# TOWN OF CULPEPER FY20 BUDGET

Adopted May 14, 2019

(July 1, 2019 - June 30, 2020)



Michael T. Olinger, Mayor

William M. Yowell, Vice Mayor

Jamie Clancey Keith D. Price

Frank Reaves, Jr. Pranas A. Rimeikis

Jon D. Russell Robert M. Ryan

**Meaghan Taylor** 

**Christopher D. Hively, Town Manager Howard Kartel, Director of Finance** 

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#### RESOLUTION

#### **ADOPTING THE FY2020 BUDGET**

Resolution No. R-2019-006

**WHEREAS**, the Council of the Town of Culpeper, Virginia, has presented a balanced budget for FY2020, beginning July 1, 2019, and ending June 30, 2020; and

WHEREAS, the FY2020 budget totals \$46,611,920.

**NOW, THEREFORE, BE IT RESOLVED** that the Council of the Town of Culpeper, Virginia, hereby adopts the FY2020 budget to be effective July 1, 2019 through June 30, 2020.

ADOPTED this 14th day of May 2019.

Michael T Olinger, Mayor Town of Culpeper, Virginia

Attest:

Kimberly D. Allen, Town Clerk

MOTION: Reaves **SECOND:** Ryan

Ayes: Clancey, Olinger, Price, Reaves, Rimeikis, Russell, Ryan, Taylor, Yowell

Nays: None



#### RESOLUTION

## TO ADOPT AND APPROPRIATE THE ANNUAL OPERATING BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2019 AND ENDING JUNE 30, 2020 IN THE AMOUNT OF \$46,611,920.

**Resolution No. R-2019-008** 

**BE IT RESOLVED** by the Town Council of the Town of Culpeper, VA that the amounts herein named are hereby appropriated subject to the conditions set forth in this resolution, and for the purposes listed for the fiscal year July 1, 2019 - June 30, 2020:

GENERAL FUND	
Town Council	\$196,022
Town Manager	\$128,533
Town Clerk	\$310,484
Human Resources	\$310,533
Town Attorney	\$114,160
Auditor	\$67,500
Treasurer	\$1,524,824
Risk Management	\$112,552
Information Technology	\$1,354,522
Motor Pool	\$262,771
Electoral Board	\$0
Police	\$5,174,955
Police - Drug Fund	\$10,000
E911 Operations Center	\$510,342
E-Ticketing	\$15,000
Volunteer Fire Services	\$153,500
Volunteer Rescue Services	\$25,000
Virginia Regional Transit	\$131,840
General Engineering	\$194,291
Streets	\$2,575,561
Snow & Ice Removal	\$62,800
Traffic Engineering	\$211,040
Sanitation	\$703,824
General Properties	\$628,033
Culpeper Media Network	\$234,208
Parks & Recreation	\$360,497
Cemetery	\$83,546
Planning & Community Development	\$732,534
Visitors Center	\$64,210

Tourism	\$519,854
Economic Development	\$206,161
General Fund Debt Service	\$1,616,261
<b>Subtotal GF Operations</b>	\$18,595,358
	-
Transfer to Sanitation Equipment	\$0
Replacement Fund Transfer to Capital Reserve Fund	\$678,810
Transfer to Capital Reserve Fund  Transfer to Parking Authority	\$37,034
Transfer to Special tax districts	\$24,000
Total General Fund Operations	\$19,335,202
GENERAL FUND CAPITAL	
Total GF Capital Fund	\$818,851
WATED ELIND	
WATER FUND Treatment	\$2.710.400
Distribution	\$2,710,400 \$1,149,746
Debt Service	\$1,149,746
Transfers	\$120,863
Total Water Fund	\$4,691,430
Total Water Fund	<b>74,031,430</b>
WATER FUND CAPITAL	
Total Water Capital Fund	\$659,900
WASTEWATER FUND	40.505.505
Treatment	\$3,605,735
Collection  Debt Service	\$556,238
Transfers	\$1,239,374 \$149,910
Total Wastewater Fund	\$149,910 \$ <b>5,551,257</b>
Total wastewater Fund	\$5,551,257
WASTEWATER CAPITAL	
<b>Total Wastewater Capital Fund</b>	\$1,111,250
LIGHT & POWER FUND	
Administration	\$1,240,784
Generation	\$8,092,735
Distribution	\$1,983,946
Debt Service	\$528,242
Transfers	\$1,477,539
Total Light & Power Fund	\$13,323,246
LIGHT & POWER CAPITAL	4-
Total Light & Power Capital fund	\$0

CEMETERY PERPETUAL CARE FUND	
<b>Total Cemetery Perpetual Care fund</b>	\$1,027,150
PARKING AUTHORITY	
Total Parking Authority	\$93,634
TOTAL ALL FUNDS	\$46,611,920

\*\*May not foot or cross foot due to rounding \*\*

All appropriations are declared to be maximum, conditional and proportionate appropriations, the purpose being to make the appropriations payable in full in the amounts named herein if necessary, and then only in the event the aggregate revenues collected and other resources available to the Town are sufficient.

The Town of Culpeper Capital Improvements Program for 2020-2024, reviewed and approved by the Town of Culpeper Planning Commission, is included as reference to the FY2020 Budget and the approved FY2020 funded project totals are reflected in the Capital Fund totals listed in this FY2020 Appropriation Resolution.

All bonded debts of the Town shall be paid in full when due and payable. All expenditures shall be made in accordance with this resolution, the Town Charter, the Town Code, Council financial management policies, and all administrative rules and regulations.

To the extent necessary, the Town Council gives its consent and approval for the Town Manager to move appropriations from one appropriation line to another, so long as he does not move appropriations between fund categories. For purposes of this paragraph, the term "fund category" means any of the following funds as set out in this resolution: General Fund, Water Fund, Wastewater Fund, Light & Power Fund, Cemetery Perpetual Care Fund, and Parking Authority. The Town Manager and Director of Finance/Treasurer shall report the total transfer amounts to Council annually at the September Council Meeting.

**ADOPTED** this 14<sup>th</sup> day of May 2019.

Michael T. Olinger, Mayor Town of Culpeper, Virginia

Attest:

Kimberly D. Allen, Town Clerk

MOTION: Yowell SECOND: Reaves

Ayes: Clancey, Olinger, Price, Reaves, Rimeikis, Russell, Ryan, Taylor, Yowell

Nays: None



#### RESOLUTION

## APPROVING THE EMPLOYEE CLASSIFICATION PLAN and SALARY/WAGE SCALE FOR FY2020

**Resolution No. R-2019-007** 

WHEREAS, pursuant to Section 6.1 of the Town of Culpeper Personnel Policies and Employee Handbook, the Employee Classification Plan and Salary/Wage Scale is being presented for Council's adoption in conjunction with the FY2020 budget; and

WHEREAS, after a general review was made of the Employee Position Classification and Salary/Wage Scale by the Town Manager, it is recommended that Council approve the Employee Positions Classification and Salary/Wage Scale for FY2020, to become effective July 1, 2019;

**NOW, THEREFORE, BE IT RESOLVED** that the Council of the Town of Culpeper hereby adopts the FY2020 Employee Positions Classification and Salary/Wage Scale for FY2020, which overrides any inconsistent provisions in any tax, budget, or appropriation resolutions adopted before or at the same time as this Resolution.

**ADOPTED** this 14th day of May 2019.

Michael T. Olinger, Mayor Town of Culpeper, Virginia

Attest:

Kimberly D. Allen, Town Clerk

MOTION: Reaves SECOND: Taylor

Ayes: Clancey, Olinger, Price, Reaves, Rimeikis, Russell, Ryan, Taylor, Yowell

Navs: None

### TOWN OF CULPEPER JOB CLASSIFICATIONS BY TITLE - FY2020

	I		, b) IIILE -112020			C-1-		1-\
Position	<b>Exemption Status</b>	Grade	Min	Hourly Mid	Max	Min	ry (40 hours/w Mid	леек) Мах
Accounting Technician	NE	14	\$17.18	\$22.34	\$27.49	\$35,736.70	\$46,457.71	\$57,178.72
Accounts Payable/Payroll Specialist	NE NE	16	\$18.95	\$24.64	\$30.33	\$39,422.84	\$51,249.69	\$63,076.54
Administration Support Officer	NE NE	15	\$18.04	\$23.45	\$28.86	\$37,524.11	\$48,781.34	\$60,038.57
Administrative Specialist	NE	12	\$15.56	\$20.22	\$24.89	\$32,359.56	\$42,067.43	\$51,775.30
Assistant Environmental Services Director	Е	26	\$31.17	\$40.52	\$49.87	\$64,826.82	\$84,274.87	\$103,722.92
Assistant Finance Director	Е	25	\$29.53	\$38.39	\$47.25	\$61,420.32	\$79,846.42	\$98,272.51
Assistant Information Technology Director	E	26	\$31.17	\$40.52	\$49.87	\$64,826.82	\$84,274.87	\$103,722.92
Assistant Light & Power Director	Е	26	\$31.17	\$40.52	\$49.87	\$64,826.82	\$84,274.87	\$103,722.92
Assistant Public Works Director	E	26	\$31.17	\$40.52	\$49.87	\$64,826.82	\$84,274.87	\$103,722.92
Billing/Accounting Clerk	NE	11	\$14.80	\$19.24	\$23.69	\$30,791.68	\$40,029.18	\$49,266.69
Building & Grounds Maintenance Technician	NE	9	\$13.41	\$17.44	\$21.46	\$27,900.41	\$36,270.53	\$44,640.65
Cable TV Technical Director	NE	11	\$14.80	\$19.24	\$23.69	\$30,791.68	\$40,029.18	\$49,266.69
Chief Accountant	Е	22	\$25.49	\$33.14	\$40.78	\$53,018.78	\$68,924.42	\$84,830.05
Chief of Police	E	33	\$43.66	\$56.75	\$69.85	\$90,804.63	\$118,046.03	\$145,287.42
Chief Operator	NE	21	\$24.27	\$31.55	\$38.83	\$50,481.25	\$65,625.62	\$80,770.00
Civilian Analyst	NE	14	\$17.18	\$22.34	\$27.49	\$35,736.70	\$46,457.71	\$57,178.72
Community Service Officer	NE	8	\$12.77	\$16.60	\$20.43	\$26,554.13	\$34,520.37	\$42,486.61
Construction Inspector	NE	18	\$20.93	\$27.21	\$33.48	\$43,528.26	\$56,586.73	\$69,645.21
Crew Leader	NE	16	\$18.95	\$24.64	\$30.33	\$39,422.84	\$51,249.69	\$63,076.54
Customer Service Representative	NE -	10	\$14.10	\$18.33	\$22.57	\$29,335.12	\$38,135.65	\$46,936.19
Deputy Town Clerk	E	19	\$21.99	\$28.58	\$35.18	\$45,735.98	\$59,456.78	\$73,177.57
Deputy Treasurer	NE	16	\$18.95	\$24.64	\$30.33	\$39,422.84	\$51,249.69	\$63,076.54
Electric Line Serviceman	NE	23	\$26.79	\$34.82	\$42.86	\$55,713.22	\$72,427.18	\$89,141.15
Electric Meter/Substation Generator Technician	NE NE	17	\$19.92	\$25.89	\$31.87	\$41,430.81	\$53,860.05	\$66,289.29
Electric Utility Heavy Equipment Operator	NE	15	\$18.04	\$23.45	\$28.86	\$37,524.11	\$48,781.34	\$60,038.57
Equipment Mechanic	NE	14	\$17.18	\$22.34	\$27.49	\$35,736.70	\$46,457.71	\$57,178.72
Equipment Operator ERP Analyst	NE E	11 21	\$14.80 \$24.27	\$19.24 \$31.55	\$23.69 \$38.83	\$30,791.68 \$50,481.25	\$40,029.18 \$65,625.62	\$49,266.69 \$80,770.00
Facilities Technician	NE NE	12	\$15.56	\$20.22	\$24.89	\$30,481.23	\$42,067.43	\$51,775.30
Finance Director/Town Treasurer	E	33	\$43.66	\$56.75	\$69.85	\$90,804.63	\$118,046.03	\$145,287.42
Fleet Manager	NE NE	19	\$21.99	\$28.58	\$35.18	\$45,735.98	\$59,456.78	\$73,177.57
Gardener	NE NE	11	\$14.80	\$19.24	\$23.69	\$30,791.68	\$40,029.18	\$49,266.69
Geographic Information System (GIS) Coordinator	E	23	\$26.79	\$34.82	\$42.86	\$55,713.22	\$72,427.18	\$89,141.15
Geographic Information System (GIS) Technician	NE	15	\$18.04	\$23.45	\$28.86	\$37,524.11	\$48,781.34	\$60,038.57
Human Resources Director	E	31	\$39.60	\$51.48	\$63.36	\$82,362.48	\$107,071.22	\$131,779.97
Human Resources Generalist	Е	19	\$21.99	\$28.58	\$35.18	\$45,735.98	\$59,456.78	\$73,177.57
Information Technology Director	E	31	\$39.60	\$51.48	\$63.36	\$82,362.48	\$107,071.22	\$131,779.97
IT Specialist	Е	17	\$19.92	\$25.89	\$31.87	\$41,430.81	\$53,860.05	\$66,289.29
Laboratory Supervisor	Е	18	\$20.93	\$27.21	\$33.48	\$43,528.26	\$56,586.73	\$69,645.21
Lead Lineman	NE	24	\$28.12	\$36.56	\$44.99	\$58,492.51	\$76,040.27	\$93,588.02
Lead Operator	NE	20	\$23.12	\$30.06	\$37.00	\$48,097.69	\$62,527.00	\$76,956.31
Light and Power Director	Е	32	\$41.58	\$54.05	\$66.52	\$86,480.60	\$112,424.79	\$138,368.97
Line Technician - 1st Class	NE	23	\$26.79	\$34.82	\$42.86	\$55,713.22	\$72,427.18	\$89,141.15
Line Technician - 2nd Class	NE	20	\$23.12	\$30.06	\$37.00	\$48,097.69	\$62,527.00	\$76,956.31
Line Technician Apprentice	NE	16	\$18.95	\$24.64	\$30.33	\$39,422.84	\$51,249.69	\$63,076.54
Maintenance/Construction Worker	NE	8	\$12.77	\$16.60	\$20.43	\$26,554.13	\$34,520.37	\$42,486.61
Management Analyst	E	21	\$24.27	\$31.55	\$38.83	\$50,481.25	\$65,625.62	\$80,770.00
Master Police Officer	NE	19	\$21.99	\$28.58	\$35.18	\$45,735.98	\$59,456.78	\$73,177.57
Operations Program Manager	NE	20	\$23.12	\$30.06	\$37.00	\$48,097.69	\$62,527.00	\$76,956.31
Planner	E	17	\$19.92	\$25.89	\$31.87	\$41,430.81	\$53,860.05	\$66,289.29
Planning & Community Development Director	E	32	\$41.58	\$54.05	\$66.52	\$86,480.60	\$112,424.79	\$138,368.97
Planning and Zoning Assistant	E	14	\$17.18	\$22.34	\$27.49	\$35,736.70	\$46,457.71	\$57,178.72
Plant Maintenance Supervisor	NE	21	\$24.27	\$31.55	\$38.83	\$50,481.25	\$65,625.62	\$80,770.00
Plant Maintenance Worker	NE NE	10	\$14.10	\$18.33	\$22.57	\$29,335.12	\$38,135.65	\$46,936.19
Plant Mechanic	NE NE	14	\$17.18	\$22.34	\$27.49	\$35,736.70	\$46,457.71	\$57,178.72
Police Administrative Specialist	NE E	12	\$15.56	\$20.22	\$24.89	\$32,359.56	\$42,067.43	\$51,775.30
Police Captain Police Forensic/Network Analyst	E E	25 24	\$29.53 \$28.12	\$38.39	\$47.25 \$44.99	\$61,420.32	\$79,846.42	\$98,272.51
Police Lieutenant		23	\$28.12	\$36.56	\$44.99	\$58,492.51	\$76,040.27	\$93,588.02
	NE E	28	-	\$34.82 \$44.57	\$42.86	\$55,713.22	\$72,427.18	\$89,141.15
Police Major Police Officer I	NE	28 16	\$34.28 \$18.95	\$44.57	\$30.33	\$71,309.51 \$39,422.84	\$92,702.36 \$51,249.69	\$114,095.21 \$63,076.54
Police Officer II	NE NE	18	\$20.93	\$27.21	\$33,48	\$43,528.26	\$56,586.73	\$69,645.21
Police Sergeant	NE NE	206	\$20.93	wn <mark>35/ Culp</mark> \$30.06	<del>per 7.720</del> \$37.00	Adopted Budg \$48,097.69	et-May 14, 201 \$62,527.00	9 \$76,956.31
i once sergeant	INE	20	۷۷۵.۱۷	00.00	00.700	740,UZ/.09	702,327.00	בכ.טכב,ט ו ק

## TOWN OF CULPEPER JOB CLASSIFICATIONS BY TITLE - FY2020

Principal Planner	E	23	\$26.78	\$34.82	\$42.86	\$55,712.38	\$72,426.09	\$89,139.81
Programmer/Analyst	Е	19	\$21.99	\$28.58	\$35.18	\$45,735.98	\$59,456.78	\$73,177.57
Project Manager	Е	21	\$24.27	\$31.55	\$38.83	\$50,481.25	\$65,625.62	\$80,770.00
Public Services Director	Е	34	\$45.84	\$59.59	\$73.34	\$95,344.87	\$123,948.33	\$152,551.79
Quartermaster/Property & Evidence Specialist	NE	14	\$17.18	\$22.34	\$27.49	\$35,736.70	\$46,457.71	\$57,178.72
Records Management/Administrative Assistant	NE	8	\$12.77	\$16.60	\$20.43	\$26,554.13	\$34,520.37	\$42,486.61
Records Specialist	NE	10	\$14.10	\$18.33	\$22.57	\$29,335.12	\$38,135.65	\$46,936.19
Records Supervisor	NE	15	\$18.04	\$23.45	\$28.86	\$37,524.11	\$48,781.34	\$60,038.57
Senior Accountant	E	20	\$23.12	\$30.06	\$37.00	\$48,097.69	\$62,527.00	\$76,956.31
Senior Equipment Operator	NE	14	\$17.18	\$22.34	\$27.49	\$35,736.70	\$46,457.71	\$57,178.72
Senior Maintenance/Construction Worker	NE	10	\$14.10	\$18.33	\$22.57	\$29,335.12	\$38,135.65	\$46,936.19
Senior Plant Mechanic	NE	17	\$19.92	\$25.89	\$31.87	\$41,430.81	\$53,860.05	\$66,289.29
Station Manager	E	19	\$21.99	\$28.58	\$35.18	\$45,735.98	\$59,456.78	\$73,177.57
Storekeeper	NE	18	\$20.93	\$27.21	\$33.48	\$43,528.26	\$56,586.73	\$69,645.21
Support Division Manager	NE	19	\$21.99	\$28.58	\$35.18	\$45,735.98	\$59,456.78	\$73,177.57
Systems Administrator	E	19	\$21.99	\$28.58	\$35.18	\$45,735.98	\$59,456.78	\$73,177.57
Tourism & Economic Development Director	E	29	\$36.00	\$46.80	\$57.60	\$74,874.98	\$97,337.48	\$119,799.97
Tourism and Marketing Specialist	NE	17	\$19.92	\$25.89	\$31.87	\$41,430.81	\$53,860.05	\$66,289.29
Town Clerk	Е	26	\$31.17	\$40.52	\$49.87	\$64,826.82	\$84,274.87	\$103,722.92
Traffic Engineering Technician	NE	12	\$15.56	\$20.22	\$24.89	\$32,359.56	\$42,067.43	\$51,775.30
Utility Billing Coordinator	NE	16	\$18.95	\$24.64	\$30.33	\$39,422.84	\$51,249.69	\$63,076.54
Utility Locator	NE	11	\$14.80	\$19.24	\$23.69	\$30,791.68	\$40,029.18	\$49,266.69
Utility Service Technician	NE	13	\$16.34	\$21.25	\$26.15	\$33,992.99	\$44,190.89	\$54,388.78
Visitor Center Supervisor	NE	12	\$15.56	\$20.22	\$24.89	\$32,359.56	\$42,067.43	\$51,775.30
Visitor's Center Assistant	NE	6	\$11.57	\$15.04	\$18.51	\$24,059.25	\$31,277.03	\$38,494.80
Wastewater Plant Operator I	NE	16	\$18.95	\$24.64	\$30.33	\$39,422.84	\$51,249.69	\$63,076.54
Wastewater Plant Operator II	NE	14	\$17.18	\$22.34	\$27.49	\$35,736.70	\$46,457.71	\$57,178.72
Wastewater Plant Operator III	NE	12	\$15.56	\$20.22	\$24.89	\$32,359.56	\$42,067.43	\$51,775.30
Wastewater Plant Operator IV	NE	10	\$14.10	\$18.33	\$22.57	\$29,335.12	\$38,135.65	\$46,936.19
Wastewater Plant Operator Trainee	NE	9	\$13.41	\$17.44	\$21.46	\$27,900.41	\$36,270.53	\$44,640.65
Water Plant Operator I	NE	16	\$18.95	\$24.64	\$30.33	\$39,422.84	\$51,249.69	\$63,076.54
Water Plant Operator II	NE	14	\$17.18	\$22.34	\$27.49	\$35,736.70	\$46,457.71	\$57,178.72
Water Plant Operator III	NE	12	\$15.56	\$20.22	\$24.89	\$32,359.56	\$42,067.43	\$51,775.30
Water Plant Operator IV	NE	10	\$14.10	\$18.33	\$22.57	\$29,335.12	\$38,135.65	\$46,936.19
Water Plant Operator Trainee	NE	9	\$13.41	\$17.44	\$21.46	\$27,900.41	\$36,270.53	\$44,640.65
Water Utility AMR Technician	NE	12	\$15.56	\$20.22	\$24.89	\$32,359.56	\$42,067.43	\$51,775.30
Water Utility Supervisor	NE	19	\$21.99	\$28.58	\$35.18	\$45,735.98	\$59,456.78	\$73,177.57
Zoning Administrator	E	23	\$26.78	\$34.82	\$42.86	\$55,712.38	\$72,426.09	\$89,139.81
Zoning Inspector	NE	19	\$21.99	\$28.58	\$35.18	\$45,735.98	\$59,456.78	\$73,177.57



## RESOLUTION IMPOSING AND LEVYING TAXES WITHIN THE TOWN OF CULPEPER, VIRGINIA UPON ALL PROPERTY FOR THE CALENDAR YEAR 2019

**Resolution No. R-2019-001** 

**WHEREAS**, the Council of the Town of Culpeper, Virginia, has presented a balanced budget for FY2020, beginning July 1, 2019, and ending June 30, 2020; and

**WHEREAS**, projected revenue in this budget is based on the following tax rates for the year beginning the 1<sup>st</sup> day of January 2019.

