b>52,800</b>	<b>96,097</b>
<b>TOTAL EXPENSES (General Fund)</b>		<b>603,669</b>	<b>632,068</b>	<b>613,655</b>	<b>624,109</b>
<b>TOTAL REVENUES (General Fund)</b>		<b>626,205</b>	<b>575,176</b>	<b>613,211</b>	<b>625,584</b>
<b>Annual Growth (Reduction) in the Reserve Fund:</b>		<b>22,537</b>	<b>(56,892)</b>	<b>(444)</b>	<b>1,475</b>

FY 2016 Budget  
**Canal Basin Square**

Adopted June 15, 2015

		Cumulative Pre-FY 2016	BUDGET FY 2016	Cumulative After FY 2016	Totals
<b>REVENUES</b>		<b>651,336</b>	<b>0</b>	<b>0</b>	<b>651,336</b>
<u>Phase I</u>					
VDOT Reimbursements	1998 ISTE A Grant (\$414,000)	414,000			414,000
Town Match (\$103,500)	In Kind Contributions (Goods and Services)	[120,000]			46,427
	Private Contributions and Bank Interest	46,427			40,400
	Town of Scottsville CIP	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]			75,000
	Private Contributions	75,000			
<u>Post-Phase II</u>					
	Additional contributions/income	509			509
<b>EXPENDITURES</b>		<b>619,139</b>	<b>10,000</b>	<b>22,197</b>	<b>651,336</b>
<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	Batteau, packet boat, and freight boat	11,689	<b>10,000</b>	19,197	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

**Tax Rates**  
**Town of Scottsville**  
 FY 2016 Budget  
 Adopted June 15, 2015

**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	
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, Utility 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** 35¢ 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:

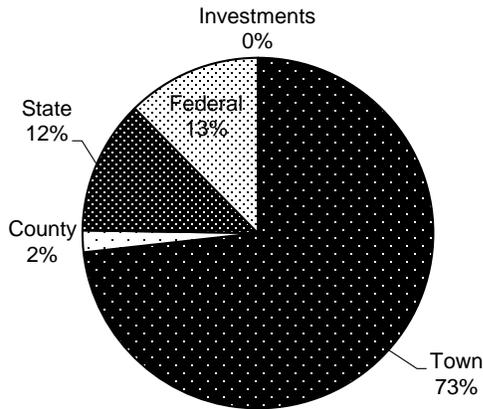
Electrical Services - Residential. On purchasers of electric service for residential purposes, the tax shall be in the amount of \$0.0300 per kWh for the first 100 kWh and \$0.000000 per kWh exceeding 100 kWh delivered monthly by a seller not to exceed three dollars (\$3.00) per month

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.

