



**Town Council Adopted Budget for FY 2023-2024**

**General Fund Summary**

	<b>Actual FY 19-20</b>	<b>Actual FY 20-21</b>	<b>Actual FY 21-22</b>	<b>Adopted FY 22-23</b>	<b>Recommended FY 23-24</b>
<b>Revenues</b>					
Local to the Town	\$526,518	\$516,652	\$470,628	\$495,850	\$615,600
From the County	\$19,340	\$35,562	\$60,000	\$17,850	\$20,000
From the State	\$90,174	\$122,337	\$181,997	\$383,700	\$100,600
From the Federal Government	\$1,259	\$100,000	\$318,366	\$377,858	\$10,000
Return on Investments	\$6,948	\$669	\$1,133	\$1,000	\$9,000
<b>Total</b>	<b>\$644,239</b>	<b>\$775,220</b>	<b>\$1,032,125</b>	<b>\$1,276,258</b>	<b>\$755,200</b>
<b>Expenditures</b>					
Administrative	\$197,831	\$214,965	\$335,012	\$235,570	\$217,306
Capital Improvements	\$27,308	\$21,758	\$193,678	\$272,000	\$53,000
Community Development	\$8,943	\$11,000	\$5,809	\$22,000	\$13,500
DMV Select	\$0	\$22	\$115,206	\$112,935	\$0
Farmers Market	\$5,234	\$10,009	\$9,753	\$10,000	\$10,000
Flood Control & Emergency	\$31,041	\$122,831	\$22,563	\$27,365	\$26,085
Municipal Building	\$16,793	\$17,702	\$10,016	\$9,800	\$8,600
Parks & Trails	\$19,310	\$10,469	\$12,540	\$14,000	\$10,000
Police	\$252,225	\$245,992	\$241,033	\$269,598	\$295,125
Streets	\$46,203	\$48,065	\$79,052	\$86,520	\$95,257
Tourism & Economic Development	\$14,161	\$17,988	\$64,847	\$18,400	\$14,000
Town Planning	\$22,080	\$44	\$77,239	\$119,850	\$1,000
<b>Total</b>	<b>\$641,129</b>	<b>\$720,845</b>	<b>\$1,166,746</b>	<b>\$1,198,038</b>	<b>\$743,873</b>
<b>Annual Growth (Reduction) in the Reserve Fund:</b>	<b>\$3,110</b>	<b>\$54,375</b>	<b>-\$134,622</b>	<b>\$78,220</b>	<b>\$11,327</b>