**NOW, THEREFORE, BE IT RESOLVED** that the Council of the Town of Culpeper, Virginia, hereby adopts the following tax rates for the support of the Town Government for the tax year beginning on the 1<sup>st</sup> day of January 2019:

#### **SECTION 1 - REAL ESTATE**

Upon all lands, lots and the improvements thereon, not exempt from taxation, there shall be a tax of nine and one tenth cents (\$0.091) for every one hundred dollars (\$100) of the assessed value thereof. Said property shall be assessed at 100% of Fair Market Value.

#### **SECTION 2 - PUBLIC SERVICE CORPORATIONS**

Upon all real and personal property of public service corporations assessed by the Commonwealth, there shall be a tax equal to the Town's real and tangible personal property rate of nine and one tenth cents (\$0.091) for every one hundred dollars (\$100) of assessed value and one dollar (\$1.00) for every one hundred dollars (\$100) of assessed value, respectively. Said property shall be assessed in accordance with \$58.1-2604 of the Code of Virginia.

#### **SECTION 3 - TANGIBLE PERSONAL PROPERTY**

Upon all tangible personal property of every kind and description not exempt from taxation, there shall be a tax of one dollar (\$1.00) per one hundred dollars (\$100) of assessed value. Said property shall be assessed at 100% of its value on January 1 of the taxable year. Said value shall be determined by utilizing the best available source of information on the property at question.

#### **SECTION 4 - MACHINERY & TOOLS**

Upon all machinery and tools used or employed by that person, firm or corporation in any trade or business, not exempt from taxation, there shall be a tax of eighty cents (\$0.80) for every one hundred (\$100) of assessed value thereof. Said property shall be valued in accordance with \$58.1-3507 of the Code of Virginia.

#### SECTION 5 – SOUTHRIDGE SERVICE DISTRICT – SPECIAL TAX

Upon all lands, lots and the improvements thereon the Southridge Service District, as established by the Council of the Town of Culpeper at its regular meeting on December 11, 2007, not exempt from taxation, there shall be an additional tax of six cents (\$0.06) for every one hundred dollars (\$100) of the assessed value thereof. Said property shall be assessed at 100% of Fair Market Value.

#### SECTION 6 - LAFAYETTE RIDGE SERVICE DISTRICT - SPECIAL TAX

Upon all lands, lots and the improvements thereon the Lafayette Ridge Service District, as established by the Council of the Town of Culpeper at its regular meeting on January 13, 2009, not exempt from taxation, there shall be an additional tax of eight cents (\$0.08) for every one hundred dollars (\$100) of the assessed value thereof. Said property shall be assessed at 100% of Fair Market Value.

#### SECTION 7 - WILLOW SHADE SERVICE DISTRICT - SPECIAL TAX

Upon all lands, lots and the improvements thereon the Willow Shade Service District, as established by the Council of the Town of Culpeper at its regular meeting on June 8, 2010, not exempt from taxation, there shall be an additional tax of three cents (\$0.03) for every one hundred dollars (\$100) of the assessed value thereof. Said property shall be assessed at 100% of Fair Market Value.

#### **SECTION 8 - BANK STOCK TAX**

Upon the net capital of any bank or branch bank located in the Town, the tax shall be eighty cents (\$0.80) of each one hundred dollars (\$100) of net capital as provided for in Article II of Chapter 23 of the Town Code and Section 58.1-1200 *et. seq.* of the Code of Virginia.

#### SECTION 9 - BUSINESS, PROFESSIONAL AND OCCUPATIONAL LICENSES

Upon all businesses, professions, and occupations there is hereby imposed the below listed tax rate per one hundred dollars (\$100) of gross receipts, as provided for in Section 10-25 of the Town Code, all of which are below the State allowed maximums:

- \$ 0.08 Contracting
  - 0.10 Retail Sales
  - 0.20 Financial, Real Estate & Professional Services
  - 0.14 Repair, Personal, Business & Other Services
  - 0.04 Utility, Wholesale

The business license tax for new businesses is the greater of a \$24 (minimum), or the actual tax amount based on estimated gross receipts.

#### **SECTION 10 - CIGARET TE TAX**

Upon every person who sells or uses cigarettes within the town there is hereby imposed an excise tax equivalent to fifteen cents (\$0.15) for each package containing twenty-five (25) cigarettes or less sold or used within the town as provided for in Section 23-139 of the Town Code and Section 58.1-3832 et. seq. of the Code of Virginia.

#### **SECTION 11 - ALL OTHERS**

All other taxes, fees, charges, utility usage rates and penalties shall remain the same as they were on the date of this resolution's adoption, as heretofore set by Ordinance or Resolution by the Town Council, until the Town Council establishes or amends such taxes, fees, charges, utility usage rates and penalties.

**ADOPTED** this 14th day of May, 2019.

Michael T. Ohnger, Mayor Town of Culpeper, Virginia

Attest:

Kimberly D. Allen, Town Clerk

MOTION: Yowell SECOND: Reaves

Ayes: Clancey, Olinger, Price, Reaves, Rimeikis, Russell, Ryan, Taylor, Yowell

Nays: None



## RESOLUTION SETTING NEW ELECTRIC RATES EFFECTIVE JULY 1, 2019

#### **Resolution No. R-2019-002**

WHEREAS, pursuant to Town of Culpeper Code §24-32, the Town Council shall, from time to time, fix the rates to be paid for the use of electric services,

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Town of Culpeper, Virginia, that ALL electric rates and charges for all billings on and after July 1, 2019 be increased by 1% except for the RKVA Charge and the Automated Meter Reading Charge which will remain unchanged, and the Street and Yard Light Service Rate which shall be decreased to the amount stated below:

### Residential Rate - "Schedule RS":

		EXISTIN	EFF. 7-1-19				
A.	Basic Customer Charge	\$9.69		\$9.79		9	
B.	Plus KWH charge:						
	First 800 KWH	\$0.10595	per kWh	\$	0.10701	per kWh	
	Excess over 800 KWH	\$0.11791	per kWh	\$	0.11909	per kWh	

C. Fuel Adjustment: Each kilo-watt hour used is subject to adjustment for changes in fuel costs, provided such fuel costs are charged to the Town by its supplier.

### Small General Service Rate - "Schedule SGS":

		EXISTING	EFF. 7-1-19
A.	Basic Customer Charge		
	Single Phase	\$18.87	\$19.06
	Three Phase	\$30.60	\$30.91
B.	Plus kWh charge:	\$0.11201 per kWh	\$0.11313 per kWh

C. Fuel Adjustment: Each kilo-watt hour used is subject to adjustment for changes in fuel costs, provided such fuel costs are charged to the Town by its supplier.

### Medium General Service - "Schedule MGS"

		EXISTING	EFF. 7-1-19
A.	Basic Customer Charge	\$53.04	\$53.57
B.	Plus kWh charge:	\$0.07668 per kWh	\$0.07745 per kWh

C. Plus kW demand charge:

\$7.19 per kW

\$7.26 per kW

D. Fuel Adjustment: Each kilo-watt hour used is subject to adjustment for changes in fuel costs, provided such fuel costs are charged to the Town by its supplier.

Large General Service - "Schedule LGS":

		EXISTING		EFF. 7-1-19		
A.	Basic Customer Charge	\$98.94		\$99.93		
B.	Plus kWh Charge:					
	First 24,000 kWh	\$0.04899	per kWh	\$0.04948	per kWh	
	Next 186,000 kWh	\$0.03473	per kWh	\$0.03508	per kWh	
	Additional kWh	\$0.03185	per kWh	\$0.03217	per kWh	
C.	Plus kW Charge:					
	*First 100 kW	\$17.97	per kW	\$18.15	per kW	
	Next 650 kW	\$18.03	per kW	\$18.21	per kW	
	Additional kW	\$17.64	per kW	\$17.82	per kW	
	*Minimum Charge 50 kW					
D.	Plus the following rKVA Charge					
	All rKVA of demand	\$0.060	per rKVA	\$0.060	per rKVA	

E. Fuel Adjustment: Each kilo-watt hour used is subject to adjustment for changes in fuel costs, provided such fuel costs are charged to the Town by its supplier.

### Time of Use Service Rate - "Schedule TOU":

		EXISTING		EFF. 7-	1-19	
A.	Basic Customer Charge	\$53.04	ŀ	\$53.5	7	
В.	Plus the following kW Demand charge:					
	Billing months June through September	\$10.44	per kW	\$10.54	per kW	
	Billing months October through May	\$8.11	per kW	\$8.19	per kW	
C.	Plus distribution demand charge					
	All kW of demand	\$4.43	per kW	\$4.47	per kW	
D.	Plus kWh Charge:					
	All on peak kWh	\$0.05283	per kW	\$0.05336	per kW	
	All off peak kWh	\$0.00876	per kW	\$0.00885	per kW	

- E. Fuel Adjustment: Each kilo-watt hour used is subject to adjustment for changes in fuel costs, provided such fuel costs are charged to the Town by its supplier.
- F. The minimum charge shall be such as may be contracted for but no less than the Basic Customer Charge.

Street and Yard Light Service Rate - "Schedule SL":

ТҮРЕ	LUMENS	MONTHLY kWh	EXISTING	EFF 7-1-19
Light-emitting diode (LED)	3600-23000	30	\$15.57-19.67	\$12.96
Traffic Control Service Rate - "Schedule TCS":				
_	EXISTI	NG	EFF. 7-	1-19
Energy Charge	\$0.04011	per kWh	\$0.04051	per kWh
Minimum Charge	\$5.17		\$5.22	

C. Fuel Adjustment: Each kilo-watt hour used is subject to adjustment for changes in fuel costs, provided such fuel costs are charged to the Town by its supplier.

Electric Meter Charge	EXISTING	EFF. 7-1-19
Residential	\$175.00	\$175.00
Small and Medium General		
Service	\$463.00	\$463.00
Large General Service	\$580.65	\$580.65

**Automatic Meter Reading Charge** - A \$1.50/month basic charge will be assessed to all electric customers for the Automated Meter Reading (AMR) system conversion.

**ADOPTED** this 14th day of May 2019.

Michael T/Olinger, Mayor Town of Culpeper, Virginia

Attest:

А. В.

Kimberly D. Allen, Town Clerk

MOTION: Rimeikis SECOND: Reaves

Ayes: Clancey, Olinger, Price, Reaves, Rimeikis, Ryan, Taylor, Yowell

Nays: Russell



## RESOLUTION SETTING NEW WATER AND SEWER RATES EFFECTIVE JULY 1, 2019

#### **Resolution No.** <u>**R-2019-003**</u>

**WHEREAS**, pursuant to Virginia Code §15.2-2109 *et seq.* and Town of Culpeper Codes §24-100 and §24-164, the Town Council shall, from time to time, fix the rates to be paid for the use of water and sewer services;

**NOW**, **THEREFORE**, **BE IT RESOLVED** by the Council of the Town of Culpeper, Virginia, that water and sewer rates for all billings after June 30, 2019 be increased by three percent 3% as shown in the flow tier amended as follows:

Rates per 100 Gallons of Consumption (except for flat minimum rates up to 2,000 gallons/month)

Water 1	Rates		
	<u>Gallons</u>	<b>Existing</b>	Eff. 7-1-19
	0 - 2,000 (min.)	\$12.40	\$12.77
	2,001 - 25,000	62.0¢	63.9¢
	25,001 - 100,000	49.7¢	51.2¢
	OVER 100,000	37.0¢	38.1¢
Sewer	Rates		
	Gallons	Existing	Eff. 7-1-19
	0 - 2,000  (min.)	\$15.65	\$16.12
	2,001 - 25,000	78.2¢	80.5¢
	25,001 - 100,000	71.8¢	74.0¢
	OVER 100,000	70.3¢	72.4¢
	Sewer Flat Rate	\$36.98	\$38.09
Septage Rates		Existing	Eff. 7-1-19
	Minimum Charge	\$25.00	\$25.75
	Per gallon	10.1¢	10.4¢
Water sales (bul	k)	Existing	Eff. 7-1-19
	arge – initial 2,000 gallons	\$36.49	\$37.58
Per 1,000 ov		\$6.08	\$6.26
ADOPTED this	s 14 <sup>th</sup> day of May 2019.		

Attest:

Kimberly D. Allen, Town Clerk

MOTION: Rimeikis SECOND: Taylor

Ayes: Clancey, Olinger, Price, Reaves, Rimeikis, Ryan, Taylor, Yowell

Nays: Russell

Absent from Vote: None Absent from Meeting: None

Michael T. Olinger, Mayor Town of Culpeper, Virginia



### SETTING NEW WATER METER SERVICE FEES EFFECTIVE JULY 1, 2019

#### Resolution No. R-2019-004

**WHEREAS,** in February 2005, Town Council authorized the initiation of water meter service fees to recover the cost of meters and meter boxes;

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Town of Culpeper, Virginia that all water meters set after June 30, 2019 shall be charged at the current rate and as follows:

METER SIZE	EXISTING FEE	EFFECTIVE 7-1-19 FEE
FIVE-EIGHTS (5/8")	\$ 281	\$ 525
ONE INCH (1")	\$ 340	\$ 590
ONE & ONE HALF (1½")	\$ 440	\$ 1,090
TWO INCH (2")	\$ 532	\$ 1,515
THREE INCH (3")	\$ 1,465	\$ 2,775
FOUR INCH (4")	\$ 1,914	\$ 3,345

**ADOPTED** this 14<sup>th</sup> day of May 2019.

Michael T. Olinger, Mayor Town of Culpeper, Virginia

Attest:

Kimberly D. Allen, Town Clerk

MOTION: Rimeikis SECOND: Taylor

Ayes: Clancey, Olinger, Price, Reaves, Rimeikis, Ryan, Taylor, Yowell

Nays: Russell



## SETTING NEW WATER AND SEWER TAP PRIVILEGE ASSESSMENT FEES EFFECTIVE JULY 1, 2019

#### **Resolution No. <u>R-2019-005</u>**

**WHEREAS**, pursuant to Virginia Code §15.2-2109 *et seq.* and Town of Culpeper Codes §24-95 and §24-149, the Town Council shall, from time to time, fix the rates to be paid for the use of water and sewer services;

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the Town of Culpeper, Virginia, that all tap privilege connection fees purchased after June 30, 2019 will remain at the current rate and as follows:

#### WATER & SEWER TAP PRIVILEGE ASSESSMENT FEES

	MAXIMUM ALLOWABLE	EXISTING FEE		EFFECTIVE 7-1-19 FEE	
METER SIZE	GALLONS	WATER	SEWER	WATER	SEWER
FIVE-EIGHTS (5/8")	10,000	6,500	10,000	6,500	10,000
ONE INCH (1")	25,000	9,900	12,500	9,900	12,500
ONE & ONE HALF (1½")	75,000	15,000	20,250	15,000	20,250
TWO INCH (2")	150,000	30,000	40,500	30,000	40,500
THREE INCH (3")	225,000	45,000	60,750	45,000	60,750
FOUR INCH (4")	300,000	60,000	81,000	60,000	81,000

**ADOPTED** this 14<sup>th</sup> day of May 2019.

Michael T. Olinger, Mayor Town of Culpeper, Virginia

Attest:

Kimberly D. Allen, Town Clerk

MOTION: Rimeikis SECOND: Taylor

Ayes: Clancey, Olinger, Price, Reaves, Rimeikis, Ryan, Taylor, Yowell

Nays: Russell



## TO ADOPT AND APPROPRIATE THE ANNUAL OPERATING BUDGET FOR THE CULPEPER PARKING AUTHORITY FOR THE FISCAL YEAR BEGINNING JULY 1, 2019 AND ENDING JUNE 30, 2020 IN THE AMOUNT OF \$93,634.

Resolution No. R-2019-009

**BE IT RESOLVED** by the Town Council of the Town of Culpeper, VA that the amounts herein named are hereby appropriated subject to the conditions set forth in this resolution, and for the purposes listed for the fiscal year July 1, 2019 - June 30, 2020:

<b>CULPEPER PARKING AUTHORITY</b>	
Culpeper Parking Authority	\$93,634
<b>Total Culpeper Parking Authority Operations</b>	\$93,634

All appropriations are declared to be maximum, conditional and proportionate appropriations, the purpose being to make the appropriations payable in full in the amounts named herein if necessary, and then only in the event the aggregate revenues collected and other resources available to the Town are sufficient.

All bonded debts of the Town shall be paid in full when due and payable. All expenditures shall be made in accordance with this resolution, the Town Charter, the Town Code, Council financial management policies, and all administrative rules and regulations.

**ADOPTED** this 14th day of May 2019.

Michael V. Ølinger, Mayor Town of Culpeper, Virginia

Attest:

Kimberly D. Allen, Town Clerk

MOTION: Rimeikis SECOND: Reaves

Aves: Clancey, Olinger, Price, Reaves, Rimeikis, Russell, Ryan, Taylor, Yowell

Nays: None



#### **ORDINANCE #0-2019-005**

INTRODUCED: May 14, 2019 ADOPTED: May 14, 2019 ENACTED: May 14, 2019

## AN ORDINANCE TO AMEND THE CODE OF ORDINANCES, TOWN OF CULPEPER, VIRGINIA (1991), AS AMENDED, BY AMENDING CHAPTER 10, RELATING TO BUSINESS, PROFESSIONAL & OCCUPATIONAL LICENSES

WHEREAS, pursuant to Virginia Code §§ 58.1-3703 and 58.1-3706, the Town Council shall fix the rates to be paid for local license taxes and fees;

**NOW, THEREFORE, BE IT ORDAINED** by the Council of the Town of Culpeper, Virginia, meeting in <u>regular</u> session this  $14^{th}$  day of <u>May</u> 2019:

1. That the Code of Ordinances, Town of Culpeper, Virginia (1991), as amended, is amended as follows:

#### ARTICLE II. - SCHEDULE OF FEES

Sec. 10-25. - License fee and tax.

Provided the following classifications of business are allowed under existing town zoning ordinances and except as may be specifically otherwise provided by ordinance or other law, the annual license tax imposed hereunder shall be twenty-four dollars (\$24.00), or the tax rate set forth below for the class of enterprise listed, whichever is greater.

- (1) For contractors and persons constructing for their own account for sale, eight cents (\$0.08) per one hundred dollars (\$100.00) of gross receipts;
- (2) For retailers, including short-term rental businesses per Code of Virginia, § 58.1-3510, ten cents (\$0.10) per one hundred dollars (\$100.00) of gross receipts;
- (3) For financial, real estate and professional services, twenty cents (\$0.20) per one hundred dollars (\$100.00) of gross receipts;
- (4) For repair, personal and business services and all other businesses and occupations not specifically listed or exempted in this chapter or otherwise by law, fourteen cents (\$0.14) per one hundred dollars (\$100.00) of gross receipts;
- (5) For wholesalers, four cents (\$0.04) per one hundred dollars (\$100.00) of purchases pursuant to Code of Virginia, § 58.1-3716;
- (6) For fortune tellers, clairvoyants and practitioners of palmistry, eight hundred dollars (\$800.00) per year pursuant to Code of Virginia, § 58.1-3726. Any person violating this provision shall be guilty of a class 3 misdemeanor.
- (7) For massage parlors, eight hundred dollars (\$800.00) per year;
- (8) For itinerant merchants or peddlers, four two hundred dollars (\$400.00 \$200.00) per year pursuant to Code of Virginia, § 58.1-3717;

- (9) For permanent coliseums, arenas or auditoriums having a maximum capacity in excess of ten thousand (10,000) persons, open to the public, eight hundred dollars (\$800.00) per year pursuant to Code of Virginia, § 58.1-3729;
- (10) For savings institutions and state-chartered credit unions, forty dollars (\$40.00) per year pursuant to Code of Virginia, § 58.1-3730;
- (11) For industrial loan and agricultural credit associations, four hundred dollars (\$400.00) per year pursuant to Code of Virginia, § 58.1-3730.1; and
- (12) For direct sellers as defined in Code of Virginia, § 58.1-3719.1, with total annual sales in excess of four thousand dollars (\$4,000.00), sixteen cents (\$0.16) per one hundred dollars (\$100.00) of total annual retail sales or four cents (\$0.04) per one hundred dollars (\$100.00) of total annual wholesale sales, whichever is applicable.

#### **DIVISION 4. – ALCOHOLIC BEVERAGES RESERVED**

#### Sec. 10-81. Definitions.

The terms used or referred to in this division, defined in Code of Virginia, § 4.100, shall have the same meaning as set forth in such section, unless a different meaning clearly appears from the context.

(Ord. of 5-13-03; Ord. No. O-2012-017, § 1, 12-11-12)

Sec. 10-82. License taxes Generally.

