

Town of Scottsville

Proposed Budget Amendment to Fiscal Year 2020-2021

Summary Page

| Revenues | Adopted FY 2021 | Proposed Amendment |
|-----------------------------|------------------------|-------------------------------|
| Local to the Town | \$393,300 | \$393,300 |
| From the County | \$17,500 | \$17,500 |
| From the State | \$103,300 | \$123,300 |
| From the Federal Government | \$71,700 | \$71,700 |
| Return on Investments | \$4,000 | \$4,000 |
| Total | \$589,800 | \$609,800 |

| Expenditures | Adopted FY 2021 | Proposed Amendment |
|--------------------------------|------------------------|-------------------------------|
| Administrative | \$173,435 | \$173,435 |
| Capital Improvements | \$2,180 | \$2,180 |
| Community Development | \$12,100 | \$12,100 |
| Farmers Market | \$6,400 | \$6,400 |
| Flood & Emergency Operations | \$80,620 | \$100,620 |
| Municipal Building | \$13,450 | \$13,450 |
| Parks & Trails | \$11,900 | \$11,900 |
| Police | \$234,515 | \$234,515 |
| Streets | \$42,800 | \$42,800 |
| Tourism & Economic Development | \$9,400 | \$9,400 |
| Town Planning | \$3,000 | \$3,000 |
| Total | \$589,800 | \$609,800 |

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|--------------------------|-----|-----|
| Addition/Use of Reserves | \$0 | \$0 |
|--------------------------|-----|-----|

**Scottsville Proposed Budget
General Fund Revenues**

| | Adopted FY 2021 | Proposed Amendment |
|---|----------------------------|-------------------------------|
| REVENUES FROM FEDERAL GOVERNMENT | \$71,700 | \$71,700 |
| Law Enforcement assistance grants | \$1,700 | \$1,700 |
| Covid Pandemic Aid | \$70,000 | \$70,000 |
| REVENUES FROM STATE GOVERNMENT | \$103,300 | \$123,300 |
| Agency Planning and Project Grants | \$15,000 | \$35,000 |
| VA Comm. for the Arts | \$0 | \$0 |
| DEQ Litter Grant | \$900 | \$900 |
| Fire Programs | \$10,000 | \$10,000 |
| Fuels Tax Refund | \$400 | \$400 |
| Law Enforcement Assistance | \$29,000 | \$29,000 |
| Sales Taxes (routed thru county) | \$34,000 | \$34,000 |
| Communications Tax | \$14,000 | \$14,000 |
| REVENUES FROM COUNTY GOVERNMENT | \$17,500 | \$17,500 |
| Levee and dam expenses | \$17,500 | \$17,500 |
| CACVB grant | \$0 | \$0 |
| REVENUES FROM TOWN | \$393,300 | \$393,300 |
| Business Licenses | \$65,000 | \$65,000 |
| Cigarette Tax | \$55,000 | \$55,000 |
| Farmers' Market | \$3,000 | \$3,000 |
| Fines | \$41,500 | \$41,500 |
| Franchise Tax | \$54,000 | \$54,000 |
| License Tax | \$13,500 | \$13,500 |
| Meals Tax | \$90,000 | \$90,000 |
| Miscellaneous | \$8,000 | \$8,000 |
| Rental Income | \$25,000 | \$25,000 |
| Rolling Stock Tax | \$1,500 | \$1,500 |
| Transient Occupancy Tax | \$800 | \$800 |
| Utility Consumers Tax | \$33,000 | \$33,000 |
| Utility License Tax | \$2,500 | \$2,500 |
| VRSA Grant | \$0 | \$0 |
| Zoning Permits | \$500 | \$500 |
| RETURN ON INVESTMENTS | \$4,000 | \$4,000 |
| Interest Income | \$4,000 | \$4,000 |
| TOTAL OPERATING REVENUES | \$589,800 | \$609,800 |