Town Council Adopted Budget for FY 2023-2024

General Fund Revenues

	Actual FY 19-20	Actual FY 20-21	Actual FY 22-23	Adopted FY 22-23	Adopted FY 23-24
<b>REVENUES FROM FEDERAL GOVERNMENT</b>	<b>\$1,259</b>	<b>\$100,000</b>	<b>\$318,366</b>	<b>\$377,858</b>	<b>\$10,000</b>
Emergency revenue: CARES & ARPA	\$0	\$100,000	\$258,758	\$257,858	0
Justice Dept. grants	\$1,259	\$0	\$0	\$0	\$10,000
Community Facilities Grant & Loan	\$0	\$0	\$59,609	\$120,000	\$0
<b>REVENUES FROM STATE GOVERNMENT</b>	<b>\$90,174</b>	<b>\$122,337</b>	<b>\$181,997</b>	<b>\$383,700</b>	<b>\$100,600</b>
Agency Planning and Project Grants	\$11,000	\$13,026	\$68,015	\$225,000	\$5,000
VA Comm. for the Arts	\$0	\$0	\$1,500	\$3,000	\$0
DEQ Litter Grant	\$814	\$935	\$1,329	\$1,400	\$1,400
DMV Select service fees	\$0	\$0	\$18,091	\$60,000	\$0
Fire Programs	\$1,000	\$25,000	\$15,000	\$10,000	\$10,000
Fuels Tax Refund	\$231		\$0	\$0	\$0
Law Enforcement Assistance	\$14,028	\$18,829	\$14,247	\$14,000	\$15,000
Skill Games and Rental Tax	\$3,576	\$4,412	\$576	\$0	\$0
Sales Taxes (routed thru county)	\$44,872	\$46,736	\$50,588	\$58,300	\$57,000
Communications Tax	\$14,653	\$13,399	\$12,651	\$12,000	\$12,200
<b>REVENUES FROM COUNTY GOVERNMENT</b>	<b>\$19,340</b>	<b>\$35,562</b>	<b>\$60,000</b>	<b>\$17,850</b>	<b>\$20,000</b>
Levee and dam expenses	\$17,340	\$35,562	\$0	\$17,850	\$20,000
Project partnership grants	\$2,000	\$0	\$60,000	\$0	\$0
<b>REVENUES FROM TOWN</b>	<b>\$526,518</b>	<b>\$516,652</b>	<b>\$470,628</b>	<b>\$495,850</b>	<b>\$615,600</b>
Business Licenses	\$82,180	\$86,284	\$85,963	\$90,500	\$92,000
Cigarette Tax	\$74,813	\$69,825	\$62,700	\$66,000	\$72,000
Farmers' Market	\$2,985	\$5,115	\$7,400	\$6,000	\$6,000
Fines	\$51,538	\$10,459	\$3,646	\$10,000	\$10,000
Franchise Tax	\$62,283	\$58,602	\$50,677	\$50,000	\$50,000
Meals Tax	\$163,329	\$168,140	\$162,902	\$180,000	\$275,000
Miscellaneous	\$5,412	\$22,462	\$9,413	\$2,500	\$18,000
Real Estate Tax	\$0	\$0	0	0	0
Rental Income	\$28,775	\$28,265	\$23,798	\$20,500	\$25,000
Rolling Stock Tax	\$1,597	\$1,575	\$1,568	\$1,550	\$1,600
Transient Occupancy Tax	\$1,887	\$1,413	\$2,251	\$8,000	\$6,000
Utility Consumers Tax	\$34,785	\$31,231	\$25,428	\$33,000	\$33,000
Utility License Tax	\$2,654	\$5,461	\$11,566	\$4,000	\$6,000
Vehicle License Tax	\$12,234	\$12,342	\$19,953	\$20,000	\$18,000
VRSA Grants and Payments	\$1,621	\$14,383	\$0	\$500	\$0
Zoning Permits	\$425	\$1,095	\$3,363	\$3,300	\$3,000
<b>RETURN ON INVESTMENTS</b>	<b>\$6,948</b>	<b>\$669</b>	<b>\$1,133</b>	<b>\$1,000</b>	<b>\$9,000</b>
Interest Income	\$6,948	\$669	\$1,133	\$1,000	\$9,000
<b>TOTAL OPERATING REVENUES</b>	<b>\$644,239</b>	<b>\$775,220</b>	<b>\$1,032,125</b>	<b>\$1,276,258</b>	<b>\$755,200</b>