License taxes shall be assessed and collected from persons licensed by the state alcoholic beverage control board to manufacture, bottle and sell alcoholic beverages within this town in the following amounts:

- (1) For each distiller's license, eight hundred dollars (\$800.00) per annum. No local license shall be required by any person who shall manufacture less than five thousand (5,000) gallons of alcohol or spirits or both during such license year.
- (2) For each fruit distiller's license, one thousand two hundred dollars (\$1,200.00) per annum.
- (3) For each wine tasting license, four dollars (\$4.00) each.
- (4) Gourmet brewing shop license, one hundred thirty dollars (\$130.00) per annum.
- (5) For each brewery license, eight hundred dollars (\$800.00) per annum.
- (6) For each bed and breakfast establishment, thirty-two dollars (\$32.00) per annum.
- (7) For each bottler's license, four hundred dollars (\$400.00) per annum.
- (8) For each wholesale beer license, sixty dollars (\$60.00) per annum.
- (9) For each retail on-premises wine and beer license for a hotel, restaurant or club, and for each retail off-premises wine and beer license, twenty dollars (\$20.00) per annum.
- (10) For each wholesale wine license, forty dollars (\$40.00) per annum.
- (11) For each winery license, forty dollars (\$40.00) per annum.
- (12) For each retail on-premises beer license for a hotel, restaurant or club, twenty dollars (\$20.00) per annum.
- (13) For each museum license for alcohol, eight dollars (\$8.00) per annum.
- (14) For each wine and beer banquet license, four dollars (\$4.00) per license.
- (15) For each retail off-premises beer license for a hotel, restaurant, club, corporation, firm or individual, twenty dollars (\$20.00) per annum.
- (16) For persons holding state mixed beverage restaurant licenses and caterers' licenses for establishments located within the town:
- a. For persons operating restaurants, including restaurants located on the premises of and operated
   by hotels, motels, or other persons:

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- 1. For each restaurant with a seating capacity at tables for up to one hundred (100) persons, one hundred sixty dollars (\$160.00) per annum.
- 2. For each restaurant with a seating capacity at tables for more than one hundred (100) but not more than one hundred fifty (150) persons, two hundred eighty dollars (\$280.00) per annum.
- 3. For each restaurant with a seating capacity at tables for more than one hundred fifty (150) persons, four hundred dollars (\$400.00) per annum.
- b. For each mixed beverage caterer, four hundred dollars (\$400.00) per annum.
- e. For mixed beverage special events licenses or club events licenses, right dollars (\$8.00) for each day—of each event.
- d. For a private, non-profit club operating a restaurant located on the premises of such club, two-
- hundred eighty dollars (\$280.00) per annum.

(17) For each amphitheater license, two hundred forty dollars (\$240.00) per annum.

For all alcoholic beverage licenses not listed above, the license tax shall be assessed and collected frompersons at the rate of eighty (80) percent of the maximum set forth in Code of Virginia § 4.1-233(A).

(Ord. of 5-13-03; Ord. No. O-2012-017, § 1, 12-11-12)

State Law reference Alcoholic beverage control board, Code of Virginia, § 4.1-102 et seq.; licenses granted by board, Code of Virginia, § 4.1-103; local licenses and taxes, Code of Virginia, §§ 4.1-128 and 4.1-233.

Sec. 10-83. Same Prorating.

The license taxes set forth in section 10-82 shall be proportional for the proportional part of the license year used.

(Ord. of 5-13-03)

Sec. 10-84. Same State license prerequisite to town license.

License taxes shall be assessed and collected from persons licensed by the state alcoholic beverage control board to manufacture, bottle, and sell alcoholic beverages within the town as provided for in Code of Virginia, Title 4.1. If any person shall hold any such town license without at the same time holding the proper state license, such local license shall, during the period when such person does not hold the proper state license, confer no rights, powers or privileges under the provisions of this chapter.

(Ord. of 5-13-03)

State Law reference—The Alcoholic Beverage Control Act, Code of Virginia, § 4.1 et seq.

Secs. <del>10-85</del> <u>10-81</u> – 10-100. – Reserved.

2. This ordinance shall become effective on <u>January 1, 2020</u>.

BY ORDER OF COUNCIL

Michael T. Olinger, Mayor Town of Culpeper, Virginia

ATTEST:

Kimberly D. Allen, Town Clerk

**MOTION:** Yowell

Date: May 14, 2019

**SECOND:** Reaves

**Regular Meeting** 

Ord. No. <u>O-2019-005</u>

**RE:** Approval

**ACTION:** Approved

Votes:

Ayes: Clancey, Olinger, Price, Reaves, Rimeikis, Russell, Ryan, Taylor, Yowell

Nays: None

Absent from Vote: None Absent from Meeting: None

CERTIFIED COPY

Kimbarly D. Allen, Town Clerk

## TOWN OF CULPEPER SCHEDULE OF FINES & FEES

CODE SECTION	DESCRIPTION	FEE
Engineering		
§7-26	Erosion Control Plan Review (12/06) (6/09)  First acre Per acre thereafter	<b>-</b>
§7-28	Land disturbing permit (Agreement in Lieu of Plan) for single family dwellings not part of a larger subdivision. (12/06)	\$25
	Overtime, Weekend, and Holiday Inspections (12/06)	\$160 - plus \$40.00 per hour if more than 4 hours are needed.
§22-68	Re-Inspections (12/06)	\$25 base fee, plus additional
	Re-inspect - per liner foot of roadway Re-inspect – per linear foot of utility Re-inspect – Per major utility structure (for manhole, fire hydrant, drop inlet, etc)	below, if applicable \$ 0.10 \$ 0.05 \$1.00
<b>STREETS</b> §21-92	Permit to break, dig up, open or cause to be broken dug up or opened any street, alley, sidewalk or other public place or portion thereof (6/07)	\$50
REFUSE		
§20-76, 77, 78	Monthly sanitation equipment replacement fee (paid on water utility bill) (6/11) (6/14)	\$2/cart
	Second Trash Cart	\$60
	Refuse collection – business	\$11/month – per cart
§20-32	Refuse collection 3 times per week – Historic District food service locations only (7/12)	\$36/month – 1 cart \$39/month – ea. additional cart
UTILITIES - GENI	ERAL	
§24-34, 110 & 155	Late fee for bills unpaid one (1) day after due date.	\$1.50 or 2% of bill, whichever is greater
	Delinquent fee for bills unpaid eleven (11) days after due date. (6/09) (7/12) (6/19)	\$25
§24-34, 110, 130 & 155	Service notice to disconnect utility services for non-payment. (6/09) (7/12) (6/19)	\$50
	Re-connect services Mon-Fri 5pm-8pm, Sat-Sun 8am-4pm Second trip to re-connect if no one home 22 Town of Culpepe	\$100 \$50 er FY20 Adopted Budget-May 14, 2019

CODE SECTION	DESCRIPTION	FEE				
	UTILITIES – ELECTRIC					
§24-37	Electric Meter (set/placed) based on service	Varies				
	Electric Meter re-read (6/09)	\$20				
§24-42	Electric Meter Test - Request by Customer (6/09)  First request  Second request in a 12 month period  All additional requests					
	Electric Line Extensions (6/09) (6/19) In-town major subdivisions – lots not exceeding one acre In-town major subdivisions – lots one to two acres In-town major subdivisions – lots larger than two acres	\$3,500 per lot \$5,000 per lot \$7,500 per lot				
	In-town underground service to single lot, lots in minor subdivisions or small, single phase commercial (6/15)	\$1,500 plus \$1.25 per foot over 125'				
	In-town overhead service to single lot, lots in minor subdivisions with single phase commercial	\$1,100 plus \$1.25 per foot over 125' plus \$375 for each pole >1				
	In-town large commercial and industrial users, three-phase Service (6/15)	\$4,000 plus \$1.25 per foot over 125' plus \$375 for each pole >1				
	Service Changes, overhead to underground, service heavy-up	Time and material				
§24-37	Electric service - security deposit (6/09) (6/15)  Residential & Commercial	\$250				
§24-32	Electric Rate Schedule	Varies				
<b>UTILITES – V</b> §24-95	WATER & SEWER Water main connections - residential only	Varies				
	(Note: Commercial and industrial water connections are based upon meter size and consumption.)					

CODE SECTION	DESCRIPTION	FEE			
	UTILITIES – WATER &				
SEWER, CON	Water main connections – residential only (8/04) (7/12) Existing dwellings converting from private well to Town water will be charged 50% of the current tap fee.	\$3,250 ea.			
§24-96	Water Meter Test - Request by Customer (6/11)	First request - No charge Second request in a 12 month period - \$25			
§24-96	Monthly water rates	Varies			
§24-100	Water Meter (set/placed) Based on meter size	Varies			
§24-100	Water & wastewater service deposit residential only (7/12)	\$50			
	Water sales (bulk) – minimum charge (6/09) (6/11)	Varies			
	Water sales (bulk) (6/09) (6/11)	Varies			
§24-149	Sewer connections - residential	Varies			
	(Note: Commercial and industrial connections are based upon meter size and consumption.)				
	Sewer main connections – residential only (8/04) (7/12) Existing dwellings converting from private septic tank to Town sewer will be charged 50% of the current tap fee.	\$5,000 ea.			
	Monthly sewer rates	Varies			
	Sewer - Flat Rate	Varies			
§24-202	Permit and inspection fee for residential or	\$50			
	commercial sewer permit (06/18) Re-inspection fee for subsequent field inspections (06/18)	\$25			
§24 <b>-</b> 202	Permit and inspection fee for industrial sewer permit (06/18) Re-inspection fee for subsequent field inspections (06/18)	\$100 \$50			
§24-183	Permit and inspection fee for private sewer system permit	\$100			
	(06/18) Re-inspection fee for subsequent field inspections (06/18)	\$50			
	Septage Hauler's Fee (6/09) (6/11) (7/12) (6/13) (6/19)	Varies			
§24-241	Wastewater Contribution Permit (5 Years) (6/11)	\$1,000			

CODE SECTION	DESCRIPTION	FEE
UTILITIES – W SEWER, CONT.		
	Review of out-of-town water and wastewater service requests - apply to the entire tract of land to be developed.	\$50 per acre; with a minimum charge of \$500, and a maximum charge of \$5,000 for properties within the Mountain Run Lake and Lake Pelham watersheds.
		\$25 per acre, with a minimum charge of \$250 and a maximum charge of \$2,500 for properties outside the above mentioned watersheds.

UTILITIES – TELECOMMUNICATIONS ANTENNAE OR APPURTENANCES		
	rcial telecommunications antennae or a facilities including, but not limited to, /13)	To be negotiated by town manager, \$2,000 min (per provider) per month
	nmercial telecommunications antennae own facilities including, but not limited	To be negotiated by Town Manager

PLANNING & DEVELOPMI	& COMMUNITY ENT		
	FACILITIES STANDARDS MANUAL		
	Sec. 2.200, Fire Protection Flushing or Tes	sting	\$30
	MISCELLANEOUS – Copies	C	
	Comprehensive Plan	Hard Copy	\$30
	(6/02)	CD Version	\$15
	11" x 17"	'Maps (pack of 15)	\$10
	Large Transportat	ion Map (30"x 42")	\$10
	Large Future Land U	se Map (30" x 42")	\$10
	Facilities Standards Manual		\$20
	Capital Improvements Plan (04/09)	Hard Copy	\$20
		CD Version	\$15
	Maps		\$5 each
	Miscellaneous Documents		\$. 25 each page
	Subdivision Ordinance		\$7
	Water and Sewer Specifications		\$25 ,
	Zoning Ordinance		\$15
	SUBDIVISION ORDINANCE		
§22-38	Penalty for Violation of Chapter		\$10-\$1,000 (each day constitutes a new violation)
§22-108	Minor Subdivision Plats or Plans (6/19)		\$150

CODE SECTION	DESCRIPTION		FEE		
PLANNING &	PLANNING & COMMUNITY DEVELOPMENT, CON'T.				
DEVELOPMEN	Final Plat, Record plat (10/03)	5 acres or less ore than 5 acres	\$50 + \$10 per lot \$100 + \$10 per lot		
	Revisions, Subsequ	ent Submissions	\$50		
22-118	Vacation of Plat		\$150		
	ZONING ORDINANCE Architectural Compatibility Finding		None		
§27-377	Amendment Ordinance Request (6/13) (6/19)		\$500		
	Boat Dock Permit - For a 5-year permit (11/10	)	\$25		
§27-352	Certificate of Occupancy (12/06) (6/09)	Do inspection	\$40 \$25		
	Weekend or Holida	Re-inspection y Re-inspection	\$160 minimum		
	Commercial Burning Permit (12/06)		\$25		
§27-451	Conditional Use permit (10/03) (6/19)		\$750		
	House Location/Boundary Survey		\$15		
§11-43	Leased Parking Permits		See Parking Authority Fee Schedule		
§11-43	Residential Parking Permits		See Parking Authority Fee Schedule		
	Rezoning Application (10/03)		\$1,000 + \$100/acre		
§27-237 & §27-248	Sign Permits (6/18)		\$1 per sq. ft of sign \$25 Minimum Charge		
§27-266	Preliminary Plan, Major Site Plan, and Major S Submissions (Residential, Commercial & Indus		\$250+\$20/1,000 sq.ft of site area		
		Revision on existing lot on existing lot	\$50 per submission \$25 \$50		
§15-3	Parks & Recreation (05/03) (3/07) (6/09) (7/12) Pavilion Rental Major Events Fee for residents at either park Major Events Fee for non-residents at either		\$50 \$100 \$300		
§15-2	Variance Application (10/03) (6/09)		\$300		

CODE SECTION	DESCRIPTION	FEE
PLANNING &	COMMUNITY	
DEVELOPMEN	T, CON'T.	
§27-353	Violations & Penalties:	
	Administration & Enforcement (§27-352, §27-353)	\$100
	District Regulations (§27-51, §27-62)	\$100
	Flood Hazard Areas (§27-93)	\$100
	Historic District (§27-127, §27-130, §27-132)	\$100
	Landscaping (§27-158, §27-159)	\$50
	Nonconforming Uses (§27-181, §27-185)	\$100
	Parking (§27-206, §27-209)	\$100
	Signs (§27-238, §27-241, §21-3)	\$50
	Site Plans (§27-262)	\$50
	Towing Inoperable Vehicles (§20-4) (03/04)	\$50 per vehicle
	Watershed Protection District (§27-428, §27-429)	\$100
	Zoning permit (6/13)	
	Residential	\$25
	Other	\$100
	Zoning Verification/Compliance Letter (6/13)	\$25

POLICE	(6/09)		
	Administrative: Accident Reports Incident Reports Fingerprinting	for town residents for out-of-town residents	\$2 \$5 \$5 \$15
	Parking: (6/13) (6/19)		
	1 <sup>st</sup> Offense		\$10
	2 <sup>nd</sup> Offense		\$25
	3 <sup>rd</sup> and Subsequent Offenses		\$50
	Court Charges		\$61
	Late Fee after 30 days		\$10

OTHER / M	OTHER / MISCELLANEOUS									
§16 <b>-</b> 30	Solicitors Permit Fee (2/04)	\$20								
§21-47	Security Plan Fee (1/16)	\$100								

Bo	pating Permit—Two years (9/11)	\$20	
	pating Permit—Two consecutive days (9/11)	\$ 5	

CODE SECTION	DESCRIPTION	FEE
TREASURER, C	CON'T.	
	Delinquent Collection Fee	\$25
	DMV Stops (9/17)	\$35
	Fishing Certificate—Two Years (9/11)	\$20
	Fishing Certificate—Two consecutive days (9/11)	\$ 5
	New Utility Service Application (6/09)	\$25
	Returned Check	\$35
	Unauthorized Use of Meter – Theft of Service	\$250 plus usage



<sup>\*</sup>This schedule is not all inclusive. For further information, please contact the Planning & Community Development Department at 540-829-8260.

Approved: March 9, 1999 – first reading April 13, 1999 – second reading

Revisions:	July 13, 1999 and September 1999 July 2000 April 2001 April 2002 and May 2002 February 2003, July 2003 and October 2003 February 2004, March 2004, and May 2004 April 2005 July 2006, August 2006, and December 2006 March 2007, June 2007 May 2008 April 2009, June 2009 July 2010, November 2010 June 2011	October 2011 June 2012 July 2012 June 2013 June 2014 June 2015 January 2016 June 2016 June 2017 August 2017 June 2018 June 2019

#### TOWN OF CULPEPER General Fund - Operating Fund Summary FY20 BUDGET

		*****			******	*****		FY20	FY20	FY20
FY17	FY18	FY18			FY19	FY19	PROJECTED	DEPT	MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL			ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
			DEVE	NUES:						
	467.600		KEVE	Reserve Balances		710.259	710.259	633.829	176 000	176.000
3,366,969	3,155,750	3,695,918		General Property Taxes	3,370,150	3,370,150	3,703,150	3,383,150	176,000 3,434,150	3,434,150
7,898,015	7,661,500			Local Taxes		8,008,500		8,254,000	8,237,470	8,237,470
		8,340,255			8,008,500		8,008,500			382,000
369,930 134,692	331,500 124,500	421,311		Permits, Fees, Licenses Fines & Forfeitures	379,500 194,500	379,500 194,500	384,500 150,500	382,000	382,000 140,500	382,000 140,500
134,692	220.000	113,441 347,741		Revenue From Use Of Money	320,000	320,000	440,000	140,500 475,000	475,000	475.000
205,206	191,100	225,350		Charges For Services	200,700	200,700	200,700	210,600	210,600	210,600
83,861	191,100	177,131		Miscellaneous	104.400	364,400	484,400	97,900	97,900	97,900
	. ,			Recovered Costs	- ,	,			, ,	
2,360,655	2,413,162	2,412,153			2,598,068	2,598,068	2,598,068	2,752,349	2,754,897	2,754,897
6,795	7,000	6,775		Non-Categorical Aid	7,000	7,000	7,000	7,000	7,000	7,000
2,615,316	2,636,133	2,594,043		Categorical Aid	2,695,599	2,695,599	2,701,659	2,755,140	2,755,140	2,755,140
611,435	607,965	611,435		Enterprise Funds Transfer - PILOT	604,380	604,380	604,380	665,496	664,545	664,545
17,847,961	17,918,260	18,945,552		REVENUES BY CATEGORIES	18,482,797	19,453,056	19,993,116	19,756,965	19,335,202	19,335,202
										-
				NDITURES:						-
169,689	195,976	191,093		Town Council	198,236	198,236	193,077	202,083	196,022	196,022
110,005	115,846	115,610		Town Manager	123,592	123,592	121,592	126,032	128,533	128,533
283,624	300,474	274,420		Town Clerk	297,961	297,961	296,607	303,915	310,484	310,484
280,941	290,698	290,883		Human Resources	290,024	290,024	289,864	305,414	310,533	310,533
96,620	110,860	71,321		Town Attorney	114,360	114,360	114,160	114,160	114,160	114,160
58,088	58,600	57,226		Independent Auditor	59,750	59,750	64,750	67,500	67,500	67,500
1,197,946	1,341,148	1,268,840		Treasurer	1,471,845	1,476,245	1,477,445	1,507,302	1,524,823	1,524,823
119,784	125,505	119,029		Risk Management	133,155	133,155	117,254	112,552	112,552	112,552
1,187,486	1,192,987	1,174,216		Information Technology	1,357,623	1,357,623	1,355,023	1,365,773	1,354,522	1,354,522
234,202	246,503	246,503		Motor Pool	259,682	259,682	259,682	259,445	262,771	262,771
-	200			Electoral Board	-	-	-	-	-	-
4,582,392	4,789,892	4,714,814		Police	5,012,200	5,012,200	4,978,055	5,065,925	5,174,955	5,174,955
29,782	14,527	14,527		Drug Seizure Funds	10,000	10,000	10,000	10,000	10,000	10,000
413,401	453,873	446,070		E911 Joint Operations	417,835	417,835	417,835	513,599	510,342	510,342
-	-			E-Ticketing	70,000	70,000	-	15,000	15,000	15,000
142,837	155,072	155,072		Fire Department	150,000	150,000	151,693	153,500	153,500	153,500
25,000	25,000	25,000		Rescue Squad	25,000	25,000	25,000	25,000	25,000	25,000
119,267	131,532	131,532		Va Regional Transit	129,410	129,410	129,410	131,840	131,840	131,840
192,037	253,591	177,077		Engineering	194,204	194,204	193,954	193,004	194,291	194,291
2,280,211	2,621,406	1,954,631		Streets	2,441,921	2,936,921	2,932,421	3,580,901	2,575,561	2,575,561
34,390	66,690	46,961	4105		66,490	66,490	84,565	62,800	62,800	62,800
145,785	252,602	176,101		Traffic Engineering	208,603	283,103	283,103	210,004	211,040	211,040
349,387	392,949	366,267		Sanitation	386,181	386,181	384,198	702,398	703,824	703,824
626,648	618,204	463,653		General Properties	538,503	629,003	640,403	603,549	628,033	628,033
185,435	234,603	221,755		Culpeper Media Network	224,350	224,350	218,600	223,688	234,208	234,208
381,244	433,566	433,566		Parks and Recreation	418,382	418,382	414,882	409,360	360,497	360,497
136,372	141,596	114,454		Cemetery	127,564	127,564	126,864	82,700	83,546	83,546
532,568	583,517	538,334		Planning	572,734	583,834	583,834	718,595	732,534	732,534
47,680	63,338	58,618		Visitors Center	60,562	61,062	61,062	55,547	64,210	64,210
365,338	461,517	434,337		Tourism	458,823	485,082	484,983	645,625	519,854	519,854
156,250	225,895	217,769	8105	Economic Development	292,179	300,179	300,179	206,161	206,161	206,161

#### TOWN OF CULPEPER General Fund - Operating Fund Summary FY20 BUDGET

								FY20	FY20	FY20
FY17	FY18	FY18			FY19	FY19	PROJECTED	DEPT	MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL			ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
1,659,591	1,723,249	1,723,249	9900	Debt Service	1,705,129	1,705,129	1,705,129	1,616,261	1,616,261	1,616,261
-	292,258	-	9950	Transfer to Capital	666,499	926,499	1,577,491	167,331	739,844	739,844
-	-	-	9990	Contingency	-	-	-	-	-	-
16,144,002	17,913,674	16,222,931	·	Total Expenditures / other uses	18,482,797	19,453,056	19,993,116	19,756,965	19,335,202	19,335,202