**Scottsville Recommended Budget for Fiscal Year 2020-2021
General Fund Expenditures**

| Categories/Lines | Description | Adopted FY 2021 | Proposed Amendment |
|------------------------------------|---|--------------------|-----------------------|
| ADMINISTRATIVE AND OFFICE | | \$173,435 | \$173,435 |
| Accounting Services | Technical support for finance and taxes | \$1,500 | \$1,500 |
| Advertising | Official notices & information | \$2,000 | \$2,000 |
| Audit | Annual audit of town finances | \$8,500 | \$8,500 |
| Bank Service Charges | Direct deposit fees, etc. | \$800 | \$800 |
| Cigarette Tax Stamps | 36 Rolls per Case | \$0 | \$0 |
| Computer | Hardware and Software Upgrades, Subscription Services | \$1,400 | \$1,400 |
| Dues, Subscriptions, and Documents | VML, Costco, Chamber, Municipal Code Corp., etc | \$1,600 | \$1,600 |
| Insurance | VRSA: Prop., Liability, Blanket Bond, Workers Comp. | \$14,000 | \$14,000 |
| Mailings | Postage | \$400 | \$400 |
| Municipal Election | Election occurs every two years | \$0 | \$0 |
| Office Equipment | Copier Lease and Durable Items | \$3,600 | \$3,600 |
| Office Supplies | Paper, Pens, Printing, etc. | \$800 | \$800 |
| Payroll: Clerk | Base Salary | \$35,875 | \$35,875 |
| Payroll: Town Administrator | Base Salary | \$48,000 | \$48,000 |
| Payroll: Temp | Occasional Office Assistant/Intern | \$2,000 | \$2,000 |
| Payroll: Matching FICA | Match for S.S. and Medicare for Admin Employees | \$7,100 | \$7,100 |
| Payroll: Retirement Benefit | VRS and ICMA-RC | \$9,260 | \$9,260 |
| Payroll: Health Benefit | Local Choice Health Care Plan for full-time Admin Staff | \$12,900 | \$12,900 |
| Payroll: Life Insurance | Life insurance for F/T Admin Employees | \$0 | \$0 |
| Professional Development | VLGMA Dues, Conferences, Workshops | \$600 | \$600 |
| TA Expenses | Reimbursable expenses - conferences, workshops, etc. | \$200 | \$200 |
| Telephone | CenturyLink Fiber Internet Service | \$5,000 | \$5,000 |
| Town Attorney | Contract \$1,600/month + VLGA | \$15,000 | \$15,000 |
| Town Attorney | Litigation Expenses; Survey Work; Fees | \$2,000 | \$2,000 |
| Town Council and Mayor | Training, Expenses, Civic | \$900 | \$900 |
| CAPITAL IMPROVEMENTS | | \$2,180 | \$2,180 |
| Canal Basin Square Exhibits | Freight Boat, Signs | \$0 | \$0 |
| Flood Control Reserve | Per County agreement on savings | \$2,000 | \$2,000 |
| Municipal Building | Fire Alarm/Smoke Detectors | \$0 | \$0 |
| Municipal Building | Interior Work | \$0 | \$0 |
| Municipal Building | HVAC Units | \$0 | \$0 |