**Town Council Adopted Budget for FY 2023-2024**

**General Fund Expenditures**

Categories/Lines	Description	Actual FY 19-20	Actual FY 20-21	Actual FY 21-22	Adopted FY 22-23	Adopted FY 23-24
<b>ADMINISTRATION</b>		<b>\$197,831</b>	<b>\$214,965</b>	<b>\$335,012</b>	<b>\$235,570</b>	<b>\$217,306</b>
Accounting Services	Technical support for finance and taxes	\$450	\$169	\$94	\$300	\$300
Advertising	Official notices & information	\$3,386	\$6,825	\$4,751	\$6,000	\$3,000
Audit	Annual audit of town finances	\$8,500	\$8,500	\$8,500	\$8,500	\$8,500
Bank Service Charges	Direct deposit fees, etc.	\$624	\$289	\$246	\$50	\$200
Cigarette Tax Expenses	Purchase of stamps, refunds	\$0	\$16,872	\$2,970	\$11,000	\$0
Computer	Hardware and Software Upgrades, Subscription Services	\$1,467	\$1,390	\$902	\$1,000	\$1,500
Dues, Subscriptions, and Documents	VML, Costco, Chamber, Municipal Code Corp., etc	\$2,541	\$3,360	\$15,667	\$9,000	\$10,000
Insurance	VRSA: Prop., Liability, Blanket Bond, Workers Comp.	\$15,572	\$18,373	\$15,434	\$20,500	\$13,000
Mailings, printing	Postage	\$599	\$1,418	\$782	\$800	\$500
Office Equipment	Copier Lease and Durable Items	\$3,390	\$3,405	\$2,756	\$3,000	\$3,200
Office Supplies	Paper, Pens, Printing, etc.	\$866	\$1,896	\$3,088	\$1,000	\$800
Payroll: Clerk	Base Salary	\$36,664	\$33,421	\$42,076	\$45,900	\$46,818
Payroll: Town Administrator	Base Salary	\$48,000	\$48,000	\$48,949	\$59,000	\$55,000
Payroll: Temp	Occasional Office Assistant/Intern	\$5,453	\$1,712	\$5,339	\$2,000	\$2,000
Payroll: Matching FICA	Match for S.S. and Medicare for Admin Employees	\$6,898	\$6,119	\$7,639	\$8,638	\$8,388
Payroll: Retirement Benefit	VRS and ICMA-RC	\$10,614	\$8,331	\$9,020	\$9,000	\$9,500
Payroll: Health Benefit	Local Choice Health Care Plan for full-time Admin Staff	\$12,309	\$32,654	\$22,606	\$22,332	\$25,000
Payroll: Life Insurance	Life insurance for F/T Admin Employees	\$1,428	\$1,439	\$1,241	\$1,550	\$1,700
Professional Development	VLGMA Dues, Conferences, Workshops	\$1,183	\$1,736	\$2,694	\$2,000	\$2,000
TA Expenses	Reimbursable expenses - conferences, workshops, etc.	\$0	\$134	\$383	\$200	\$200
Telephone	CenturyLink Fiber Internet Service	\$6,268	\$5,794	\$6,624	\$7,000	\$5,000
Town Attorney	Contract payment + VLGA dues	\$19,450	\$12,250	\$12,845	\$13,000	\$18,000
Town Attorney	Litigation Expenses; Survey Work; Fees; Town Code	\$650	\$720	\$119,984	\$3,000	\$2,000
Town Council and Mayor	Training, Expenses, Civic	\$684	\$158	\$423	\$800	\$700
<b>CAPITAL IMPROVEMENTS</b>		<b>\$27,311</b>	<b>\$21,758</b>	<b>\$193,678</b>	<b>\$272,000</b>	<b>\$53,000</b>
Canal Basin Square Exhibits	Freight Boat, Signs	\$5,427	\$0	\$0	\$5,000	\$5,000
Farmers' Market	Paving, bird exclusion, and minor repairs	\$180	\$0	\$10,143	\$1,000	\$2,000
Flood Control Reserve	Per County agreement on savings	\$414	\$0	\$4,950	\$2,000	\$2,000
James River Waterfront	Fixtures and Plants	\$0	\$0	\$6,006	\$20,000	\$0
Municipal Buildings	Exterior Work	\$0	\$0	\$0	\$65,000	\$0
Municipal Buildings	Interior Work: Victory Hall and Old Jail	\$9,078	\$0	\$34,598	\$0	\$1,000
Municipal Buildings	HVAC Units	\$461	\$0	\$474	\$0	\$0
Park Maintenance Equipment	Mower and Shed contents	\$0	\$0	\$0	\$1,000	\$0
Police Department	Police Building HVAC, wiring, and repairs	\$0	\$0	\$4,267	\$0	\$0
Police Equipment	Police Radios, Computers, and Equipment	\$4,483	\$11,498	\$0	\$2,000	\$3,000
Police Vehicle	Interest and Loan Admin Fee	\$90	\$2,763	\$41,896	\$61,000	\$15,000
Police Radar and Signage	Vehicle Equipment and Mobile Signs	\$0	\$0	\$55	\$25,000	\$0