								FY20	FY20	FY20
FY17	FY18	FY18			FY19	FY19	PROJECTED	DEPT	MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL			ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
			RESE	RVE BALANCES					1=1000	
-	0	0		44960 Transfer from Reserves	0		0	633,829	176,000	176,000
-	444,397	0		45600 Reserves	0	,	710,259	0	0	0
-	23,203	0		45601 Cable - Prior Year Reserves	0	Ü	0	0	0	0
-	467,600	0		Total Reserves	0	710,259	710,259	633,829	176,000	176,000
			CENT	DAY DROPERSY SAVES						
1 600 220	1 575 000	1.552.702	GENE	ERAL PROPERTY TAXES	1 500 000	1.500.000	1 500 000	1 600 000	1.505.000	1 505 000
1,609,220	1,575,000	1,552,782		40010 Real Estate - Current	1,590,000	1,590,000	1,590,000	1,600,000	1,587,000	1,587,000
14 102	15 500	16.055		40020 Garaid Tea District Garataile	17,000	17,000	17,000	17,000	17.000	17 000
14,102	15,500	16,955		40020 Special Tax District - Southridge	17,000	17,000	17,000	17,000	17,000	17,000
2 202	2.750	4.207		Special Tax District - Lafayette	4.000	4.000	4.000	4.000	4.000	4.000
3,302	3,750	4,397		40030 Ridge	4,000	4,000	4,000	4,000	4,000	4,000
2 200	2 200	2 200		40040 Garaial Tara District William Charles	2,000	2,000	2,000	2,000	2 000	2 000
3,290	3,200 20,000	3,298		40040 Special Tax District - Willow Shade	3,000 20,000	3,000 20,000	3,000 20,000	3,000 10,000	3,000 10,000	3,000 10,000
36,509	,	27,656		40090 Real Estate - Delinquent				,	,	
38,342	38,000	40,668		40120 Public Service - Real Estate	40,000	40,000	38,000	38,000	38,000	38,000
1.40	150	1 102		40100 P 11' G ' P 1P	1.000	1.000	1.000	1.000	1 000	1.000
140	150	1,103		40130 Public Service - Personal Property	1,000	1,000	1,000	1,000	1,000	1,000
1,261,240	1,200,000	1,527,722		40240 Personal Property - Current	1,300,000	1,300,000	1,600,000	1,325,000	1,325,000	1,325,000
118,275	85,000	269,056		40290 Personal Property - Delinquent	85,000	85,000	150,000	150,000	150,000	150,000
-	150	150		40250 Mobile Homes	150		150	150	150	150
189,244	155,000	172,725		40260 Machinery & Tools	250,000		220,000	175,000	239,000	239,000
55,153	30,000	46,875		40298 Penalties - All Taxes	30,000	30,000	30,000	30,000	30,000	30,000
38,152	30,000	32,532		40299 Interest - All Taxes	30,000	30,000	30,000	30,000	30,000	30,000
3,366,969	3,155,750	3,695,918		Sub-total-General Property Taxes	3,370,150	3,370,150	3,703,150	3,383,150	3,434,150	3,434,150
			LOCA	AL TAXES						
1,533,279	1,375,000	1,682,396	LUCA	41110 Local Sales and Use Tax	1,600,000	1,600,000	1,600,000	1,600,000	1,600,000	1,600,000
56,289	36,000	46,149		40520 BPOL - Contracting	40.000	40,000	40,000	40,000	45,000	45,000
30,289	30,000	240		40520 BPOL - Contracting  40521 BPOL - Peddler/Solicitor	40,000		40,000	40,000	43,000	43,000
16,085	12,000	12,266		40521 BPOL - Feddier/Solicitor  40522 BPOL - Miscellaneous / Other	15,000		15,000	15,000	4,470	4,470
-	0	1,200	_	40523 BPOL - Itinerant/Merchant	13,000		13,000	15,000	4,470	4,470
254,225	230,000	244,004		40523 BPOL - Innerant/Merchant 40524 BPOL - Professional	190,000	-	190,000	190,000	205,000	205,000
254,225	230,000	2,400		40525 BPOL - Street Vendor	190,000		190,000	2,000	1,000	1,000
170,235	165,000	174,413		40526 BPOL - Street Vendor 40526 BPOL - Repair & Personal Bus	130,000		130,000	120,000	140,000	140,000
464,710	485,000	512,509	-	40528 BPOL - Retail	485,000	485,000	485,000	485,000	510,000	510,000
20.646	20.000	20,953		40530 BPOL - Ketan 40530 BPOL - Utilities	20,000	20,000	20,000	20.000	20.000	20,000
44,708	42,000	43,764		40530 BPOL - Utilities 40532 BPOL - Wholesale	42,000	-,	42,000	42,000	42,000	42,000
841	42,000	9,822		40599 BPOL - Penalties	42,000		42,000	42,000	42,000	12,000
13	0	7,822		40598 BPOL - Interest	0		0	0	0	0
45,244	46,500	48,154		41141 Admissions Tax	46,500		46,500	50,000	50,000	50,000
390,832	340,000	431,595		41145 Bank Stock Tax	375,000	375,000	375,000	400,000	400.000	400,000
156,238	150,000	165,818		41550 Cigarette Tax	225,000	225,000	225,000	250,000	250,000	250,000
62,701	60,000	62,127		41553 Consumption Tax	60,000	60,000	60,000	60,000	60,000	60,000
699	00,000	206		41198 Penalties - Local Tax	00,000		00,000	00,000	00,000	00,000
-	0	13,337		41199 Interest - Local Tax	0	-	0	0	0	0
_	U	13,337		Telecommunications Sales & Use	0	0	0	- U	0	0
116,110	120.000	112,655		46158 Tax	110,000	110.000	110,000	100,000	100.000	100,000
110,110	120,000	112,033		70130 1 dA	110,000	110,000	110,000	100,000	100,000	100,00

								FY20	FY20	FY20
FY17	FY18	FY18			FY19	FY19	PROJECTED	DEPT	MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL			ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
110.525	120.000	100.550		MICO WALL DO WALL DO TO	470.000	470.000	450.000	520.000	450,000	450,000
449,636	430,000	498,669		41160 Hotel & Motel Room Tax	470,000		470,000	530,000	460,000	460,000
4,115,524	4,150,000	4,257,578		41165 Meals Tax	4,200,000	4,200,000	4,200,000	4,350,000	4,350,000	4,350,000
7,898,015	7,661,500	8,340,255		Sub-total-Local Taxes	8,008,500	8,008,500	8,008,500	8,254,000	8,237,470	8,237,470
	_		PERN	AITS, FEES, LICENSES			_		_	
-	0	0		41200 Land Use Application Fee	0			0	0	0
33,475	36,000	34,860		41201 Application Fee	36,000	36,000	36,000	36,000	36,000	36,000
21,303	20,000	11,087		41202 Administration Fees	20,000	20,000	10,000	10,000	10,000	10,000
13,390	5,000	7,510		41208 Boating Permits	13,000	13,000	13,000	5,000	5,000	5,000
49,600	45,000	46,300		41213 Burial Permits	45,000	45,000	45,000	45,000	45,000	45,000
3,250	3,000	2,900		41216 Cemetery Stone Permits	3,000	3,000	3,000	3,000	3,000	3,000
26,394	15,000	44,994		41220 Collection Fees	35,000	35,000	50,000	50,000	50,000	50,000
20,995	10,000	9,295		41230 Fishing Permits	20,000	20,000	20,000	4,000	4,000	4,000
11,725	15,000	11,100		41271 Pavilion Reservation Fees	12,000	12,000	12,000	12,000	12,000	12,000
-	0	927		41273 Property Violations	4,500	4,500	4,500	4,000	4,000	4,000
-	0	0		41274 Maintenance Code Violations	1,500	1,500	1,500	1,000	1,000	1,000
-	0	25		41275 Boat Dock Permits	0	-	0	0	0	0
1,899	1,500	1,191		41280 Sign Permits	1,500	1,500	1,500	1,000	1,000	1,000
87,214	60,000	112,905		46288 Telecommunications Agreement	87,000	87,000	87,000	100,000	100,000	100,000
78,876	80,000	109,126		41289 Right-of-Way Use Fee	80,000	80,000	80,000	80,000	80,000	80,000
2,500	1,000	2,350		41290 Excavation Permits	1,000	1,000	1,000	1,000	1,000	1,000
19,309	40,000	26,740		41297 Zoning Fees	20,000	20,000	20,000	30,000	30,000	30,000
369,930	331,500	421,311		Sub-total-Permits, Fees, Licenses	379,500	379,500	384,500	382,000	382,000	382,000
			FINE	S AND FORFEITURES						
535	500	356		41300 FOIA Request Fees	500	500	500	500	500	500
107,659	100,000	94,528		44310 Court Fines	100,000	100,000	100,000	100,000	100,000	100,000
7,953	10,000	2,492		44320 Drug Enforcement Program	10,000	10,000	10,000	10,000	10,000	10,000
				Drug Enforcement Program -						
5,333	0	500		44321 Federal	0	0	0	0	0	0
-	0	0		44325 E-Ticketing	70,000	,	20,000	15,000	15,000	15,000
13,212	14,000	15,564		47340 Parking fines	14,000	14,000	20,000	15,000	15,000	15,000
134,692	124,500	113,441		Sub-total-Fines	194,500	194,500	150,500	140,500	140,500	140,500
			REVI	ENUE FROM USE OF MONEY						
43,627	30,000	136,927		42360 Interest Income	100,000	100,000	150,000	225,000	225,000	225,000
-	0	(17,470)		42362 Interest on Investments	0		50,000	0	0	0
(85)	0	(13)		41366 Convenience Fee	0		-	0	0	0
151,545	190,000	228,296		45380 Rental Income - Property	220,000		240,000	250,000	250,000	250,000
195,087	220,000	347,741		Sub-total-Use of Money	320,000	320,000	440,000	475,000	475,000	475,000
			CHAI	RGES FOR SERVICES						
18,800	18,000	18,100		44410 School Crosswalk Traffic Control	18,000	18,000	18,000	18,000	18,000	18,000
				Sale of Maps, Plats, Publications,						
162	100	50		44465 etc.	100		100	100	100	100
100	500	0		46467 Cable - Tape Sales	100		100	0	0	0
4,349	6,000	7,867		46468 Cable - PEG fees	6,000	6,000	6,000	7,500	7,500	7,500

VV14.	TV/40	TTV-1-0			T.Y.40	TW140	DD O VE CEED	FY20	FY20	FY20
FY17	FY18	FY18			FY19	FY19	PROJECTED	DEPT	MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL			ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
141.500	120,000	147.014		44400 Conitation Francis Boots and Francis	1.40.000	140,000	1.40.000	145,000	145,000	145 000
141,598	130,000	147,214		44480 Sanitation Equip Replacement Fee	140,000	140,000	140,000	145,000	145,000	145,000
40,197	36,500 191,100	52,119 225,350		44485 Trash Disposal Fees	36,500	36,500 200,700	36,500 200,700	40,000	40,000 210,600	40,000
205,206	191,100	225,350		Sub-total-Charge for Services	200,700	200,700	200,700	210,600	210,600	210,600
			MICC	DELL'ANICOLIC						
	0	0	MISC	ELLANEOUS  42504   Contributions	0	0	0	0	0	0
							-	_	-	
473	50	10,145		42505 Donations - Parks & Recreation	100	260,100	260,100	5,000	5,000	5,000
-	0	0		42506 Donations - Dog Park	0	0	0	0	0	0
641	0	17		42507 Donations	0	•	0	0	0	0
2,400	0	0		42508 Donations - Police Department	0		0	0	0	0
411	10,000	8,298		45525 Insurance Claims/Recovery	10,000	10,000	105,000	10,000	10,000	10,000
19,029	20,000	27,956		45550 Miscellaneous	20,000	20,000	20,000	15,000	15,000	15,000
-	0	0		45551 Misc Conversion Carryover	0	0	0	0	0	0
- 2150	0	0		45595 Bike Share Rental	900	900	900	900	900	900
2,160	2,000	4,320		46552 Cable - Sponsorships	2,000	2,000	2,000	0	0	42.000
32,448	42,000	29,317		44560 Parking Authority Maintenance	42,000	42,000	42,000	42,000	42,000	42,000
-	0	0		44565 PW - Used Motor Oil Proceeds	0	0	0	0	0	0
		_ <mark>_</mark>								
521	1,500	0		44580 Sale of Salvage & Surplus Materials	1,500	1,500	1,500	1,500	1,500	1,500
20,028	16,500	33,662		44585 Sale of Surplus Equipment	15,000	15,000	15,000	15,000	15,000	15,000
-	0	1		44586 Sale of Capital Assets	0	0	0	0	0	0
(34)		(**)		42590 Short & Overages	0		0	0	0	0
3,480	3,000	3,840		44595 Sale of Trash Containers	3,500	3,500	3,500	3,500	3,500	3,500
2,304	7,000	4,675		45596 Trolley Tour Fees	9,400	9,400	9,400	5,000	5,000	5,000
		~~ aaa		1555 W 1 134 B 14			27.000			
-	0	55,000		45565 Wayland Manor Road Improv Fee	0	0	25,000	0	0	0
- 02.061	0	0		42597 Vending / Payphone Revenue	104.400		0	07.000	0	07.000
83,861	102,050	177,131		Sub-total-Miscellaneous	104,400	364,400	484,400	97,900	97,900	97,900
			DECC	OVERED COSTS						
52,000	50.000	50,000	RECC	44610 Motor Pool - Electric	51.000	51.000	51,000	51,000	51,000	51,000
10,000	10,000	10,000		44614 Motor Pool - Water	10,000	10,000	10,000	10,000	10.000	10,000
35,000	37,500	37,500		44618 Motor Pool - Water	29,000	29,000	29,000	31,000	31,000	31,000
33,000	37,300	37,300		Mowing, mulching, trimming -	29,000	29,000	29,000	31,000	31,000	31,000
6,500	6,430	6,430		44620 Electric	7,500	7,500	7,500	7,500	7,500	7,500
0,500	0,430	0,430		Mowing, mulching, trimming -	7,300	7,500	7,500	7,500	7,300	7,300
6,100	6,089	6,089		44624 Water	6,000	6,000	6,000	6,000	6,000	6,000
0,100	0,007	0,007		Mowing, mulching, trimming -	0,000	0,000	0,000	0,000	0,000	0,000
16,000	15,097	15,097		44628 Wastewater	15,000	15,000	15,000	15,000	15,000	15,000
104,990	109,876	108,867		46666 Cable - Contributions - County	112,175	112,175	112,175	111,844	117,378	117,378
104,770	107,070	100,007		Cable - Contributions - Other	0	,	112,173	111,044	0	117,376
803,053	836,302	836,302		44680 Utility Services - Electric	894,016	894,016	894,016	967,979	968,780	968,780
730,270	733,006	733,006	_	44684 Utility Services - Water	798,818	798,818	798,818	842,915	841,898	841,898
596,742	608,862	608,862	_	44688 Utility Services - Wastewater	674,559	674,559	674,559	709,111	706,341	706,341
2,360,655	2,413,162	2,412,153		Sub-total-Recovered Costs	2,598,068	2,598,068	2,598,068	2,752,349	2,754,897	2,754,897
2,000,000	2,.12,102	2,.12,133		San Total Recovered Costs	2,570,000	2,570,000	2,500,000	2,752,517	2,70 .,557	2,75 .,077
			NON-	CATEGORICAL AID						
			1,011			<u> </u>				

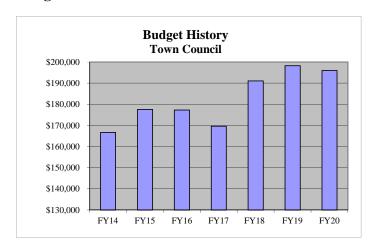
								FY20	FY20	FY20
FY17	FY18	FY18			FY19	FY19	PROJECTED	DEPT	MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL			ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
6,795	7,000	6,775		42137 Railroad Rolling Stock Tax	7,000	7,000	7,000	7,000	7,000	7,000
6,795	7,000	6,775		Sub-total-Non-Categorical Aid	7,000	7,000	7,000	7,000	7,000	7,000
			CATI	GORICAL AID						
53,152	56,000	54,757		42055 Fire Services Allocation	55,000	55,000	56,693	58,500	58,500	58,500
-	60,000	10,000		42058 Tourism Grant	55,000	55,000	55,000	55,000	55,000	55,000
				Includes Bike Share Wellness						
				Grant - \$5000						
4,381	4,500	4,271		42060 Litter Control Grant	5,000	5,000	5,117	5,500	5,500	5,500
-	35,000	14,000		42062 Misc. Grants	0	0	4,250	0	0	0
				Parks & Recreation - VA Comm of						
-	5,000	0		42165 the Arts	5,000	5,000	5,000	0	0	0
80,619	0	22,401		42059 Federal-Emergency-Disaster Relief	0	0	0	0	0	0
272,076	271,495	272,076		42175 Police Law Enforcement Assistance	271,495	271,495	271,495	282,140	282,140	282,140
				Police Grants - Traffic Enforcement,						
29,968	15,000	23,940		42176 etc.	15,000	15,000	15,000	15,000	15,000	15,000
13,858	15,000	14,357		41785 Rental Tax	15,000	15,000	15,000	15,000	15,000	15,000
1,937,125	1,950,000	1,954,137		42190 Street and Highway Maintenance	2,050,000	2,050,000	2,050,000	2,100,000	2,100,000	2,100,000
224,138	224,138	224,104		42195 State PPTRA Reimbursement	224,104	224,104	224,104	224,000	224,000	224,000
2,615,316	2,636,133	2,594,043		Sub-total-Categorical Aid	2,695,599	2,695,599	2,701,659	2,755,140	2,755,140	2,755,140
			FUNL	TRANSFERS						
102.025	257.050	254.700		Transfer from Electric Fund -	250 700	2 50 700	2 50 700	204.524	202 772	202 772
192,937	367,860	364,700		44961 PILOT	368,700	368,700	368,700	394,724	393,772	393,772
120.005	105 405	107.055		ALOCO TO G. G. W. F. I. DW.OT.	102.215	102 215	102.215	120.062	120.062	120.062
128,805	105,495	107,055		44962 Transfer from Water Fund - PILOT	103,215	103,215	103,215	120,863	120,863	120,863
200 602	124 510	120 600		Transfer from Wastewater Fund -	100 455	122 457	100 455	140.610	140.010	140.010
289,693	134,610	139,680		44963 PILOT	132,465	132,465	132,465	149,910	149,910	149,910
611,435	607,965	611,435		Sub-total Fund Transfers	604,380	604,380	604,380	665,496	664,545	664,545
17 947 061	17.019.260	10.045.552	тот	AL REVENUES / OTHER SOURCES	10 402 707	10 452 057	10.002.116	10.756.065	10 225 202	10 225 202
17,847,961	17,918,260	18,945,552	TOTA	AL REVENUES / UTHER SUUKCES	18,482,797	19,453,056	19,993,116	19,756,965	19,335,202	19,335,202

# **TOWN COUNCIL (1101)**

## Mission:

The Town Council, as the governing body for the Town of Culpeper, sets policies and establishes ordinances for the general safety, health and welfare of its citizens. Through its collective judgement, it provides a budget ensuring current and future services are provided in a sound and financially responsible manner.

# **Budget and Staff Resources:**



	FY18	FY19	FY19	FY20	FY20	FY20
Category	<u>Actual</u>	<u>Adopted</u>	Projected	Dept Request	Mgr Proposed	<u>Adopted</u>
Authorized Persons	9.0	9.0	9.0	9.0	9.0	9.0
Expenditures						
Expenditures Personnel	157,258	158,136	158,136	162,483	156,422	156,422
-	157,258 33,836	158,136 40,100	158,136 34,941	162,483 39,600	156,422 39,600	156,422 39,600
Personnel	*	,	,	- ,	· · · · · · · · · · · · · · · · · · ·	

# **Major Highlights for FY20**

Total budget increase

\$

(2,214)

-The proposed budget decrease due primarily to a reduction in projected healthcare benefits.

#### In FY20 the Town Council will:

- Provide an open forum for public input;
- Secure the financial position of the Town by seeking new and inventive ways to induce economic development and revitalize commercial and industrial areas;
- Conduct planning retreats to establish goals for the future;
- Provide orientation for new council members and work toward effective relationships;
- Monitor performance of appointed staff to ensure policies and procedures are effectively carried out;
- Communicate effectively with advisory boards and commissions to establish and implement Town Policies; and
- Work together effectively to conduct the Town's business with a commitment to common goals.