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| Police Vehicle | Interest and Loan Admin Fee | \$180 | \$180 |
| Police Radar and Signage | Vehicle Equipment and Mobile Signs | \$0 | \$0 |
| Pump Station Rehab | Painting, sirens, etc. | \$0 | \$0 |
| Sidewalks | Repairs to Existing | \$0 | \$0 |
| Street Repair | Repair and Maintenance | \$0 | \$0 |
| Street Signs | Replacement/Improvements | \$0 | \$0 |
| Van Clief Nature Area | Design and Land Acquisition | \$0 | \$0 |
| COMMUNITY DEVELOPMENT | | \$12,100 | \$12,100 |
| Beautification and Maintenance | Annual Celebration, Chalkboard Paint, Chalk | \$0 | \$0 |
| Public Art | Grant for Artist and Supplies | \$0 | \$0 |
| Public Health | HEARR project expenses | \$2,000 | \$2,000 |
| Fire Department | VA Fire Safety Grant to SVFD (Pass Through) | \$10,000 | \$10,000 |
| Holiday Decorations | Decorations for streetlamps, Festival of Lights tree | \$100 | \$100 |
| FARMERS MARKET | | \$6,400 | \$6,400 |
| Farmers' Market | Payment to Market Manager, Advertising, Telephone | \$6,000 | \$6,000 |
| Pavilion Maintenance | Lights, fans, gravel, etc. | \$400 | \$400 |
| FLOOD AND EMERGENCY OPERATIONS | | \$80,620 | \$100,620 |
| CARES Administrative Expenses | PPE, IT, etc. | \$5,000 | \$5,000 |
| CARES Education & Workforce | Virtual learning and telework support | \$15,000 | \$15,000 |
| CARES and UVA Health Outreach | Testing, hygiene, events, and communications | \$5,000 | \$25,000 |
| CARES Small Business | Grants to support local economy | \$25,000 | \$25,000 |
| Diesel Fuel for Pumps | Pump testing and use | \$1,200 | \$1,200 |
| Electricity | Lighting and Heating at Pump Station | \$1,200 | \$1,200 |
| Equipment and Supplies | General safety, maintenance equip., sandbag replacement | \$500 | \$500 |
| Levee Maintenance | Special maintenance projects (tree removal, brush clearing) | \$2,000 | \$2,000 |
| Levee/Dam Maintenance | Contract Mowing | \$5,000 | \$5,000 |
| Dam Certification | Engineer Safety Report | \$8,000 | \$8,000 |
| Dam Maintenance | Special maintenance projects (tree removal, brush clearing) | \$500 | \$500 |
| Payroll | Flood Superintendent Salary | \$5,000 | \$5,000 |
| Payroll | Matching FICA | \$480 | \$480 |
| Pump House Maintenance | Electrical and heating repairs; generator bldg paint and decking | \$500 | \$500 |
| Pump Maintenance/Repair | Repairs and Maintenance to Pumps and Generator | \$5,000 | \$5,000 |
| Alarm Fee | Monthly Alarm Fee | \$240 | \$240 |
| Telephone | Telephone service for pump house | \$1,000 | \$1,000 |
| MUNICIPAL BUILDING | | \$13,450 | \$13,450 |
| Cleaning Services Contract | Weekly cleaning | \$3,200 | \$3,200 |

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| Elevator Maintenance | Otis PM contract, repairs, certification | \$5,000 | \$5,000 |
| Pest Control | Dodson contract | \$250 | \$250 |
| Repairs and Maintenance | General upkeep of heating, cooling, and other equip. | \$1,000 | \$1,000 |
| Utilities | Electric, Gas, Water and Sewer (Upstairs Only) | \$4,000 | \$4,000 |
| PARKS AND TRAILS | | \$11,900 | \$11,900 |
| Canal Basin Square | Design, replace, or repair historic exhibits | \$1,000 | \$1,000 |
| Park Maintenance | Maintenance for Canal Basin, Bruce Park, VCNA, etc. | \$9,000 | \$9,000 |
| Tree Maintenance/Sidewalk Plantings | Contract tree care, mulch, planter boxes, etc. for sidewalk areas | \$1,500 | \$1,500 |
| Van Clief Nature Area | Planning and project-related expenses | \$300 | \$300 |
| Van Clief Nature Area | Signage | \$100 | \$100 |
| POLICE DEPARTMENT | | \$234,515 | \$234,515 |
| Building Maintenance | Plumbing, AC, Roof, Flooring, etc. | \$500 | \$500 |
| Building Maintenance | Storage Building | \$0 | \$0 |
| Office Expenses | Office supplies | \$700 | \$700 |
| Payroll: Base Salary | Chief, 2 Full-Time, 1 Part-Time Officers | \$160,000 | \$160,000 |
| Payroll: Grant Funded Patrol | Additional hours for grant-funded enforcement | \$0 | \$0 |
| Payroll: Health Benefit | Local Choice Plan for full-time officers | \$14,000 | \$14,000 |
| Payroll: Matching FICA | FICA for all positions | \$13,000 | \$13,000 |
| Payroll: Part-Time Officers | Paid part-time for 4th of July, contract O/T, etc. | \$0 | \$0 |
| Payroll: Retirement Benefit | VRS for F/T officers | \$9,715 | \$9,715 |
| Payroll: Life Insurance | Life insurance for full-time officers | \$1,100 | \$1,100 |
| Future Officer Fund | Recruiting, Advertising, Background Investigations | \$0 | \$0 |
| Food | Police dinner during events | \$100 | \$100 |
| Professional Development | Academy Dues (620 per officer) plus per diem. | \$3,600 | \$3,600 |
| Supplies and Equipment | Firearms replacement, tuning fork calibration, etc. | \$8,700 | \$8,700 |
| Telephone | CenturyLink and Ting | \$3,000 | \$3,000 |
| Uniforms | Clothing and boots, bike uniform, holsters, etc. | \$1,200 | \$1,200 |
| Utilities | Electric, Gas, Water for 105 East Main Street | \$900 | \$900 |
| Vehicles Gas and Fluids | Gasoline and Oil (4 Vehicles) | \$7,000 | \$7,000 |
| Vehicles Insurance | VML Auto Insurance | \$3,000 | \$3,000 |
| Vehicles Repair and Maint | Police Car Maintenance | \$5,000 | \$5,000 |
| Line of Duty Premiums | FY 2018 Rate of \$567.37 per Officer | \$3,000 | \$3,000 |
| STREET DEPARTMENT | | \$42,800 | \$42,800 |
| Maintenance | Contract work for repairs, street cleaning, etc. | \$4,000 | \$4,000 |
| Maintenance | Snow Removal | \$500 | \$500 |
| Materials and Supplies | Expenses incurred for Maintenance | \$1,200 | \$1,200 |
| Uniforms | Boots, protective, and logo | \$200 | \$200 |