Pump Station Rehab	Painting, Sirens, etc.	\$0	\$0	\$24,954	\$0	\$5,000
Sidewalks	Repairs and VDOT partnership	\$0	\$0	\$20,027	\$68,000	\$9,000
Street Furnishings	Banners, Bike racks, etc.	\$1,118	\$7,497	\$18,215	\$2,000	\$0
Street Signs	Replacement/Improvements	\$240	\$0	\$840	\$10,000	\$2,000
Van Clief Nature Area	Maps and Road Improvements	\$1,320	\$0	\$27,252	\$10,000	\$9,000
Van Clief Nature Area and Parks	Design and Land/Easement Acquisition	\$4,500	\$0	\$0	\$0	\$0
<b>COMMUNITY DEVELOPMENT</b>		<b>\$8,943</b>	<b>\$11,000</b>	<b>\$5,809</b>	<b>\$22,000</b>	<b>\$13,500</b>
Local Agency Support	Community based nonprofits	\$0	\$0	\$0	\$5,000	\$3,000
Public Art Partnership	Grant for Artists and Supplies	\$4,000	\$0	\$3,030	\$6,000	\$0
Public Health	HEARR project expenses	\$4,431	\$1,000	\$2,300	\$0	\$0
Fire Department	VA Fire Safety Grant to SVFD (Pass Through)	\$0	\$10,000	\$0	\$10,000	\$10,000
Holiday Decorations	Decorations for streetlamps, Festival of Lights tree	\$512	\$0	\$479	\$1,000	\$500
<b>DMV SELECT</b>		<b>\$0</b>	<b>\$22</b>	<b>\$115,206</b>	<b>\$112,935</b>	<b>\$0</b>
<b>FARMERS MARKET</b>		<b>\$5,234</b>	<b>\$10,009</b>	<b>\$9,753</b>	<b>\$10,000</b>	<b>\$10,000</b>
Farmers' Market	Payment to Market Manager, Advertising, Telephone	\$4,200	\$6,158	\$7,078	\$7,000	\$7,000
Pavilion Maintenance	Lights, fans, gravel, etc.	\$1,034	\$3,851	\$2,675	\$3,000	\$3,000
<b>FLOOD AND EMERGENCY OPERATIONS</b>		<b>\$31,041</b>	<b>\$122,831</b>	<b>\$22,563</b>	<b>\$27,365</b>	<b>\$26,085</b>
Diesel Fuel for Pumps	Pump testing and use	\$880	\$1,661	\$0	\$1,500	\$1,500
Electricity	Lighting and Heating at Pump Station	\$2,955	\$2,534	\$2,484	\$2,500	\$2,500
Equipment and Supplies	General safety, maintenance equip., sandbag replacement	\$218	\$477	\$0	\$200	\$100
Levee Maintenance	Special maintenance projects (tree removal, brush clearing)	\$738	\$1,500	\$1,700	\$1,000	\$1,000
Levee/Dam Maintenance	Contract Mowing	\$6,230	\$6,230	\$6,230	\$6,500	\$7,000
Dam Certification	Engineer Safety Report	\$2,028	\$8,948	\$0	\$3,000	\$0
Dam Maintenance	Special maintenance projects (tree removal, brush clearing)	\$0	\$850	\$0	\$500	\$500
Payroll	Flood Superintendent Salary	\$4,800	\$5,400	\$5,200	\$6,000	\$6,000
Payroll	Matching FICA	\$367	\$383	\$429	\$485	\$485
Pump House Maintenance	Electrical and heating repairs; generator bldg paint and decking	\$0	\$7	\$13	\$500	\$500
Pump Maintenance/Repair	Repairs and Maintenance to Pumps and Generator	\$10,809	\$3,193	\$4,731	\$4,000	\$5,000
Alarm Fee	Monthly Alarm Fee	\$240	\$330	\$210	\$400	\$300
Telephone	Telephone service for pump house	\$636	\$0	\$1,566	\$780	\$1,200
<b>MUNICIPAL BUILDING</b>		<b>\$16,793</b>	<b>\$17,702</b>	<b>\$10,016</b>	<b>\$9,800</b>	<b>\$8,600</b>
Cleaning Services Contract	Weekly cleaning	5640	\$4,920	\$3,111	\$4,800	\$5,000
Elevator Maintenance	Otis PM contract, repairs, certification, alarm	5315	\$6,057	\$1,324	\$500	\$500
Pest Control	Dodson contract	478	\$478	\$479	\$500	\$500
Repairs and Maintenance	General upkeep of heating, cooling, and other equip.	1843	\$2,972	\$1,018	\$500	\$500
Utilities	Electric, Gas, Water and Sewer (Upstairs Only)	3517	\$3,275	\$4,084	\$3,500	\$2,100
<b>PARKS AND TRAILS</b>		<b>\$19,311</b>	<b>\$10,469</b>	<b>\$12,540</b>	<b>\$14,000</b>	<b>\$10,000</b>
Canal Basin Square	Design, replace, or repair historic exhibits	\$6,397	\$555	\$1,791	\$1,000	\$1,000
Park Maintenance	Maintenance for Canal Basin, Bruce Park, VCNA, etc.	\$5,761	\$8,177	\$7,970	\$9,000	\$5,000
Tree Maintenance/Sidewalk Plantings	Contract tree care, mulch, planter boxes, etc. for sidewalk areas	\$6,302	\$1,580	\$2,425	\$3,000	\$3,000