FY17	FY18	FY18			FY19	FY19	PROJECTED	FY20 DEPT	FY20 MGR	FY20 COUNCIL
ACTUAL	AMENDED	ACTUAL			ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
ACTUAL	AMENDED	ACTUAL			ADOLIED	AMENDED	1117	REQUEST	TROTOSED	ADOI 1ED
				1101 TOWN COUNCIL						
			PERS	ONNEL - WAGES & BENEFITS						
102,000	102,000	102,000		50030 Salaries - Part-Time	102,000	102,000		102,000	102,000	102,00
5,779	6,324	5,652		50110 Social Security Tax	5,625	5,625	5,625	5,727	5,707	5,70
1,352	1,479	1,322		50120 Medicare Tax	1,319	1,319	1,319	1,343	1,339	1,33
29,284	36,882	48,283		50130 Health Insurance	49,041	49,041	49,041	53,318	47,281	47,28
-	151	0		50160 Workers comp	151	151	151	95	95	9:
			SERV	/ICES - PURCHASED, SHARED, INTERNAL						
252	5,640	63		52400 Printing and Binding	1,000	1,000	500	1,000	1,000	1,00
				Nameplates/bus cards/photo						
598	1,000	405		52410 Advertising	1,000	1,000	1,000	1,000	1,000	1,00
				PH Advertisements/charter amend,						
				etc						
			ОТН	ER CHARGES						
1	300	109	0111	52710 Postal Services	100	100	100	100	100	100
3,010	4,000	2,550		51920 Education, conference and training  VML conference/activities	4,000	4,000	3,000	3,000	3,000	3,000
608	2,500	2,330		52010 Lodging	2,500	2,500	1,200	2,500	2,500	2,500
000	2,300	2,330	_	VML conference	2,300	2,300	1,200	2,300	2,300	2,300
190	1,000	663		52015 Meals	500	500	500	500	500	500
1,145	2,000	631		52018 Travel	1,000		500	1,000	1,000	1,000
1,1 .0	2,000			32010 11000	1,000	1,000	200	1,000	1,000	1,00
			MICC	CELLANEOUS ITEMS						
23,579	25,000	24,264	MISC	52210 Dues & Assoc. Memberships	25,000	25,000	25,141	26,000	26,000	26,00
530	1,000	24,264		56299 Miscellaneous	1,000	1,000		1,000	1.000	1,00
330	1,000	241	-	Cards, flowers, promos, etc.	1,000	1,000	300	1,000	1,000	1,000
				Caras, flowers, promos, etc.						
			MAT	ERIALS AND SUPPLIES						
340	1,200	399		52510 Office Supplies	1,000	1,000	1,000	1,000	1,000	1,00
				Minute book paper, plaques, tapes,						
				misc.						
-	4,000	928		52525 Records Management	2,000	2,000	1,000	2,000	2,000	2,00
				Archival services/equipment						
1,021	1,500	1,254		52580 Books, Subscriptions & Education	1.000	1,000	500	500	500	50
1,021	1,500	1,234	_	VA Code supplements, misc.	1,000	1,000	300	300	300	30
				publications						
169,689	195,976	191,093	TOW	N COUNCIL TOTAL	198,236	198,236	193,077	202,083	196,022	196,022

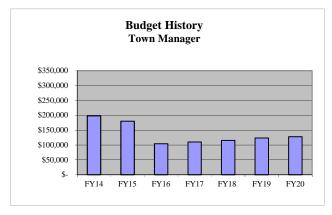
#### **TOWN MANAGER (1201)**

#### Mission:

To seek, promote and support a high quality of life for the citizens through the development and contribution of all employees to the maximum of their potential. Under the direction and leadership of the Town Manager, the Town employees will provide quality and innovative service which results in the highest achievable levels of customer satisfaction and recognition of excellence.

In addition, the Office of the Town Manager provides general and administrative oversite of municipal operations. To fulfill this primary function, the Town Manager advises the Town Council on municipal policy and programs affecting the community; to direct and coordinate the activities and work programs of all Town departments; to interact with federal and state agencies and other local governments and agencies; to conduct short and long-range financial planning including preparation of the annual operating budget and the capital improvement program; to administer the personnel program; to perform special studies and issue analyses and evaluations as needed to promote informed decision-making; to review and oversee the submission and administration of federal and state grants; and to monitor proposed state legislation and represent the local government interests.

#### **Budget and Staff Resources:**



		Budget	& Staffing	Summary		
	FY18	FY19	FY19	FY20	FY20	FY20
Category	Actual	Adopted	Projected	Dept Request	Mgr Proposed	Adopted
Authorized Persons	1.0	1.0	1.0	1.0	1.0	1.0
Expenditures						
Personnel	106,113	108,892	108,892	111,632	114,133	114,133
reisonnei				1.4.400	14.400	14,400
Operating	9,497	14,700	12,700	14,400	14,400	14,400
	9,497	14,700	12,700			-

\$

## **Major Highlights for FY20**

Total budget increase

4,941

#### Overall Manager's Budget Summary:

- The proposed budget represents a 2.7% increase in the General Fund operating budget over FY19 (excluding vehicles, previously budgeted as Capital). Significant changes are as follows:

ant changes are as follows:	
- Proposed 4% merit pay increase. (Total General Fund and Enterprise Fund \$474,582)	\$ 338,275
- Increase in Part-Time Personnel Costs in Finance	\$ 22,620
- UAV Program (Drones)	\$ 55,000
- Reductions in Risk Management	\$ (20,603)
- Part-Time Administrative Position in IT	\$ 37,700
- Network Security Engineer in IT	\$ 100,204
- Additional Sr. Maintenance/Construction Worker in Streets	\$ 50,576
- Increase in E911 Payment to Culpeper County	\$ 92,507
- Reduction in E-Ticketing offset by reduction in anticipated corresponding revenue	\$ (55,000)
- Increase in Tourism Advertising	\$ 40,000
- Decrease in Machine & Tool Incentive Program	\$ (86,019)
- Debt Service Reduction (Transfer to Reserves - Major Capital Improvement Fund)	\$ (88,868)
- Net of other (reductions)/increases in budget	\$ (12,333)
	\$ 474,059

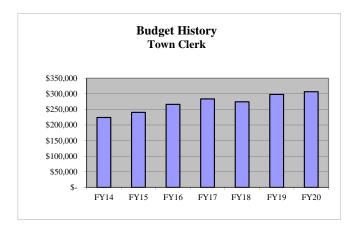
<sup>-</sup> The proposed budget increase includes the proposed merit pay increase.

FY17	FY18	FY18			FY19	FY19	PROJECTED	FY20 DEPT	FY20 MGR	FY20 COUNCIL
ACTUAL	AMENDED	ACTUAL			ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
ACTUAL	AMENDED	ACTUAL			ADOPTED	AMENDED	F 1 1 9	REQUEST	PROPUSED	ADOPTED
			Dont	1201 TOWN MANAGER						
				ONNEL - WAGES & BENEFITS						
69,694	70.901	72,705	FERS	50010 Salaries	74,986	74,986	74,986	76,442	79,499	79,499
09,094	70,901	12,703		Town Manager salary split 50%	74,980	74,980	74,980	70,442	79,499	79,499
				GF and 50% EF						
	0	0		50020 Salaries - Overtime	0	0	0	0	0	0
-	0	0		50030 Salaries - Overtime 50030 Salaries - Part-Time	0		-	0	0	0
3,997	4,299	3,933		50110 Social Security Tax	3,979	3,979	3,979	4,120	4,120	4,120
1,206	1,005	1,098		50110 Social Security Tax  50120 Medicare Tax	1,235	1,235	1,235	1,259	1,303	1,303
7,761	4,963	9,356		50120 Medicare Tax 50130 Health Insurance	9,492	9,492	9,492	10,440		9,492
8,613	7,356	8,357		50130 Fleatin insurance 50140 VRS Retirement	8,086	8,086	8,086	8,234	9,492 8,542	9,492 8,542
1,056	908	1,028		50140 VRS Retirement 50145 VRS Group Life Insurance	1,048	1,048	1,048	1,066	1,106	1,106
1,030	0	0		50143 VRS Group Life insurance	1,048		1,048	1,000	1,100	1,100
54	64	53		50160 Worker's Comp. Insurance	66		66	71	71	71
	04	0		50166 Auto Allowance	0		00	0	0	0
11.570							-		-	
11,570	10,000	9,583		50167 Deferred Compensation	10,000	10,000	10,000	10,000	10,000	10,000
			GEDY	VICES - PURCHASED, SHARED, INTERNAL						
	300	0	SERV	53250 Maintenance Service Contract	300	300	300	0	0	0
	200	81			200		200	200	200	0
124				52400 Printing and Binding	300		300	300		200 300
300	300	275		52410 Advertising	300	300	300	300	300	300
			OTH	ER CHARGES						
90	500	40	OTH	52710 Postal Services	500	500	500	500	500	500
	0	0		52710 Postal Services 52720 Telecommunications	0			0	0	300
-		644			-	-	-	-	-	· · · · · · · · · · · · · · · · · · ·
693 895	2,000	2,777		52725 Lease - Postage Meter System 51920 Education & Training	2,000		2,000	2,000	2,000	600
						2,000			,	2,000
339	2,500	686 324		52010 Lodging	2,500	2,500	2,500	2,500	2,500	2,500
326 54	2,000 2,000	485		52015 Meals	1,000 2.000	1,000	500 500	1,000	1,000 2,000	1,000
54	2,000	485		52018 Travel	2,000	2,000	300	2,000	2,000	2,000
			MICC	VELT A NEOVIC						
1.701	2,000	1.520	MISC	CELLANEOUS	2 000	2.000	2.000	2.000	2.000	2.000
1,721	2,000	1,529		52210 Dues & Assoc. Memberships	2,000	2,000	2,000	2,000	2,000	2,000
-	2,000	1,000		56299 Miscellaneous	1,000	1,000	1,000	1,000	1,000	1,000
			N.C.A.T.	EDIAL CAND CURRY IEC						
560	1 000	721	MAI	ERIALS AND SUPPLIES	1 000	1.000	1.000	1 000	1 000	1.000
562 792	1,000 450	721 762		52510 Office Supplies	1,000	,	1,000 800	1,000	1,000 800	1,000 800
				53550 Vehicle Fuels						
12	100	2		53560 Vehicle & Equipment Supplies	100	100	100	100	100	100
146	400	171		52580 Books, Subscriptions & Education	400	400	400	400	400	400
				Î Î						
			CAPI	TAL OUTLAYS						
				Furniture & Fixtures						
				Computer Equipment						
110,005	115,846	115,610	TOW	N MANAGER TOTAL	123,592	123,592	121,592	126,032	128,533	128,533
					, ,	,		*		

## Mission:

The Mission of the Town Clerk's Office is to record and archive official actions and documents of the Mayor, Town Council, Town Manager, and Town Departments. The Clerk's Office serves as the information center on functions of various tax programs and the Fairview Cemetery. We provide the highest degree of customer service to the Town Council and citizens by ensuring the daily operations of Town government meet or exceed all requirements of the Town Code and the Code of Virginia.

# **Budget and Staff Resources:**



		Budget &	Staffing S	Summary		
	FY18	FY19	FY19	FY20	FY20	FY20
Category	Actual	Adopted	<u>Projected</u>	Dept Request	Mgr Proposed	Adopted
Authorized Persons	2.0	2.5	3.0	3.0	3.0	3.0
Expenditures						
Personnel	257,747	268,961	268,984	282,265	286,834	286,834
Operating	16,672	29,000	27,623	21,650	23,650	23,650
Capital Outlay	<del>-</del> -	<del>-</del>				
	274.420	297.961	296,607	303,915	310,484	310,484

# Major Highlights for FY20

Total budget increase

\$

12,523

- The proposed budget increase includes the proposed merit pay increase.
- The proposed budget increase due to new request for healthcare (\$5,712)
- The proposed budget increase includes additional \$2,000 for Education & Training. Culpeper will be hosting the Virginia Municipal Clerk's Association Annual Conference

#### In FY20 the Town Clerk will:

- Transition to an automated content management system for records.
- Ensure regulatory compliance for open government and transparency.

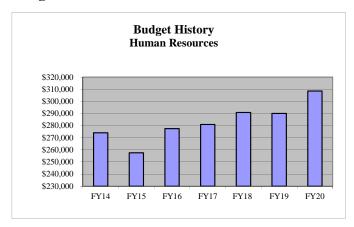
**************************************	TW/40	T77/40			F7/40	**************************************	DD O VE CITED	FY20	FY20	FY20
FY17	FY18	FY18			FY19	FY19	PROJECTED	DEPT	MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL			ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
			Dont 1	1202 TOWN CLERK						
				ONNEL - WAGES & BENEFITS						
186,550	189,838	190,147	FERS	50010 Salaries	198,602	198,602	198,602	200,788	208,926	208,926
180,330	109,038	190,147		50020 Salaries - Overtime	198,002		23	200,788	208,920	200,920
11,156	11,509	11,260		50110 Social Security Tax	11,723	11,723	11,723	11,477	11,991	11,991
2,609	2,692	2,633		50110 Social Security Tax 50120 Medicare Tax	2,744	2,744	2,744	2,685	2,805	2,805
26,656	29,776	31,094	_	50120 Wedicare Tax 50130 Health Insurance	32,785	32,785	32,785	43,654	38,497	38,497
19,550	19,695	20,031		50140 VRS Retirement	19,826	19,826	19,826	20,302	21,126	21,126
2,466	2,432	2,437		50145 VRS Group Life Insurance	2,569	2,569	2,569	2,631	2,739	2,739
2,400	0	2,437	_	50150 VRS Disability Insurance	538	538	538	542	564	564
147	172	145		50160 Worker's Comp. Insurance	174	174	174	186	186	186
147	172	143	_	30100 Worker's Comp. Insurance	1/4	1/4	1 /4	100	100	100
			SERV	ICES - PURCHASED, SHARED, INTERNAL						
1,419	2,000	1,078		51315 Contractual Services	2,000	2,000	2,000	2,000	2,000	2,000
1,031	9,160	6,181		52400 Printing and Binding	4,000	4,000	4,000	4,000	4,000	4,000
46	500	0		52410 Advertising	500	500	500	500	500	500
			отн	ER CHARGES						
772	1,000	1,606		52710 Postal Services	1,000	1,000	1,000	1,000	1,000	1,000
_	0	0		52720 Telecommunications	0	0	0	0	0	0
693	1,000	644		52725 Postage Meter	1.000	1.000	750	1.000	1,000	1,000
2,724	4,200	2,959		51920 Education & Training	2,000	2,000	2,000	2,000	4,000	4,000
,	,			Hosting VMCA Conference	,,,,,,	,	,	,	,	,
1,027	1,000	460		52010 Lodging	1,000	1,000	1,000	1,000	1,000	1,000
446	500	272		52015 Meals	500	500	200	500	500	500
81	500	221		52018 Travel	500	500	300	500	500	500
			MISC	ELLANEOUS						
894	700	719		52210 Dues & Assoc. Memberships	700	700	700	700	700	700
				Miscellaneous						
			MATI	ERIALS AND SUPPLIES						
1,052	1,200	792		52510 Office Supplies	1,000	1,000	1,000	1,000	1,000	1,000
2,310	9,800	1,135		52525 Records Management	2,000	2,000	1,000	2,000	2,000	2,000
46	150	88		53550 Vehicle Fuels	150	150	100	100	100	100
71	150	368		53560 Vehicle & Equipment Supplies	150	150	150	150	150	150
246	500	150		52580 Books, Subscriptions & Education	500	500	200	200	200	200
21,632	12,000	0		51595 Cigarette Tax Expenses	12,000	12,000	12,723	5,000	5.000	5,000
21,032	12,000			51575 Cigarette Tax Expenses	12,000	12,000	12,723	3,000	3,000	3,000
			CAPI'	TAL OUTLAYS						
				Furniture & Fixtures						
				Computer Equipment						
				Computer Software						
				The state of the s						
283,624	300,474	274,420	TOW	N CLERK TOTAL	297,961	297,961	296,607	303,915	310,484	310,484
- ,-	,	, -			,	,		, .	-, -	,

## **HUMAN RESOURCES (1203)**

#### Mission:

To provide quality services and excellent support to assist the Town Government in achieving its strategic goals; recruit, select, and retain quality employees; and administer a comprehensive Human Resources program consistent with Federal, State, and local statues, meeting the needs of the employer, current/potential employees, and the citizens of the Town of Culpeper.

# **Budget and Staff Resources:**



		Budget &	k Staffing	Summary		
	FY18	FY19	FY19	FY20	FY20	FY20
Category	<u>Actual</u>	Adopted	Projected	Dept Request	Mgr Proposed	Adopted
Authorized Persons	2.0	2.0	2.0	2.0	2.0	2.0
Expenditures						
Personnel	214,294	211,634	211,574	217,364	222,483	222,483
Operating	76,589	78,390	78,290	88,050	88,050	88,050
			_	_	-	-
Capital Outlay	<del></del> -	<u> </u>	<del></del>			

# Major Highlights for FY20

Total budget increase

\$

20,509

- The proposed budget increase includes the proposed merit pay increase.
- Budget increase primarily due to increase in Tuition Reimbursement (\$10,000).

#### In FY20 the Human Resources Department will:

- Continue to support all Town departments by providing services in the following key human resources functional areas: employee recruitment, selection, and retention; classification and compensation; administration of benefits and leave; employee relations; policy development and administration; and training.
- Utilize technology to streamline systems and increase efficiency of HR services and improve communication of information to employees.
- Support talent development of our employees through professional development and training opportunities.
- Continue to implement and meet all requirements the Affordable Care Act, based on legislation.
- Develop a proactive approach to maintaining low health insurance costs by promoting wellness in our employee community.
- Align Human Resources as a strategic partner with internal customers.

	FY18 MENDED  153,135 9,277 2,170 19,851 15,876 1,960 0 139 400 23,000	156,946 8,945 2,092 20,389 16,732 2,040 5,560 120 1,470	PERS	203 HUMAN RESOURCES		FY19 ADOPTED  161,662 9,161 2,143 19,662 16,345 2,119 0 142	FY19 AMENDED  161,662 9,161 2,143 19,662 16,345 2,119 0 142	PROJECTED FY19  161,662 9,161 2,143 19,662 16,345 2,119 0 142	DEPT REQUEST  164,239 9,875 2,311 21,629 16,605 2,153 0 152	170,900 10,263 2,401 18,848 17,279 2,240 0	170,900 10,263 2,401 18,848 17,279 2,240 0
153,044 9,035 2,113 14,149 16,144 2,002 1,012 120	153,135 9,277 2,170 19,851 15,876 1,960 0 139	156,946 8,945 2,092 20,389 16,732 2,040 5,560 120	PERS	ONNEL - WAGES & BENEFITS           50010         Salaries           50110         Social Security Tax           50120         Medicare Tax           50130         Health Insurance           50140         VRS Retirement           50145         VRS Group Life Insurance           50150         VRS Disability Insurance           50160         Worker's Comp. Insurance           Human Resources-Background         Checks		161,662 9,161 2,143 19,662 16,345 2,119 0	161,662 9,161 2,143 19,662 16,345 2,119 0	161,662 9,161 2,143 19,662 16,345 2,119	164,239 9,875 2,311 21,629 16,605 2,153	170,900 10,263 2,401 18,848 17,279 2,240	170,900 10,263 2,401 18,848 17,279 2,240
9,035 2,113 14,149 16,144 2,002 1,012 120	9,277 2,170 19,851 15,876 1,960 0 139	8,945 2,092 20,389 16,732 2,040 5,560 120 1,470	PERS	ONNEL - WAGES & BENEFITS           50010         Salaries           50110         Social Security Tax           50120         Medicare Tax           50130         Health Insurance           50140         VRS Retirement           50145         VRS Group Life Insurance           50150         VRS Disability Insurance           50160         Worker's Comp. Insurance           Human Resources-Background         Checks		9,161 2,143 19,662 16,345 2,119 0 142	9,161 2,143 19,662 16,345 2,119	9,161 2,143 19,662 16,345 2,119	9,875 2,311 21,629 16,605 2,153 0	10,263 2,401 18,848 17,279 2,240	10,263 2,401 18,848 17,279 2,240
9,035 2,113 14,149 16,144 2,002 1,012 120	9,277 2,170 19,851 15,876 1,960 0 139	8,945 2,092 20,389 16,732 2,040 5,560 120 1,470	PERS	ONNEL - WAGES & BENEFITS           50010         Salaries           50110         Social Security Tax           50120         Medicare Tax           50130         Health Insurance           50140         VRS Retirement           50145         VRS Group Life Insurance           50150         VRS Disability Insurance           50160         Worker's Comp. Insurance           Human Resources-Background         Checks		9,161 2,143 19,662 16,345 2,119 0 142	9,161 2,143 19,662 16,345 2,119	9,161 2,143 19,662 16,345 2,119	9,875 2,311 21,629 16,605 2,153 0	10,263 2,401 18,848 17,279 2,240	10,263 2,401 18,848 17,279 2,240
9,035 2,113 14,149 16,144 2,002 1,012 120	9,277 2,170 19,851 15,876 1,960 0 139	8,945 2,092 20,389 16,732 2,040 5,560 120 1,470		50010         Salaries           50110         Social Security Tax           50120         Medicare Tax           50130         Health Insurance           50140         VRS Retirement           50145         VRS Group Life Insurance           50150         VRS Disability Insurance           50160         Worker's Comp. Insurance           Human Resources-Background           50170         Checks		9,161 2,143 19,662 16,345 2,119 0 142	9,161 2,143 19,662 16,345 2,119	9,161 2,143 19,662 16,345 2,119	9,875 2,311 21,629 16,605 2,153 0	10,263 2,401 18,848 17,279 2,240	10,263 2,401 18,848 17,279 2,240
9,035 2,113 14,149 16,144 2,002 1,012 120	9,277 2,170 19,851 15,876 1,960 0 139	8,945 2,092 20,389 16,732 2,040 5,560 120 1,470	SERV	50110         Social Security Tax           50120         Medicare Tax           50130         Health Insurance           50140         VRS Retirement           50145         VRS Group Life Insurance           50150         VRS Disability Insurance           50160         Worker's Comp. Insurance           Human Resources-Background           50170         Checks		9,161 2,143 19,662 16,345 2,119 0 142	9,161 2,143 19,662 16,345 2,119	9,161 2,143 19,662 16,345 2,119	9,875 2,311 21,629 16,605 2,153 0	10,263 2,401 18,848 17,279 2,240	10,263 2,401 18,848 17,279 2,240
2,113 14,149 16,144 2,002 1,012 120	2,170 19,851 15,876 1,960 0 139 400	2,092 20,389 16,732 2,040 5,560 120 1,470	SERV	50120         Medicare Tax           50130         Health Insurance           50140         VRS Retirement           50145         VRS Group Life Insurance           50150         VRS Disability Insurance           50160         Worker's Comp. Insurance           Human Resources-Background           50170         Checks		2,143 19,662 16,345 2,119 0 142	2,143 19,662 16,345 2,119 0	2,143 19,662 16,345 2,119	2,311 21,629 16,605 2,153 0	2,401 18,848 17,279 2,240 0	2,401 18,848 17,279 2,240 0
14,149 16,144 2,002 1,012 120 265	19,851 15,876 1,960 0 139 400	20,389 16,732 2,040 5,560 120 1,470	SERV	50130 Health Insurance 50140 VRS Retirement 50145 VRS Group Life Insurance 50150 VRS Disability Insurance 50160 Worker's Comp. Insurance Human Resources-Background 50170 Checks		19,662 16,345 2,119 0 142	19,662 16,345 2,119 0	19,662 16,345 2,119 0	21,629 16,605 2,153 0	18,848 17,279 2,240 0	18,848 17,279 2,240 0
16,144 2,002 1,012 120 265	15,876 1,960 0 139 400	16,732 2,040 5,560 120 1,470	SERV	50140 VRS Retirement 50145 VRS Group Life Insurance 50150 VRS Disability Insurance 50160 Worker's Comp. Insurance Human Resources-Background 50170 Checks		16,345 2,119 0 142	16,345 2,119 0	16,345 2,119 0	16,605 2,153 0	17,279 2,240 0	17,279 2,240 0
2,002 1,012 120 265	1,960 0 139 400	2,040 5,560 120 1,470	SERV	50145 VRS Group Life Insurance 50150 VRS Disability Insurance 50160 Worker's Comp. Insurance Human Resources-Background 50170 Checks		2,119 0 142	2,119 0	2,119	2,153 0	2,240	2,240 0
1,012 120 265	0 139 400	5,560 120 1,470	SERV	50150 VRS Disability Insurance 50160 Worker's Comp. Insurance Human Resources-Background 50170 Checks		0 142	0	0	0	0	0
120 265	139	1,470	SERV	50160 Worker's Comp. Insurance Human Resources-Background 50170 Checks		142	-	-	-		0
265	400	1,470	SERV	Human Resources-Background 50170 Checks			142	142	152		
			SERV	50170 Checks					132	152	152
			SERV								
19,228	23,000	24,660	SERV	50180 Other Payroll Benefits Exp		400	400	340	400	400	400
19,228	23,000	24,660	SERV						0	0	0
19,228	23,000	24,660	SEKV.	ICEC DUDCHACED CHADED INTERNAL							
19,228	23,000	24,660	-	ICES - PURCHASED, SHARED, INTERNAL		22.000	22.000	22.000	24.000	24.000	24.000
				50210 Health & Medical Services	15.000	23,000	23,000	23,000	24,900	24,900	24,900
				Annual PD Physicals New Hire Physicals	15,000						
				ž	5,500						
				Polygraph	1,200						
				Psychological Evaluation	1,500						
				Hepatitis B Vaccine	1,200						
	100			First Aid Supplies	500	100	100	0			
- 15.250	100	0		52400 Printing and Binding		100	100	0	0	0	2 000
16,369	4,500	1,548		52410 Advertising		4,500	4,500	3,500	3,000	3,000	3,000
			ОТИЕ	ED CHADGES							
102	200	120	OTHE	ER CHARGES  52710 Postal Services		200	200	200	200	200	200
182	200	128									200
18,083	25,000	16,980		51920 Education & Training		25,000	25,000	25,000	35,000	35,000	35,000
				General Town-Wide Employee	5.000						
				Training	5,000						
0.40	1.000	1.505		Tuition Reimbursement	30,000	1.000	1.000	1.200	1.500	1.500	1.500
840	1,000	1,585		52010 Lodging		1,000	1,000	1,200	1,500	1,500	1,500
1,109	1,000	1,165		52015 Meals		1,000 700	1,000 700	1,000	1,000	1,000	1,000
493	700	1,414		52018 Travel		/00	700	1,000	1,250	1,250	1,250
			MICC	ELL ANEONIC							
1.062	890	1 202	MISC	ELLANEOUS Service Manufacture 1		890	900	900	1 200	1 200	1 200
1,063		1,203		52210 Dues & Assoc. Memberships			890	890	1,200	1,200	1,200
5,026	6,500	3,836		56299 Miscellaneous		2,000	2,000	4,000	2,000	2,000	2,000
			MATE	ERIALS AND SUPPLIES							
1,745	2,000	1,277	MAIE	52510 Office Supplies		2,000	2,000	2,000	2,000	2,000	2,000
1,743	2,000	1,277		32310 Office Supplies		2,000	2,000	2,000	2,000	2,000	2,000
4,962	6,000	0.725		52580 Books, Subscriptions & Education		1,000	1,000	500	1,000	1,000	1,000
4,902	0,000	9,725		Labor Law Posters, HR Reference		1,000	1,000	300	1,000	1,000	1,000
				Materials							
				Employee Recognition/Safety							
13,955	17,000	13,067		51585 Incentive Awards		17,000	17,000	16,000	15,000	15,000	15,000
13,933	0	13,067		53560 Vehicle & Equipment Supplies		17,000	17,000	16,000	15,000	13,000	15,000