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|--|--|------------------|------------------|
| Payroll: Matching FICA | FICA for Maintenance Employee | \$2,000 | \$2,000 |
| Payroll: Maintenance | 1,333 hours, no OT | \$20,000 | \$20,000 |
| Payroll: Health Benefit | F/T Maintenance Employee | \$0 | \$0 |
| Payroll: Retirement & Life Insurance | F/T Maintenance Employee | \$0 | \$0 |
| Street Lighting | Per Contract with AEP | \$11,000 | \$11,000 |
| Streetscape Plantings | Flowers for sidewalk pots | \$200 | \$200 |
| Telephone | Cell Phone for Maintenance Employee | \$200 | \$200 |
| Trash Collection | Dumpster Service, Bin Liners, etc. | \$1,500 | \$1,500 |
| Trash Collection | Special Trash Collection | \$0 | \$0 |
| Vehicle Gas and Maintenance | Fuel and Repairs to Truck and Gator | \$2,000 | \$2,000 |
| TOURISM & ECONOMIC DEVELOPMENT | | \$9,400 | \$9,400 |
| Events and Tourism Committee | Batteau Festival, July 4th, Community Day, etc. | \$5,000 | \$5,000 |
| Economic Development Committee | Special programs and incentives | \$2,000 | \$2,000 |
| Restroom Facilities | Portable toilets at Fourth of July, etc. | \$500 | \$500 |
| Brochures | Printing, Welcome Center Placement | \$200 | \$200 |
| Website | Calendar hosting | \$1,000 | \$1,000 |
| Miscellaneous | Advertising, Civil War Trails membership, Fireworks Donation | \$500 | \$500 |
| Social Media/Advertising | Social media presence and boosts | \$200 | \$200 |
| Town Memorabilia | Bumper stickers, tee shirts, etc., for sale | \$0 | \$0 |
| TOWN PLANNING | | \$3,000 | \$3,000 |
| ARB | Grants, Publications, Printing, Subscriptions, Training | \$2,000 | \$2,000 |
| Board Zoning Appeals | Orientation, Expenses, Certification | \$0 | \$0 |
| Planning Commission | Certification, Miscellaneous Expenses | \$1,000 | \$1,000 |
| Planning Commission | Professional Consultation | \$0 | \$0 |
| ANNUAL OPERATING EXPENSES (Excludes Capital Improvement Expenditures) | | \$587,620 | \$607,620 |
| ANNUAL CAPITAL IMPROVEMENT EXPENSES | | \$2,180 | \$2,180 |
| TOTAL EXPENSES (General Fund) | | \$589,800 | \$609,800 |
| TOTAL REVENUES (General Fund) | | \$589,800 | \$609,800 |
| Annual Growth (Reduction) in the Reserve Fund: | | \$0 | \$0 |

Meals Tax

4.5% 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.