Van Clief Nature Area	Planning and project-related expenses	\$851	\$0	\$0	\$500	\$500
Van Clief Nature Area	Small signs and hardware	\$0	\$157	\$354	\$500	\$500
<b>POLICE DEPARTMENT</b>		<b>\$252,224</b>	<b>\$245,992</b>	<b>\$241,033</b>	<b>\$269,598</b>	<b>\$295,125</b>
Building Maintenance	Plumbing, AC, Roof, Flooring, etc.	\$757	\$531	\$7	\$500	500
IT Maintenance	Troubleshooting and subscriptions	\$0	\$0	\$0	\$1,000	\$4,200
Line of Duty Premiums	Supplemental life and medical insurance	\$3,000	\$3,228	\$3,071	\$3,200	\$3,000
Office Expenses	Office supplies	\$954	\$665	\$694	\$200	\$200
Payroll: Base Salary	Chief, 2 Full-Time, 1 Part-Time Officers	\$150,391	\$144,736	\$136,011	\$172,000	\$177,160
Payroll: Grant Funded Patrol	Additional hours for grant-funded enforcement	\$1,243	\$4,096	\$1,174	\$5,000	\$1,500
Payroll: Health Benefit	Local Choice Plan for full-time officers	\$13,310	\$16,874	\$15,522	\$18,500	\$32,000
Payroll: Matching FICA	FICA for all positions	\$12,143	\$11,482	\$10,763	\$13,898	\$14,315
Payroll: Part-Time Officers	Paid part-time for 4th of July, contract O/T, etc.	\$1,040	\$131	\$1,230	\$1,500	\$1,500
Payroll: Retirement Benefit	VRS for F/T officers	\$12,153	\$9,979	\$8,094	\$10,000	\$10,000
Payroll: Life Insurance	Life insurance for full-time officers	\$1,153	\$1,204	\$982	\$1,200	\$1,200
Future officers	Recruiting, Advertising, Background Investigations	\$405	\$687	\$539	\$0	\$250
Food and other	Police dinner during events, and miscellaneous	\$407	\$1,955	\$8	\$200	\$200
Professional Development	Academy Dues (620 per officer) plus per diem.	\$3,325	\$6,701	\$4,029	\$4,000	\$4,000
Supplies and Equipment	Firearms replacement, tuning fork calibration, etc.	\$11,896	\$11,855	\$10,957	\$8,000	\$5,000
Telephone & Digital Subscriptions	ISPs, phone, and security licenses	\$11,500	\$10,284	\$9,005	\$13,000	\$8,000
Uniforms	Clothing and boots, bike uniform, holsters, etc.	\$1,802	\$435	\$2,291	\$200	\$12,500
Utilities	Electric, Gas, Water for 105 East Main Street	\$710	\$824	\$1,035	\$900	\$900
Vehicles Gas and Fluids	Gasoline and Oil (4 Vehicles)	\$8,641	\$7,105	\$8,239	\$7,000	\$10,000
Vehicles Insurance	VML Auto Insurance	\$3,610	\$3,000	\$3,305	\$3,300	\$3,700
Vehicles Repair and Maint	Police Car Maintenance	\$13,784	\$10,220	\$24,078	\$6,000	\$5,000
<b>STREET DEPARTMENT</b>		<b>\$46,200</b>	<b>\$48,065</b>	<b>\$79,052</b>	<b>\$86,520</b>	<b>\$95,257</b>
Maintenance	Contract work for repairs, street cleaning, etc.	\$4,546	\$1,623	\$20,955	\$3,000	\$3,000
Maintenance	Snow Removal	\$0	\$150	\$100	\$500	\$500
Materials and Supplies	Expenses incurred for Maintenance	\$1,806	\$6,267	\$3,539	\$3,000	\$3,000
Uniforms	Boots, protective, and logo	\$52	\$651	\$0	\$200	\$200
Payroll: Matching FICA	FICA for Maintenance Employee	\$1,955	\$1,802	\$2,415	\$3,697	\$3,697
Payroll: Maintenance	Wage employee(s)	\$20,811	\$23,010	\$31,015	\$45,760	\$45,760
Payroll: Health Benefit	F/T Maintenance Employee	\$2,420	\$0	\$4,634	\$14,500	\$21,000
Payroll: Retirement & Life Insurance	F/T Maintenance Employee	\$1,769	\$0	\$1,397	\$763	\$4,000
Street Lighting	Per Contract with AEP	\$10,500	\$10,366	\$10,728	\$11,000	\$9,000
Streetscape Plantings	Flowers for sidewalk pots	\$182	\$251	\$600	\$500	\$500
Telephone	Cell Phone for Maintenance Employee	\$180	\$271	\$286	\$300	\$300
Trash Collection	Dumpster Service, Bin Liners, etc.	\$1,220	\$1,432	\$1,453	\$1,300	\$1,300
Trash Collection	Special Trash Collection	\$0	\$0	\$0	\$0	\$0
Vehicle Gas and Maintenance	Fuel and Repairs to Truck and Gator	\$759	\$2,242	\$1,932	\$2,000	\$3,000
<b>TOURISM &amp; ECONOMIC DEVELOPMENT</b>		<b>\$14,162</b>	<b>\$17,988</b>	<b>\$64,847</b>	<b>\$18,400</b>	<b>\$14,000</b>
Main Street Program Expenses	Staffing, events, marketing, training, and promotion	\$0	\$0	\$52,244	\$0	\$0
Events and Tourism Committee	Batteau Festival, July 4th, Community Day, etc.	\$9,395	\$3,010	\$11,077	\$10,000	\$6,500
Economic Development Committee	Special programs and incentives	\$2,000	\$12,325	\$0	\$5,000	\$0