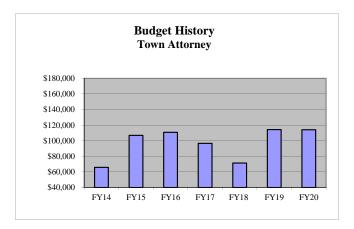
							FY20	FY20	FY20
FY17	FY18	FY18		FY19	FY19	PROJECTED	DEPT	MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL		ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
280,941	290,698	290,883	HUMAN RESOURCES TOTAL	290,024	290,024	289,864	305,414	310,533	310,533

# **TOWN ATTORNEY (1204)**

# Mission:

The mission of the Office of the Town Attorney is to protect the legal interests of the Town of Culpeper, Town Council, and staff to the fullest extent afforded by law in an effective and efficient manner.

# **Budget and Staff Resources:**



Budget & Staffing Summary									
	FY18	FY19	FY19	FY20	FY20	FY20			
Category	<u>Actual</u>	Adopted	Projected	Dept Request	Mgr Proposed	Adopted			
Authorized Persons  Expenditures	-	-	-	-	<u> </u>	-			
ZAPCHUITUICS			_	_	_	_			
Personnel	-	-	-						
Personnel Operating	71,321	114,360	114,160	114,160	114,160	114,160			
				114,160	114,160	114,160			

# **Major Highlights for FY20**

Total budget increase

\$

(200)

- Budget decrease due to reduction in office supplies.

#### In FY20 the Town Attorney will:

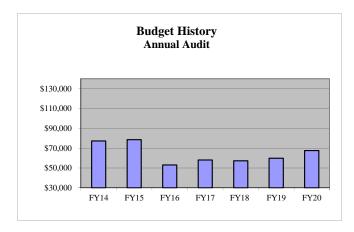
- Continue to serve as the legal advisor to the Town Council, Town Manager, and all departments and enterprises of the Town.
- Review and participate in issues affecting the Town as directed by Council.
- Research, train and update Town Council and employees on FOIA/COIA laws.
- Continue to review all contracts, agreements, franchise agreements, ordinances, resolutions, and other legal documents as required.
- Represent the Town and its officers and departments in court.

									FY20	FY20	FY20
FY17	FY18	FY18				FY19	FY19	PROJECTED	DEPT	MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL				ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
			Dept	1204 TO	WN ATTORNEY						
			SERV	/ICES - I	PURCHASED, SHARED, INTERNAL						
95,852	110,000	71,170		51318	Legal Services	113,500	113,500	113,500	113,500	113,500	113,500
					Advertising						
			MISC	CELLAN	EOUS ITEMS						
-	60	0		52210	Dues & Assoc. Memberships	60	60	60	60	60	60
			MAT	ERIALS	AND SUPPLIES						
309	300	90		52510	Attorney Office Supplies	300	300	100	100	100	100
459	500	62		52580	Books, Subscriptions & Education	500	500	500	500	500	500
96,620	110,860	71,321	TOW	N ATTO	RNEY TOTAL	114,360	114,360	114,160	114,160	114,160	114,160

## Mission:

The Finance/Treasurer's Department is committed to achieving a high standard of service while managing the Town's finances in accordance with established accounting standards and Town policies. Responsibilities include the administration of Town revenues and expenses in an efficient and equitable manner, accurate financial reporting, and promoting integrity and confidence in all interactions with the public.

# **Budget and Staff Resources:**



			Staffing S			
	FY18	FY19	FY19	FY20	FY20	FY20
Category	<u>Actual</u>	<u>Adopted</u>	<u>Projected</u>	Dept Request	Mgr Proposed	<u>Adopted</u>
Authorized Persons						
Expenditures						
Expenditures Personnel	-	-	-	_	-	-
Expenditures Personnel Operating	- 57,226	- 59,750	- 64,750	- 67,500	- 67,500	- 67,500
Personnel						

# **Major Highlights for FY20**

Total budget increase

\$

7,750

- Budget increase provides for 5% increase over prior year, plus an an additional \$5,000 due to unknown cost when contract goes out for RFP.

#### In FY20 the Annual Audit will:

- Timely and accurately report the financial status of the Town.
- Issue an RFP for a new audit services contract.

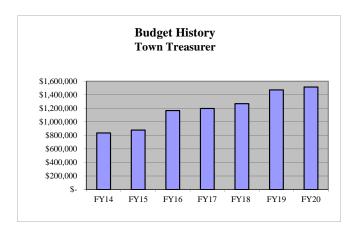
									FY20	FY20	FY20
FY17	FY18	FY18				FY19	FY19	PROJECTED	DEPT	MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL				ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
			Dept 1	1208 AN	NUAL AUDIT						
			SERV	ICES - I	PURCHASED, SHARED, INTERNAL						
53,400	56,000	56,050		51312	Audit & Accounting Services	57,250	57,250	57,250	65,000	65,000	65,000
4 (00	2,000	1177		51015	Annual aduit fee for FY19. Provide for up to 5% increase over prior year, plus an additional \$5,000 due to unknown cost when contract goes out for RFP for FY20 audit - FY20 impact will only be the prelim work billing.	2.500	0.500	7.500	2.500	2.500	2.500
4,688	2,600	1,176		51315	Contractual Services	2,500	2,500	7,500	2,500	2,500	2,500
					GASB 75 OPEB valuation						
58,088	58,600	57,226	ANNU	JAL AU	DIT TOTAL	59,750	59,750	64,750	67,500	67,500	67,500

## **TOWN TREASURER (1213)**

#### Mission:

The Finance/Treasurer's Department is committed to achieving a high standard of service while managing the Town's finances in accordance with established accounting standards and Town policies. Responsibilities include the administration of Town revenues and expenses in an efficient and equitable manner, accurate financial reporting, and promoting integrity and confidence in all interactions with the public.

#### **Budget and Staff Resources:**



		Budget &	Staffing S	Summary		
	FY18	FY19	FY19	FY20	FY20	FY20
Category	<u>Actual</u>	Adopted	<u>Projected</u>	Dept Request	Mgr Proposed	Adopted
Authorized Persons	16.0	16.0	16.0	16.7	16.7	16.7
Expenditures						
Expelialitules						
Personnel	1,180,643	1,284,095	1,284,095	1,314,302	1,331,823	1,331,823
	1,180,643 87,727	1,284,095 184,750	1,284,095 190,350	1,314,302 189,000	1,331,823 189,000	1,331,823 189,000
Personnel		, - ,	, - ,			

# **Major Highlights for FY20**

Total budget increase

\$

52,978

- The proposed budget includes the proposed merit pay increase.
- The proposed budget includes an increase in Part Time Salaries to fund a position previously funded from Full Time Salary vacancy monies (\$22,620).
- Increase for collection fees due to increased number of DMV stops being issued and TAC collection agency fees (\$8,000).
- Increase for Postal Services due to postal rates (\$3,400).

#### In FY20 the Town Treasurer will:

- Improve the tax and utility account collection to increase revenue.
- Implement lean processes and financial transparency.
- Review, develop and/or automate at least key business processes to continue addressing internal controls and increasing efficiency and effectiveness.

									FY20	FY20	FY20
FY17	FY18	FY18				FY19	FY19	PROJECTED	DEPT	MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL				ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
			Donati	1212 TOWN THE ACURED							
				1213 TOWN TREASURER ONNEL - WAGES & BENEFITS							
793,241	904,786	826,932	PERS	50010 Salaries		916,193	916,193	916,193	900,070	934,927	934,927
15,439	20,000	21,705		50020 Salaries - Overtime		20,000	20,000	20,000	20,000	20,000	20,000
13,439	20,000	14,208		50030 Salaries - Part-Time		20,000			22,620	22,620	22,620
48,402	51,973	50,816		50110 Social Security Tax		53,762	53,762	-	53,718	55,836	55,836
11,315	12,155	11,884		50110 Social Security Tax 50120 Medicare Tax		12,580	12,580	12,580	12,569	13,067	13,067
119,927	158,807	156,190		50130 Health Insurance		173,709	173,709	173,709	199,892	176,088	176,088
83,028	88,941	87,463		50140 VRS Retirement		92,568	92,568	92,568	91,007	94,353	94,353
10,506	10,981	10,766		50145 VRS Group Life Insurance		11,536	11,536		11,798	12,230	12,230
-	0,781	0		50145 VRS Group Eric Insurance		1,825	1,825	1,825	1,773	1,847	1,847
715	827	678		50160 Worker's Comp. Insurance		1,922	1,922	1,922	855	855	855
713	021	070		30100 Worker's Comp. Insurance		1,722	1,722	1,722	033	033	033
			SERV	ICES - PURCHASED, SHARED, INTERNAL							
			DERV	Health & Medical Services							
16,720	25,000	28,585	_	51313 Collection fees, Warrants, Etc.		40,000	40,000	45,000	48,000	48,000	48,000
10,720	23,000	20,303				40,000	40,000	43,000	40,000	40,000	+0,000
				DMV stop fees - increased expense							
0.120	2 500	0.100		offset by improved collections		27.000	25.000	25 000	1.5.000	15000	15000
8,130	3,600	8,100		51315 Contractual Services		25,000	25,000	25,000	16,000	16,000	16,000
				Bingham Arbitrage - 1 issue 2010	2.500						
				series	3,500						
				Auditor out of scope audit support work	2,500						
					·						
				Proposed SOP process documentation	10,000						
				Maintenance Service Contract							
5,858	7,000	7,619		52400 Printing and Binding		25,150	25,150	25,150	24,500	24,500	24,500
				Datamax utility bill printing - approx							
				\$1,200 per month	15,000						
				Printing of Real Estate and Personal	2 700						
				Property tax bills and 2nd notices	3,500						
				Bill insert during the year	5,000						
				Deinting of materials and source for							
				Printing of materials and covers for Welcome Kits for new utility customers	1,000						
1,041	1,500	1,279		52410 Advertising	1,000	1,500	1,500	1,500	1,500	1,500	1,500
1,041	1,500	1,277	_	32410 Ravetusing		1,300	1,500	1,500	1,500	1,500	1,500
			отні	ER CHARGES							
12,481	15,000	12,908		52710 Postal Services		48,600	48,600	48,600	52,000	52,000	52,000
,	20,000					,,,,,,,	,	10,000	,	,	,
				Postage machine postage used for							
				Treasurer's office - outgoing	# 50°						
				checks, invoices, notices, etc.	7,500						
				Datamatx postage - estimated at	26.000						
				\$3,000 per month	36,000						
				BMS - mailing tax bills	8,500		^				
-	0	0		52720 Telecommunications		0	0	0	0	0	C

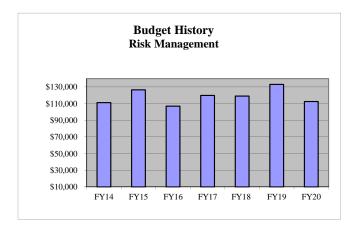
									FY20	FY20	FY20
FY17	FY18	FY18				FY19	FY19	PROJECTED	DEPT	MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL				ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
1,386	1,500	1,288		52725 Lease - Postage Metering System		1,500	1,500	1,500	2,000	2,000	2,000
1,483	9,000	5,855		51920 Education and Training		6,500	7,100	7,100	7,250	7,250	7,250
·				3 people to attend annual MUNIS		·	·	ì	·		·
				conference	3,000						
				12 TAV certification classes	3,000						
				5 VGFOA training classes	1,250						
170	2,000	3,785		52010 Lodging		2,000	2,000	2,000	2,500	2,500	2,500
179	1,500	1,257		52015 Meals		1,500	1,500	1,500	1,500	1,500	1,500
455	2,000	2,923		52018 Travel		2,000	2,000	2,000	2,500	2,500	2,500
			MISC	ELLANEOUS							
1,030	3,000	960		52210 Dues & Assoc. Memberships		3,000	3,000	3,000	3,000	3,000	3,000
				GFOA, VGFOA, TAV, Virginia							
				CPA, SHRM (payroll), APA							
59,654	12,978	388		52220 Bank Fees		20,000	23,800	20,000	20,500	20,500	20,500
				Wells Fargo and Union Bank Fees	10,000						
				Electronic payment e-check fees	7,500						
				BB&T AR box fees	1,200						
				Invoice Cloud monthly charges							
				\$300/month for 6 months until							
				conversion to MUNIS UB	1,800						
				Bad Debt Expense	,						
(8)	250	265		56299 Miscellaneous		250	250	250	0	0	C
			MAT	ERIALS AND SUPPLIES							
4,894	6,000	5,257		52510 Office Supplies		6,000	6,000	6,000	6,000	6,000	6,000
146	250	6,179		52580 Books, Subscriptions & Education		250	250	250	250	250	250
1,754	600	1,079		52660 Operating Supplies		1,500	1,500	1,500	1,500	1,500	1,500
			CAPI	TAL OUTLAYS							
-	500	470		77300 Furniture & Fixtures		1,000	1,000	1,000	1,000	1,000	1,000
-	1,000	0		77600 Computer Equipment		2,000	2,000	2,000	3,000	3,000	3,000
1,197,946	1,341,148	1,268,840	TOW	N TREASURER TOTAL		1,471,845	1,476,245	1,477,445	1,507,302	1,524,823	1,524,823

# **RISK MANAGEMENT (1219)**

## Mission:

To coordinate all risk management services for the Town, including managing the Town's liability, property, and automotive insurances, workers' compensation, and employee safety programs.

# **Budget and Staff Resources:**



		Budget &	Staffing S	Summary		
	FY18	FY19	FY19	FY20	FY20	FY20
Category	<u>Actual</u>	<u>Adopted</u>	Projected	Dept Request	Mgr Proposed	Adopted
Authorized Persons	-	-	-	-	-	-
Expenditures						
Personnel	_	_	_	_	_	-
Personnel Operating	91,762	133,155	117,254	112,552	112,552	112,552
						112,552

# Major Highlights for FY20

Total budget increase

\$

(20,603)

- The budget decrease primarily due to Motor Vehicle Insurance and Public Official Liability Insurance reductions.

#### In FY20 Risk Management, administered by the Human Resources Department will:

- Manage and administer the Town's occupational safety and health, environmental and insurance programs and claims management activities.
- Work with all departments to continue to provide and improve targeted safety training programs.
- Work to reduce the overall rate of preventable auto accidents and Occupational Safety and Health Administration (OSHA) reportable workplace injuries/illnesses.
- Work to improve the claims management process to ensure timely submission of claims.
- Work to collect and track data so that corrective measures can be implemented to address trends and reduce liability.

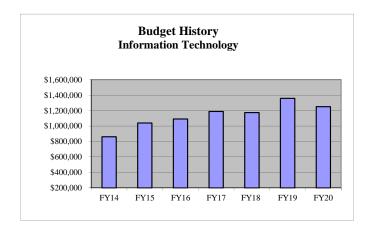
									FY20	FY20	FY20
FY17	FY18	FY18				FY19	FY19	PROJECTED	DEPT	MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL				ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
			Dept 1	1219 RIS	K MANAGEMENT						
			OTH	ER CHA	RGES						
41,625	45,000	39,548			Line of Duty	42,000	42,000	42,000	40,634	40,634	40,634
579	597	384		55810	Boiler & Machinery Insurance	615	615	615	329	329	329
17,272	17,790	16,909		55820	Fire / Property Insurance	17,272	17,272	16,000	16,432	16,432	16,432
4,885	5,032	6,448		55830	Contractor's Equipment Insurance	5,183	5,183	5,183	5,004	5,004	5,004
25,986	26,766	28,473		55840	Motor Vehicle Insurance	30,000	30,000	22,000	20,630	20,630	20,630
					License & Permit Bond						
22,444	23,117	23,912		55860	Public Official Liability Insurance	24,629	24,629	20,000	16,901	16,901	16,901
6,993	7,203	3,355		55870	General Liability Insurance	3,456	3,456	3,456	2,622	2,622	2,622
-	0	0		55880	Cyber Security Insurance	10,000	10,000	8,000	10,000	10,000	10,000
119,784	125,505	119,029	RISK	MANA	GEMENT TOTAL	133,155	133,155	117,254	112,552	112,552	112,552

## **INFORMATION TECHNOLOGY (1220)**

#### Mission:

To provide innovative, contemporary and accessible technology in computing, media and telephone services to enable Town staff to effectively meet their goals. To accomplish this mission, Information Technology works collaboratively with Town Departments to provide technological leadership and support in a timely, cost efficient manner.

# **Budget and Staff Resources:**



		Budget &	Staffing S	Summary		
	FY18	FY19	FY19	FY20	FY20	FY20
Category	<u>Actual</u>	Adopted	Projected	Dept Request	Mgr Proposed	Adopted
Authorized Persons	6.0	6.0	6.0	6.0	6.0	6.0
Expenditures						
Personnel	580,554	664,749	664,749	637,703	663,004	663,004
Operating	533,900	619,707	617,107	660,070	625,518	625,518
Capital Outlay	59,762	73,167	73,167	68,000	66,000	66,000
Total Expenditures	1.174.216	1,357,623	1,355,023	1,365,773	1.354.522	1.354.522

# **Major Highlights for FY20**

Total budget increase

\$

(3,101)

- The proposed budget decrease is partially offset by the proposed merit pay increase.
- Personnel costs are reduced due to GIS being moved to PCD Department (\$164,628).
- The proposed budget includes an additional Part-Time employee (\$37,700).
- The proposed budget includes a Network Security Engineer position (\$100,204).
- Budget decrease primarily due to reduction in Telecommunications cost (\$14,676).
- Budget decrease due to reduction in Computer Equipment (\$7,167).