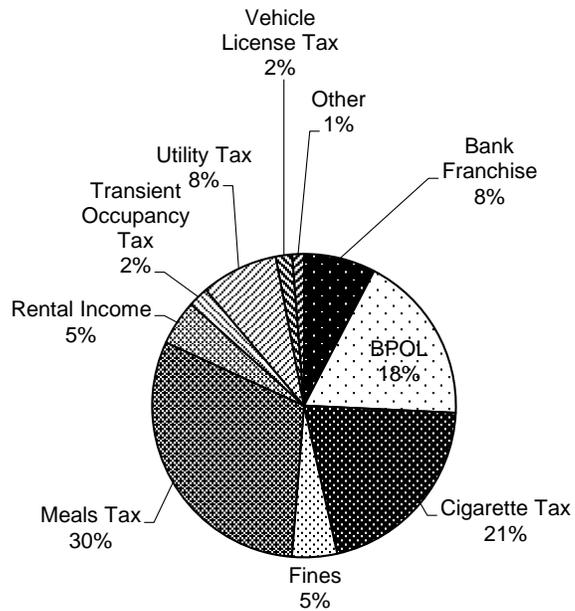


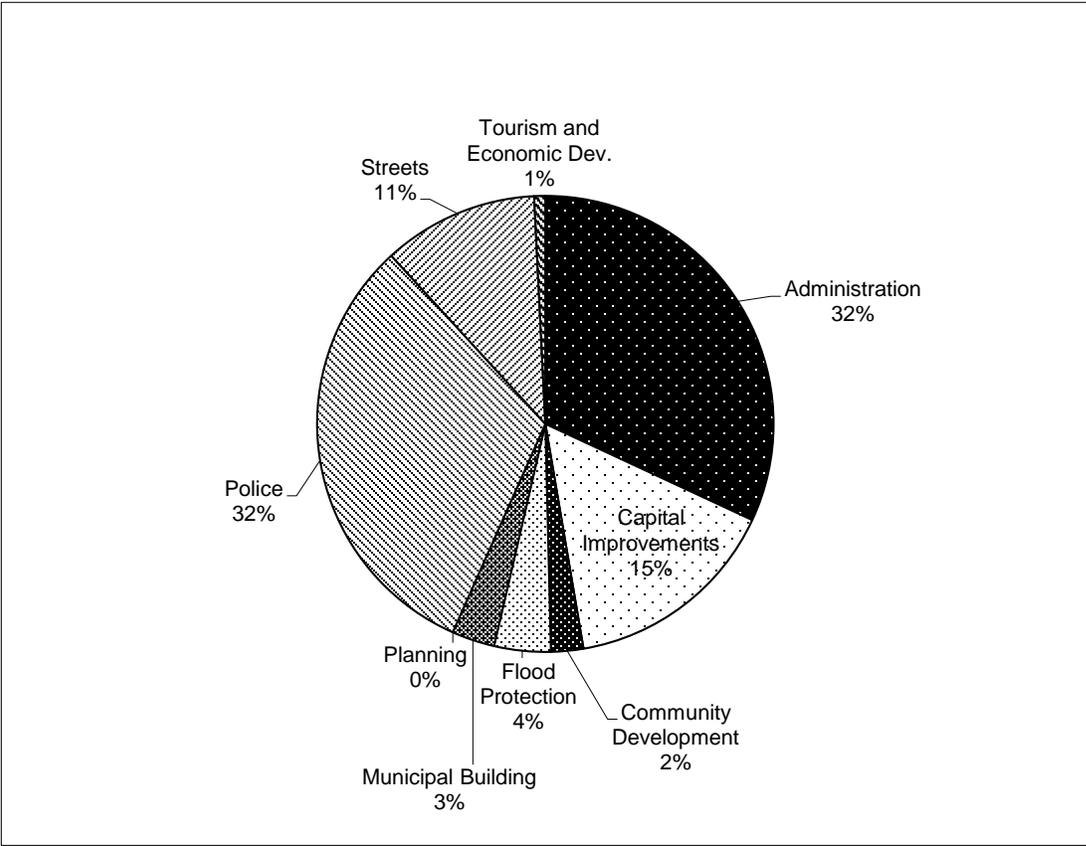
**Total Revenues**

Town	\$458,200
County	12,500
State	77,362
Federal	77,422
Investments	100
<b>Total</b>	<b>\$625,584</b>

**Town Revenues By Source**

Bank Franchise	\$35,000
BPOL	83,000
Cigarette Tax	95,000
Fines	22,000
Meals Tax	140,000
Rental Income	22,000
Transient Occupancy Tax	10,000
Utility Tax	37,500
Vehicle License Tax	8,000
Other	5,700
<b>Total</b>	<b>\$458,200</b>





<b>Expenditures by Function</b>	
Administration	\$199,271
Capital Improvements	96,097
Community Development	14,250
Flood Protection	25,000
Municipal Building	18,980
Planning	0
Police	196,890
Streets	68,721
Tourism and Economic Dev.	4,900
<b>Total Expenditures</b>	<b>\$624,109</b>