Restroom Facilities	Portable toilets at Fourth of July, etc.	\$1,061	\$2,086	\$1,020	\$1,500	\$1,500
Brochures	Printing, Welcome Center Placement	\$0	\$0	\$0	\$0	\$200
Website	Calendar hosting and team software	\$490	\$567	\$294	\$1,000	\$5,000
Miscellaneous	Advertising, Civil War Trails membership, Fireworks Donation	\$1,200	\$0	\$200	\$800	\$800
Social Media/Advertising	Social media presence and boosts	\$16	\$0	\$12	\$100	\$0
<b>TOWN PLANNING</b>		<b>\$22,080</b>	<b>\$44</b>	<b>\$77,239</b>	<b>\$119,850</b>	<b>\$1,000</b>
ARB	Grants, Publications, Printing, Subscriptions, Training	\$30	\$0	\$0	\$2,000	\$0
Board Zoning Appeals	Orientation, Expenses, Certification	\$0	\$0	\$0	\$0	\$0
Planning Commission	Certification, Miscellaneous Expenses	\$161	\$44	\$15,135	\$1,000	\$1,000
Planning Commission	Professional Consultation	\$21,889	\$0	\$62,105	\$116,850	\$0
<b>ANNUAL OPERATING EXPENSES (Excludes Capital Improvement Expenditures)</b>		<b>\$613,819</b>	<b>\$699,065</b>	<b>\$973,068</b>	<b>\$926,038</b>	<b>\$690,873</b>
<b>ANNUAL CAPITAL IMPROVEMENT EXPENSES</b>		<b>\$27,311</b>	<b>\$21,758</b>	<b>\$193,678</b>	<b>\$272,000</b>	<b>\$53,000</b>
<b>TOTAL EXPENSES (General Fund)</b>		<b>\$641,130</b>	<b>\$720,823</b>	<b>\$1,166,746</b>	<b>\$1,198,038</b>	<b>\$743,873</b>
<b>TOTAL REVENUES (General Fund)</b>		<b>\$644,239</b>	<b>\$775,220</b>	<b>\$1,032,125</b>	<b>\$1,276,258</b>	<b>\$755,200</b>
<b>Annual Growth (Reduction) in the Reserve Fund:</b>		<b>   \$3,109   </b>	<b>\$54,397   </b>	<b>-\$134,622   </b>	<b>\$78,220   </b>	<b>\$11,327   </b>