#### In FY20 the Information Technology Department will:

- Provide essential technical resources to Departments to meet the current and planned business functions;
- Provide network security to protect the electronic records of the Town, and;
- Maintain the Town website and other customer facing electronic platforms.

									FY20	FY20	FY20
FY17	FY18	FY18				FY19	FY19	PROJECTED	DEPT	MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL				ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
				1220 INFORMATION TECH ADMINISTR							
			PERS	ONNEL - WAGES & BENEFITS							
471,833	479,764	441,607		50010 Salaries		506,455	506,455	506,455	479,247	483,663	483,663
-	0	0		50030 Salaries - Part-time		0	0	0	0	37,700	37,700
				Salaries- Contingency - Merit							
27,709	29,099	25,981		50110 Social Security Tax		29,803	29,803	29,803	28,413	31,162	31,162
6,480	6,805	6,076		50120 Medicare Tax		6,972	6,972	6,972	6,647	7,289	7,289
54,354	69,478	59,538		50130 Health Insurance		66,794	66,794	66,794	66,596	50,796	50,796
41,878	44,866	41,848		50140 VRS Retirement		46,195	46,195	46,195	48,454	44,326	44,326
5,102	5,540	5,141		50145 VRS Group Life Insurance		5,988	5,988	5,988	5,575	5,746	5,746
-	0			50150 VRS Disability Insurance		245	245	245	449	0	0
370	421	364		50160 Worker's Comp. Insurance		2,297	2,297	2,297	2,322	2,322	2,322
			CEDY	/ICES - PURCHASED, SHARED, INTERNAL							
			SEKV	Health& Medical Services							
14,342	12,500	13,087		51314 Consulting Services		10,500	10,500	9,000	9,000	9,000	9,000
14,342	12,300	13,067	_	51514 Consulting Services		10,300	10,300	9,000	9,000	9,000	9,000
				Advance Network Systems (ANS)	9.000						
		<del></del>		Havance Network Systems (H115)	9,000						
1,932	0	0		53240 R&M - Equipment		0	0	0	0	0	0
1,732	- O			33240 Recht - Equipment		0	U	· ·	0	U	0
276,494	276,864	270,502		53250 Maintenance Service Contract		359,367	359,367	359,367	374,124	374,124	374,124
270,474	270,004	270,302		GIS - AutoCAD	2,200	337,307	337,301	337,307	374,124	374,124	377,127
				GIS - ESRI	25,000						
				GIS - Online GIS	5,400						
				GIS - GPS	955						
				GIS - Plotter	5,000						
				IT monitoring	600						
				Cogsdale-CSM	17,914						
				Cogsdale - Dynamics	20,135						
				Cogsdale - Customer Web	4,359						
				Watchguard Firewall	5,120						
				Antivirus	3,015						
				Wireless Backbone	7,000						
				Phone System	7,160						
				Meru Wireless Ap	3,595						
				Intradyne (email archiving)	4,000						
				Milestone Camera	2,525						
				Switches	3,960						
				Card Reader	5,500						
				Dell Servers	5,150						
				Printer Contract	5,000	-			,		
				vmWare & VEEAM	5,995						
				Planning copier	6,000						
				Police Dept copiers (3)	16,000						
				Tourism copier	4,200						
				Manager copier	3,100						
	<u>                                       </u>	<u> </u>		Treasurer copier (3)	8,300						

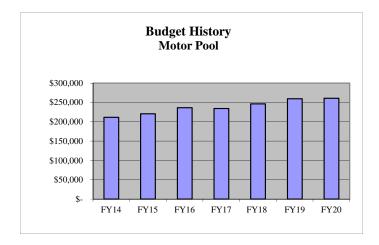
									FY20	FY20	FY20
FY17	FY18	FY18				FY19	FY19	PROJECTED		MGR	COUNCIL
ACTUAL	AMENDED .	ACTUAL				ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
				TID :							
				HR copier	3,420						
				DWi (Controllit CE 96600							
				PW copier (Costs split GF - \$6600,							
				3800 - \$1700, 4800 - \$1700)	6,600						
				IT copier	768						
				Police Dept - Livescan	2,730						
				Police Dept - VCIN Police Dept - Power DMS	160						
				Police Dept - Fower DMS  Police Dept - Sungard (5%	3,200						
					27.022						
				increase)	27,933						
				Police Dept - Clancey	3,480						
				Board Docs (Council)	11,000						
				Nighthawk Security	2,500						
				County Farm Service	1,900						
				Forensics (New)	10,700						
				Tyler Munis Maintenance (Includes	00.450						
				all funds)	89,250						
				DNN - Website	4,000						
				Nimble	3,890						
				NovaTime Annual Maint	9,800						
				Digicert Certificates (New)	1,645						
				Email Security (New)	2,565						
				Network Monitoring - Solarwinds	2.500						
				(New)	3,500						
				Website Monitoring (New)	5,000						
		<del></del>		Kace (New)	2,900						
				Printing and Binding							
				Advertising-Ads							
			OTH	ER CHARGES							
	0	22	OTH	52710 Postal Services		0	0			0	
212,768	198,700	219,826		52710 Fostal Services 52720 Telecommunications		221,290			241,166		206,
212,708	198,700	219,820		ATT Long Distance	540	221,290	221,290	221,290	241,100	200,014	200,
				Wireless Communications	115,000						
		<del></del>		Comcast Town Hall - VOIP Lines,	113,000						
				Alarms and Fax Lines, Internet							
				(Backup)	3,444						
				Comcast Town Police Dept - VOIP,	3,444						
				Fax, Internet, Cable	8,100						
				Lumos - (2) PRI (VOIP and Long	0,100						
				Distrance	22,200						
				Lumos - Fiber Town Hall	14,400						
				Lumos - Public Safety	34,800						
				Sprint	950						
				Verizon - Town Hall	3,600						
				Verizon - Town Hatt	1,380						
				Verizon - POTS	2,200						
3,771	5,000	3,535		51920 Education And Training	2,200	7,500	7,500	6,500	12,500	12,500	12,

									FY20	FY20	FY20
FY17	FY18	FY18				FY19	FY19	<b>PROJECTED</b>	DEPT	MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL				ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
				Forensics Training Pass (one year							
				only)	5,000						
				Other - IACP, Superion, Tyler							
				Connect, Aclara	7,500						
6,150	3,000	6,358		52010 Lodging		5,000	5,000	5,000	5,000	5,000	5,00
1,244	600	599		52015 Meals		1,500	1,500		1,500	1,500	1,50
1,649	1,600	932		52018 Travel		1,700	1,700	1,600	1,700	1,700	1,70
			MISC	CELLANEOUS ITEMS							
319	600	2,046		52210 Dues & Assoc. Memberships		600	600	600	600	600	60
-	0	240		56299 Miscellaneous		0	0	0	0	0	
			MAT	ERIALS AND SUPPLIES							
673	1,000	1,263		52510 Office Supplies		1,000	1,000	1,000	1,000	1,000	1,00
119	150	419		53550 Vehicle Fuels		150	150	150	450	450	45
78	0	26		53560 Vehicle & Equipment Supplies		100	100	100	30	30	3
				Books, Subscriptions & Education							
9,580	11,000	15,045		52660 Operating Supplies		11,000	11,000	11,000	13,000	13,000	13,00
-	0	0		53670 Small Tools		0	0	0	0	0	
			CAPI	TAL OUTLAYS							
693	2,000	6,962		77200 Machinery & Equipment		2,000	2,000	2,000	2,000	2,000	2,00
				Furniture & Fixtures							
41,997	42,500	43,792		77600 Computer Equipment		71,167	71,167	71,167	66,000	64,000	64,00
				Workstation Lease	40,000						
				Livescan (New)	11,000						
				Systems Deployment Appliance	13,000						
7,951	1,500	9,007		77650 Computer Software		0	0	0	0	0	
									_		
1,187,486	1,192,987	1,174,216	INFO	RMATION TECH ADMIN TOTAL	_	1,357,623	1,357,623	1,355,023	1,365,773	1,354,522	1,354,522

# Mission:

The mission of the Public Works Department is to secure, provide and maintain reliable public services in a safe and cost effective manner to meet present and future community needs.

# **Budget and Staff Resources:**



	FY18	FY19	FY19	FY20	FY20	FY20
Category	<u>Actual</u>	Adopted	<u>Projected</u>	Dept Request	Mgr Proposed	Adopted
Authorized Persons	3.0	3.0	3.0	3.0	3.0	3.0
Expenditures						
Expenditures Personnel	233,604	237,982	237,982	243,545	246,871	246,871
	233,604 12,898	237,982 16,700	237,982 16,700	243,545 15,900	246,871 15,900	246,871 15,900
Personnel	,	*	*	<i>'</i>	- ,	,

# **Major Highlights for FY20**

Total budget increase

\$

3,089

- The proposed budget increase includes the proposed merit pay increase.

#### In FY20 the Motor Pool will:

- Providing cost-effective fleet management services for Town operations.
- Administering State inspections to ensure fleet safety.
- Supporting emergency response and recovery during inclement weather and utility events.
- Using technology to reduce fleet costs and improve serviceability and extend the life of Town assets.

									FY20	FY20	FY20
FY17	FY18	FY18				FY19	FY19	PROJECTED	DEPT	MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL				ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
			<b>D</b>	MANA MOTOR POOL							
				1221 MOTOR POOL							
155.054	157.647	161 212	PERS	ONNEL - WAGES & BENEFITS		165 756	165.756	165 756	166706	172.070	172.070
155,254	157,647	161,212		50010 Salaries		165,756	165,756	165,756	166,796	172,878	172,878
-	0	0		50020 Salaries - Overtime		0	0	0	0	0	0
0.062	0.557	0.226		Salaries - Part-Time		0.556	0.556	0.576	0.57.4	10.017	10.017
9,063	9,557	9,326		50110 Social Security Tax		9,576		,	9,574	10,017	10,017
2,120	2,235	2,181		50120 Medicare Tax 50130 Health Insurance		2,241	2,241	2,241	2,240	2,344	2,344
29,753	31,495	37,337				37,507	37,507	37,507	41,256	37,507	37,507
16,284	16,356	17,185		50140 VRS Retirement		16,760	16,760		16,865	17,249	17,249
2,037	2,019	2,095		50145 VRS Group Life Insurance		2,172	2,172	2,172	2,186	2,237	2,237
- 1150	0	0		50150 VRS Disability Insurance		278	278	278	281	292	292
4,158	5,244	4,267		50160 Worker's Comp. Insurance		3,692	3,692	3,692	4,347	4,347	4,347
			CEDY	VCEC DUDCHASED SHADED INVERDAL							
			SERV	TICES - PURCHASED, SHARED, INTERNAL							
				Health & Medical Services							
	150			R&M - Equipment		150	150	150	1.50	150	150
- 4.000	150	0		53245 R&M - Vehicle		150			150	150	150
4,808	3,500	3,122		53250 Maintenance Service Contract	1.200	3,500	3,500	3,500	3,500	3,500	3,500
				Snap On Credit	1,299						
				Invomax	324						
				Safety-Kleen Systems	677						
				Heritage-Crystal Clean	600						
1 102	1.250	1 202		Crane 1 Services	600	1.250	1.250	1.250	1.250	1.250	1.250
1,183	1,250	1,382		51451 Uniform Rentals		1,250	1,250	1,250	1,250	1,250	1,250
			OTH	ER CHARGES							
			OTH	Telecommunications							
1,589	1,000	0		51920 Education and Training		750	750	750	750	750	750
680	500	0		Ę.		500			500	500	500
233	300	0		52010 Lodging 52015 Meals		300			300	300	300
233	200	0				200	200	200	200	200	200
i <del>-</del>	200	0		52018 Travel		200	200	200	200	200	200
			MICC	CELLANEOUS ITEMS							
			MISC	Dues & Assoc. Memberships							
				Dues & Assoc. Memoerships							
			MAT	ERIALS AND SUPPLIES							
150	100	7	MAI	52510 Office Supplies		100	100	100	100	100	100
690	1,000	849		53550 Vehicle Fuels		1,000			1,000	1,000	1,000
							,				
983	800	1,034		53560 Vehicle & Equipment Supplies		800	800	800	1,000	1,000	1,000
				Uniform Purchases and Wearing							
608	650	868		51570 Apparel		650	650	650	650	650	650
				Books, Subscriptions & Education							
3,518	5,000	3,359		52660 Operating Supplies		5,000		5,000	4,000	4,000	4,000
1,090	2,500	2,276		53670 Small Tools		2,500	2,500	2,500	2,500	2,500	2,500
			CAPI	TAL OUTLAYS							
-	5,000	0		77200 Machinery & Equipment		5,000	5,000	5,000	0	0	C

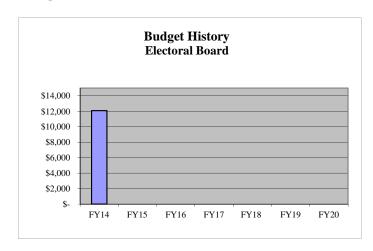
									FY20	FY20	FY20
FY17	FY18	FY18				FY19	FY19	PROJECTED	DEPT	MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL				ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
					Equipment replacement for						
					malfunctioning equipment or for						
					safety needs.						
					Furniture & Fixtures						
				77500	Motor Vehicles						
					Computer Equipment						
					Computer Software						
234,202	246,503	246,503	MOT	OR POC	L TOTAL	259,682	259,682	259,682	259,445	262,771	262,771

# **ELECTORAL BOARD (1301)**

# Mission:

To provide polling services for municipal elections.

# **Budget and Staff Resources:**



	FY18	FY19	FY19	FY20	FY20	FY20
ategory	<u>Actual</u>	<u>Adopted</u>	<u>Projected</u>	Dept Request	Mgr Proposed	<u>Adopted</u>
uthorized Persons	-	-		-	<u> </u>	<u> </u>
xpenditures						
xpenditures Personnel	-	_	-	-	-	-
•	-	-	-	-	-	- -

# **Major Highlights for FY20**

Total budget increase

\$

- No Electorial Board costs are anticipated in FY20.

In FY20 the Electoral Board budget will:

N/A

										FY20	FY20	FY20
FY17	FY18	FY18					FY19	FY19	PROJECTED	DEPT	MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL					ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
			Dept	1301 EL	ECTORAL BOARD							
			PERS	SONNEL	- WAGES & BENEFITS							
-	0	0		50060	Part Time Wages		0	C	0	C	0	0
			SERV	VICES - 1	PURCHASED, SHARED, INTER	NAL						
-	200	0		52400	Printing and Binding		0	C	0	C	0	0
			ОТН	ER CHA	RGES							
-	0	0		55940	Lease / Rental of Bldgs.		0	C	0	C	0	0
-	200	-	ELEC	CTORAL	BOARD TOTAL		-	-	-	-	-	-

# **POLICE DEPARTMENT (3101)**

#### Mission:

Our mission is the reduction of the incidence of crime and the improvement of the quality of life in Culpeper by making it a place where all people can live safely and without fear.

Values Statement: The Department consists of dedicated professionals who are committed to serving our community, to creativity in solving problems, and to working together as a team. We believe in:

The value of Human life;

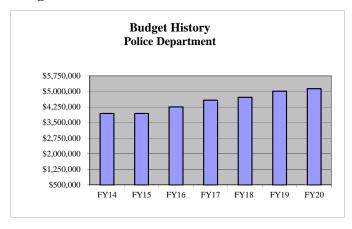
The courage to do what is right;

Accountability to ourselves and our community;

Fairness, compassion, and approachability in the performance of our duties; and

The continuous improvement of ourselves and our Department.

#### **Budget and Staff Resources:**



		Budget &	& Staffing	Summary		
	FY18	FY19	FY19	FY20	FY20	FY20
Category	<u>Actual</u>	Adopted	<u>Projected</u>	Dept Request	Mgr Proposed	Adopted
Authorized Persons	49.5	50.0	51.0	55.0	55.0	55.0
Expenditures						
Expenditures Personnel	4,303,504	4,577,125	4,546,525	4,560,250	4,654,280	4,654,280
1	4,303,504 314,852	4,577,125 340,075	4,546,525 336,530	4,560,250 350,675	4,654,280 350,675	4,654,280 350,675
					, ,	

# **Major Highlights for FY20**

Total budget increase

162,755

\$

- The proposed budget increase includes the proposed merit pay increase.
- UAV Program (Drone) (\$55,000)
- Additional equipment costs (\$10,000)
- Replace sound system in community room (\$15,000)

#### In FY20 the Police Department will:

- To continue to adhere to internationally established best policing practices established by the Commission of Accreditation of Law Enforcement Agencies, Inc. and the International Association of Chiefs of Police.
- Continue to fight the heroin epidemic through partnerships with local, state and federal agencies with special emphasis on education, treatment and enforcement.
- To continue to grow our Community Policing Program as department-wide iniative. The Culpeper Police Department has an established Community Policing Division, along with a Street Crimes Unit that works directly with our neighborhoods. This will be accomplished by continuing to partner with businesses and citizens in our community.

									FY20	FY20	FY20
FY17	FY18	FY18				FY19	FY19	PROJECTED	DEPT	MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL				ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
				3101 POLICE DEPARTMENT							
			PERS	ONNEL - WAGES & BENEFITS							
2,864,925	2,989,820	2,889,582		50010 Salaries		3,132,021	3,132,021	3,094,021	3,082,432	3,206,494	3,206,494
185,284	180,000	220,484		50020 Salaries - Overtime		185,000	185,000	192,400	190,000	190,000	190,000
7,571	15,000	20,355		50030 Salaries - Part-Time		25,000	25,000	25,000	30,000	30,000	30,000
181,028	179,953	187,875		50110 Social Security Tax		187,436	187,436	187,436	187,811	195,966	195,966
42,337	42,086	43,939		50120 Medicare Tax		43,857	43,857	43,857	43,945	45,850	45,850
453,362	535,975	528,978		50130 Health Insurance		562,598	562,598	562,598	587,793	527,624	527,624
294,395	307,953	300,625		50140 VRS Retirement		314,526	314,526	314,526	311,662	324,198	324,198
36,180	38,022	36,894		50145 VRS Group Life Insurance		38,939	38,939	38,939	40,409	42,032	42,032
-	0	0		50150 VRS Disability Insurance		216	216	216	248	248	248
49,955	65,585	57,148		50160 Worker's Comp. Insurance		69,172	69,172	69,172	69,068	69,068	69,068
16,500	17,750	17,625		50165 Uniform Allowance		18,360	18,360	18,360	16,882	22,800	22,800
			SERV	TCES - PURCHASED, SHARED, INTERNAL							
113	1,000	1,000		50210 Health & Medical Services		1,000	1,000	1,000	6,000	6,000	6,000
261	600	266		51314 Consulting Services		600	600	600	600	600	600
				R&M - Equipment							
17,561	24,000	24,481		53245 R&M - Vehicle		24,000	24,000	24,000	25,000	25,000	25,000
12,520	12,000	12,511		53250 Maintenance Service Contract		15,000	15,000	15,000	15,000	15,000	15,000
12,020	,			Police On Line Training	2,000	,	,	22,000	,	,	,
				Leads On Line	2,848						
				Biohazard Removal	2,744						
				Equifax	1,200						
				TransUnion	900						
			_	Document Destruction	300						
				IACP	875						
				ID Networks (Livescan)	775						
				License Plate Reader	995						
		<del></del>		Misc. Maint. Contracts	2,363						
1,403	3,000	1,172		52400 Printing and Binding	2,303	3,000	3,000	3,000	3,000	3,000	3,000
279	500	457		52410 Advertising		500	500	500	500	500	500
11,513	12,000	9,063		51460 PD9 Task Force		12,500	12,500	8,830	12,500	12,500	12,500
27,280	27,940	28,520		51480 Shenn. Crim Justice		29,140	29,140	29,140	29,140	29,140	29,140
27,280	27,940	20,320		31480 Sheilii. Chini Justice		29,140	29,140	29,140	29,140	29,140	29,140
			ОТНІ	ER CHARGES							
463	600	268	01111	52710 Postal Services		700	700	700	800	800	800
168	300	39		52716 Hostar Services 52715 Messenger Services		300	300	300	300	300	300
8,914	9,000	0		51925 ERT / SCU		9,000	9,000	9,000	9,000	9,000	9,000
16,044	20,000	16,716		51920 Education And Training		20,000	20,000	20,000	20,000	20,000	20,000
7,541	9,000	5,808		52010 Lodging		9,000	9,000	9,000	9,000	9,000	9,000
12,033	12,000	19,125		52010 Loughig 52015 Meals		16,000	16,000	16,000	16,000	16,000	16,000
2,838	1,000	633		52013 Wears 52018 Travel		3,000	3,000	3,000	3,000	3,000	3,000
28,777	10,335	10,335	_	56130 Contributions		10,335	10,335	10,460	10,335	10,335	10,335
20,777	10,333	10,333		Crisis Intervention Team	6,967	10,555	10,333	10,400	10,333	10,333	10,333
				Crisis intervention feam	0,907						
				Regional Housing & Homelessnes	3,368						
			_	Regional Housing & Homelessnes	3,300						

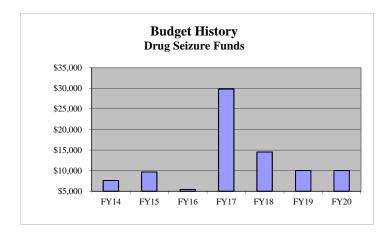
										FY20	FY20	FY20
FY17	FY18	FY18					FY19	FY19	PROJECTED	DEPT	MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL					ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
			MISC	ELLAN	EOUS ITEMS							
5,184	6,000	5,975		52210	Dues & Assoc. Memberships		6,000	6,000	6,000	6,000	6,000	6,000
79	5,000	0		51560	Informant Fees		5,000	5,000	1,000	5,000	5,000	5,000
8,514	15,000	14,395		56270	Grant-funded expenditures		15,000	15,000	15,000	15,000	15,000	15,000
8,735	5,000	7,745		56299	Miscellaneous		5,000	5,000	5,000	5,000	5,000	5,000
			MATI	ERIALS	AND SUPPLIES							
4,230	5,500	4,734		52510	Office Supplies		5,500	5,500	5,500	5,500	5,500	5,500
50,306	60,473	59,015		53550	Vehicle Fuels		65,000	65,000	64,000	65,000	65,000	65,000
58	0	0		53555	Lube Oil		0	0	0			
13,247	23,000	18,590		53560	Vehicle & Equipment Supplies		23,000	23,000	23,000	23,000	23,000	23,000
					Uniform Purchases and Wearing							
25,469	25,000	38,603		51570	Apparel		28,000	28,000	33,000	33,000	33,000	33,000
455	1,500	0		52580	Books, Subscriptions & Education		500	500	500	0	0	0
					Drug Fund Purchases		*****		22.000	*****		
26,245	33,000	35,403		52660	Operating Supplies		33,000	33,000	33,000	33,000	33,000	33,000
			CAPI	TAL OU	TLAYS							
118,626	92,000	94,044			Machinery & Equipment		92,000	92,000	92,000	152,000	152,000	152,000
	,				Axon (Body Cameras)	67,000		,				<u> </u>
					UAV Program (Drones)	55,000						
					Miscellaneous Equipment	30,000						
1,577	3,000	2,413		77300	Furniture & Fixtures		3,000	3,000	3,000	3,000	3,000	3,000
-	0	0		77500	Vehicle Replacement		0	0	0	0	0	
40,422	0	0		77600	Computer Equipment		0	0	0	0	15,000	15,000
					Sounds system in community room							
4,582,392	4,789,892	4,714,814	POLI	CE DEP	ARTMENT TOTAL		5,012,200	5,012,200	4,978,055	5,065,925	5,174,955	5,174,955

# **DRUG SEIZURE FUND (3102)**

# Mission:

To expend funds passed through from the Commonwealth of Virginia from seized assets in the Town of Culpeper.

# **Budget and Staff Resources:**



	EXTLO		Staffing !	•	ENZO	ENZAG
	FY18	FY19	FY19	FY20	FY20	FY20
Category	Actual	Adopted	<u>Projected</u>	Dept Request	Mgr Proposed	Adopted
Authorized Persons	-	-	-	-	-	-
Expenditures						
Expenditures Personnel	-	-	-	-	-	-
•	- 14,527	10,000	10,000	10,000	10,000	10,000
				10,000	10,000	

# **Major Highlights for FY20**

Total budget increase

\$

- No increase projected.

#### In FY20 the PD Drug Fund, as administered by the Police Department will:

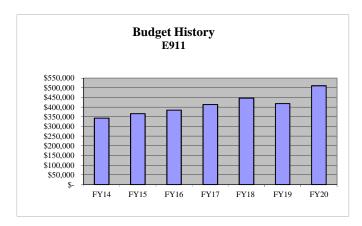
- Budget will be adjusted throughout the year as funds are received.

									FY20	FY20	FY20
FY17	FY18	FY18				FY19	FY19	PROJECTED	DEPT	MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL				ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
			Dept 3	3102 DR	UG SEIZURE FUNDS						
			MAT	ERIALS	AND SUPPLIES						
410	500	485		52010	Lodging	500	500	500	600	600	600
188	500	0		52015	Meals	250	250	250	250	250	250
29,184	13,527	14,042		52660	Operating Supplies	9,250	9,250	9,250	9,150	9,150	9,150
29,782	14,527	14,527	DRU	G SEIZU	RE FUNDS TOTAL	10,000	10,000	10,000	10,000	10,000	10,000

## Mission

To provide financial support for the E911 Joint Operations Center.

# **Budget and Staff Resources:**



		Budget &	& Staffing	Summary		
	FY18	FY19	FY19	FY20	FY20	FY20
Category	Actual	Adopted	Projected	Dept Request	Mgr Proposed	Adopted
Authorized Persons  Expenditures	-	-	-	-	<u>-</u>	-
Personnel	-	-	-	-	-	-
1	446,070	417,835	417,835	513,599	510,342	510,342
Personnel					510,342	510,342

# **Major Highlights for FY20**

Total budget increase

\$

92,507

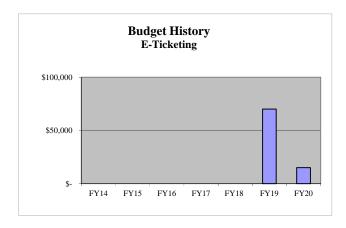
- The proposed budget increase is based on projections provided by Culpeper County.
- The proposed budget includes increases related to maintaining the new and legacy radio system during transition to the new system.
- The proposed budget includes changing the classification of several existing positions in an attempt to reduce employee turnover and vacancy rates.

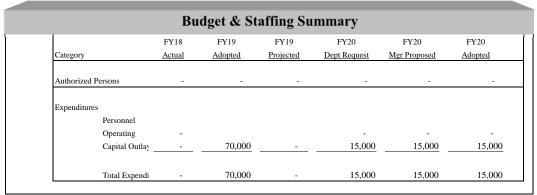
									FY20	FY20	FY20
FY17	FY18	FY18				FY19	FY19	PROJECTED	DEPT	MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL				ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
			Dept :	3103 E91	1 JOINT OPERATIONS						
413,401	453,873	446,070		51720	E911 Center - Town's Share	417,835	417,835	417,835	513,599	510,342	510,342
413,401	453,873	446,070	E911	JOINT (	OPERATIONS TOTAL	417,835	417,835	417,835	513,599	510,342	510,342

## Mission

To provide financial support for the E-Ticketing Program.

# **Budget and Staff Resources:**





# **Major Highlights for FY20**

Total budget increase

\$

(55,000)

-All expenses shall be offset by revenue received from court costs collected from the local courts.

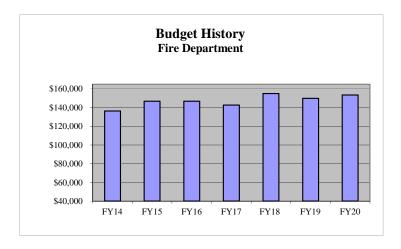
										FY20	FY20	FY20
FY17	FY18	FY18					FY19	FY19	<b>PROJECTED</b>	DEPT	MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL					ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
			Dept 3	3104 E-T	ICKETING							
			SERV	ICES - I	PURCHASED, SHARED, INTERN	AL						
-	0	0		53250	Maintenance Service Contract		0	0	0	0	0	0
			CAPI	TAL OU	TLAYS							
-	0	0		77200	Machinery & Equipment		0	0	0	0	0	0
-	0	0		77600	Computer Hardware & Equipment		70,000	70,000	0	15,000	15,000	15,000
-	-	-	E-TIC	CKETIN	G		70,000	70,000	-	15,000	15,000	15,000

# FIRE DEPARTMENT (3202)

# Mission:

To provide financial support to the volunteer fire organizations serving the Town of Culpeper.

# **Budget and Staff Resources:**



	FY18	FY19	FY19	FY20	FY20	FY20
Category	<u>Actual</u>	Adopted	Projected	Dept Request	Mgr Proposed	Adopted
Authorized Persons		-	-	-	-	-
D 12.						
•	_	_	_	_	_	_
Expenditures Personnel Operating	- 155,072	- 150,000	- 151,693	153,500	153,500	153,500
				153,500	153,500	153,500

# **Major Highlights for FY20**

Total budget increase

\$

- The proposed budget includes an increase to reflect anticipated funds to be received from the State.

3,500

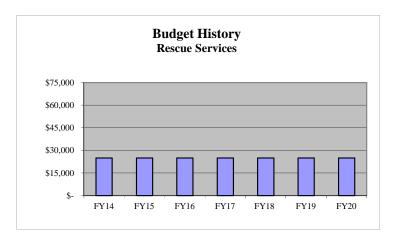
										FY20	FY20	FY20
FY17	FY18	FY18					FY19	FY19	PROJECTED	DEPT	MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL					ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
			Dept 3	3202 VO	LUNTEER FIRE DEPARTMENT							
			OTH	ER CHA	RGES							
142,837	155,072	155,072		56110	Contribution - Civic & Community		150,000	150,000	151,693	153,500	153,500	153,500
					Town contributions	95,000						
					Fire Services Allocation	58,500						
142,837	155,072	155,072	VOL 1	FIRE DI	EPARTMENT TOTAL		150,000	150,000	151,693	153,500	153,500	153,500

# **RESCUE SERVICES (3203)**

# Mission:

To provide financial support to Culpeper Volunteer Rescue Squad (Co. 11).

# **Budget and Staff Resources:**



		Budget &	Staffing S	Summary		
	FY18	FY19	FY19	FY20	FY20	FY20
Category	Actual	Adopted	<u>Projected</u>	Dept Request	Mgr Proposed	Adopted
Authorized Persons	-	-	-	-	-	-
Expenditures						
Personnel	-	-	-	-	-	-
Operating	25,000	25,000	25,000	25,000	25,000	25,000
Capital Outlay	<del></del> .	<del>-</del>			<del></del>	<del>-</del>
			25,000	25,000	25,000	25,000

# **Major Highlights for FY20**

- The proposed budget does not anticipate an increase.

Total budget increase

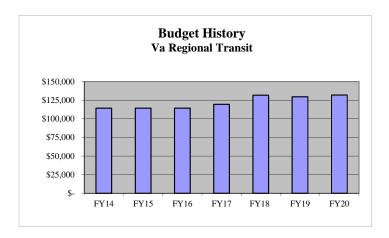
\$

									FY20	FY20	FY20
FY17	FY18	FY18				FY19	FY19	PROJECTED	DEPT	MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL				ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
			Dept 3	3203 RE	SCUE SERVICE						
			OTHI	ER CHA	RGES						
25,000	25,000	25,000		56110	Contribution - Civic & Community	25,000	25,000	25,000	25,000	25,000	25,000
25,000	25,000	25,000	RESC	UE SER	VICES TOTAL	25,000	25,000	25,000	25,000	25,000	25,000

# Mission:

To support the transit needs of the Town of Culpeper through support of Virginia Regional Transit.

# **Budget and Staff Resources:**



		Budget &	<b>Staffing</b>	Summary		
	FY18	FY19	FY19	FY20	FY20	FY20
Category	<u>Actual</u>	<u>Adopted</u>	<u>Projected</u>	Dept Request	Mgr Proposed	Adopted
Authorized Persons	-	-	-	-	-	-
Expenditures Personnel	_	_	_	_	_	_
				121 040	131,840	131,840
Operating	131,532	129,410	129,410	131,840	131,040	131,010
	131,532	129,410	129,410	131,840		-

# **Major Highlights for FY20**

Total budget increase

\$

2,430

<sup>-</sup> The proposed budget increase is based on the request provided by Virginia Regional Transit to fund the system at current level of service.

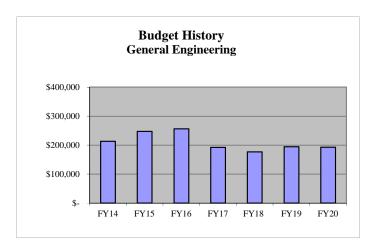
										FY20	FY20	FY20
FY17	FY18	FY18					FY19	FY19	PROJECTED	DEPT	MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL					ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
			Dept 3	3204 VIF	RGINIA REGIONAL TRANSIT AU	THORITY						
119,267	131,532	131,532		56130	Contributions		129,410	129,410	129,410	131,840	131,840	131,840
119,267	131,532	131,532	VIRG	INIA RI	EGIONAL TRANSIT TOTAL		129,410	129,410	129,410	131,840	131,840	131,840

# **GENERAL ENGINEERING (4101)**

#### Mission:

The mission of the Public Works Department is to secure, provide and maintain reliable public services in a safe and cost effective manner to meet present and future community needs.

# **Budget and Staff Resources:**



	FY18	FY19	FY19	FY20	FY20	FY20
Category	Actual	Adopted	<u>Projected</u>	Dept Request	Mgr Proposed	Adopted
Authorized Persons	3.0	3.0	3.0	2.0	2.0	2.0
Expenditures						
Expenditures Personnel	155,603	160,329	160,329	159,379	160,666	160,666
•	155,603 19,998	160,329 33,875	160,329 33,625	159,379 33,625	160,666 33,625	160,666 33,625
	*	,	*	,	· · · · · · · · · · · · · · · · · · ·	· · · · · · · · · · · · · · · · · · ·

# **Major Highlights for FY20**

Total budget increase

\$

87

- The proposed budget increase includes the proposed merit pay increase.

#### In FY20 the General Engineering Department will:

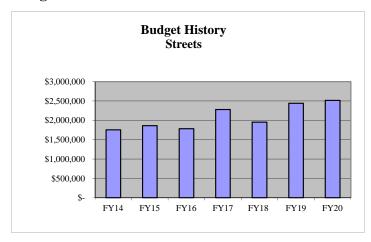
- Work with citizens to resolve community problems effectively.
- Direct general and traffic engineering services to manage change and support future needs
- Ensure effective emergency response capabilities for restoring public infrastructure services to the public in a safe and reliable manner
- Use technology to reduce fleet costs and improve serviceability and extend the life of Town assets

FY17	FY18	FY18			FY19	FY19	PROJECTED	FY20 DEPT	FY20 MGR	FY20 COUNCIL
ACTUAL	AMENDED	ACTUAL			ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
			Dept	4101 GENERAL ENGINEERING						
			PERS	SONNEL - WAGES & BENEFITS						
120,363	162,903	107,389		50010 Salaries	113,320	113,320	113,320	104,759	109,070	109,070
5,620	4,000	2,593		50020 Salaries - Overtime (Inspector)	4,000	4,000	4,000	4,000	4,000	4,000
				Salaries - Part-time	,	,	,			
7,580	9,876	6,578		50110 Social Security Tax	6,903	6,903	6,903	5,946	6,187	6,187
1,773	2,310	1,538		50120 Medicare Tax	1,615	1,615	1,615	1,392	1,448	1,448
16,904	29,776	21,173		50130 Health Insurance	19,496	19,496	19,496	29,036	25,208	25,208
12,348	16,901	11,047		50140 VRS Retirement	11,457	11,457	11,457	10,593	11,028	11,028
-	0	0		50150 VRS Disability Insurance	0	0	0	343	358	358
1,462	2,087	1,330		50145 VRS Group Life Insurance	1,485	1,485	1,485	1,373	1,430	1,430
4,679	4,913	3,954		50160 Worker's Comp. Insurance	2,053	2,053	2,053	1,937	1,937	1,937
			SERV	VICES - PURCHASED, SHARED, INTERNAL						
-	0	14,895		51314 Consulting Services	15,000	15,000	15,000	15,000	15,000	15,000
10,528	12,000	0		51316 Engineering Services	12,000	12,000	10,000	10,000	10,000	10,000
238	500	0		53245 R&M - Vehicle	500	500	750	750	750	750
				Maintenance Service Contract						
-	75	0		52400 Printing and Binding	75	75	75	75	75	75
				Advertising						
			OTH	ER CHARGES						
7	0	0		52710 Postal Services	0	0	0	0	0	C
				Telecommunications						
5,727	1,500	374		51920 Education and Training	1,000	1,000	1,000	1,000	1,000	1,000
-	600	0		52010 Lodging	500	500	300	300	300	300
415	750	235		52015 Meals	500	500	500	500	500	500
-	500	0		52018 Travel	500	500	300	300	300	300
			MISC	CELLANEOUS ITEMS						
676	1,200	1,438		52210 Dues & Assoc. Memberships	600	600	600	600	600	600
				Miscellaneous						
			MAT	ERIALS AND SUPPLIES						
613	400	248		52510 Office Supplies	400	400	400	400	400	400
1,984	2,000	2,418		53550 Vehicle Fuels	2,000	2,000	3,000	3,000	3,000	3,000
579	500	44		53560 Vehicle & Equipment Supplies	300	300	1,000	1,000	1,000	1,000
2.5	450	240		Uniform Purchases and Wearing	200	200	<b>500</b>	<b>500</b>	700	<b>7</b> 00
365	450	240		51570 Apparel	300	300	500	500	500	500
	1.50			50500 P. J. G.L. J. J. D. T. J.						
179	150	0		52580 Books, Subscriptions & Education	200	200	200	200	200	200
179	200	145		52660 Operating Supplies	200	200	200	200	200	200
			CARI	TAL OUTLAYS	+					
	0	1,476	CAPI	77200 Machinery & Equipment	0	0	0	0	0	(
-	0	1,476		77300 Furniture & Fixtures	0			0	0	
-	U			1/300 Furniture & Fixtures	0	U	U	U	0	(
192,037	253,591	177,077	CENT	ERAL ENGINEERING TOTAL	194,204	194,204	193,954	193,004	194,291	194,291

#### Mission:

The mission of the Public Works Department is to secure, provide and maintain reliable public services in a safe and cost effective manner to meet present and future community needs

# **Budget and Staff Resources:**



		Budget &	& Staffing S	Summary		
	FY18	FY19	FY19	FY20	FY20	FY20
Category	<u>Actual</u>	Adopted	<u>Projected</u>	Dept Request	Mgr Proposed	Adopted
Authorized Persons	16.0	18.0	17.0	18.3	18.3	18.3
Expenditures						
Personnel	1,218,500	1,271,421	1,271,421	1,354,901	1,371,839	1,371,839
Operating	718,536	1,170,500	1,661,000	2,226,000	1,203,722	1,203,722
Capital Outlay	17,595	<del>-</del> .				
Total Expenditures	1,954,631	2,441,921	2,932,421	3,580,901	2,575,561	2,575,561

# **Major Highlights for FY20**

Total budget increase

\$

133,640

- The proposed budget increase includes the proposed merit pay increase.
- The proposed budget increase is partially offset as a result of one Facility Technician being moved to General Properties.
- The proposed budget increase includes an additional \$50,000 for asphalt milling/paving.
- The proposed budget increase includes an additional Sr. Maintenance/Construction Worker position (\$50,576).

#### In FY20 the Streets Department will:

- Work with citizens to resolve community problems effectively.
- Provide safe and reliable transportation infrastructure services in all weather conditions. Reestablish R & M infrastructure budget for improving street pavement conditions.
- Ensure effective emergency response capabilities for restoring public infrastructure services to the public in a safe and reliable manner.
- Use technology to reduce fleet costs and improve serviceability and extend the life of Town assets.

									FY20	FY20	FY20
FY17	FY18	FY18				FY19	FY19	PROJECTED	DEPT	MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL				ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
			_								
				4102 PUBLIC WORKS - STREETS							
			PERS	SONNEL - WAGES & BENEFITS							
833,641	863,705	805,848		50010 Salaries		849,646	849,646	849,646	883,102	913,631	913,631
44,410	59,000	39,753		50020 Salaries - Overtime		55,000	55,000	55,000	50,000	50,000	50,000
-	30,000	35,687		50030 Salaries - Part-time		30,000	30,000	30,000	30,000	30,000	30,000
57,774	52,324	52,587		50110 Social Security Tax		50,517	50,517	50,517	51,928	53,837	53,837
13,701	12,237	12,333		50120 Medicare Tax		11,866	11,866	11,866	12,187	12,652	12,652
110,319	170,684	138,912		50130 Health Insurance		140,707	140,707	140,707	183,158	164,885	164,885
93,063	89,541	86,480		50140 VRS Retirement		85,163	85,163	85,163	89,288	91,476	91,476
11,548	11,055	10,634		50145 VRS Group Life Insurance		11,066	11,066	11,066	11,575	11,860	11,860
-	0	0		50150 VRS Disability Insurance		629	629	629	1,132	967	967
26,848	37,060	36,267		50160 Worker's Comp. Insurance		36,827	36,827	36,827	42,531	42,531	42,531
			SERV	ICES - PURCHASED, SHARED, INTERNAL							
				Health & Medical Services							
				Consulting Services							
33,082	15,000	37,912		51315 Contractual Services		15,000	15,000	25,000	25,000	25,000	25,000
				Bridge and structures inspections							
				required by VDOT	10,000						
				Engineering and surveying services							
				for verifying public right of way							
				and access needed for streets							
				maintenance	15,000						
741,812	975,000	393,979		53238 R&M - Infrastructure	15,000	850,000	1,345,000	1,330,000	1,900,000	900,000	900,000
7.11,012	>70,000	3,2,,,,		DD 250 FROM IMPAGEMENT		020,000	1,5 .5,000	1,550,000	1,500,000	,,,,,,,,,	,00,000
				Increase in budget to "double" asphalt							
				milling/paving schedule in FY20 for							
				improving all major downtown primary							
				(Main St) collector streets (Blue Ridge							
				Ave., East St.) and side streets							
2,775	5,300	682		53240 R&M - Equipment		4,000	4,000	4,000	4,000	4,000	4,000
2,681	3,500	897		53245 R&M - Vehicle		3,000	3,000	3,000	3,000	3,000	3,000
				R&M - Misc. / Other							
716	1,400	720		53250 Maintenance Service Contract		1,400	1,400	2,500	2,500	2,500	2,500
				eWork Orders	1,800						
				Hotsy (Pressure Washer Maint)	279						
				Misc. Maintenance Contracts	421						
176,874	175,000	178,999		53270 Rental of Street Lights		180,000	180,000	180,000	180,000	157,722	157,722
				Reduction due to LED bulbs							
58	0	0		52410 Advertising		0	0	0	0	0	0
4,273	3,800	3,697		51451 Uniform Rentals		3,800	3,800	3,800	3,800	3,800	3,800
·		· ·									
			OTHI	ER CHARGES							
6,682	6,000	7,908		53660 Disposal Fees		6,000	6,000	8,000	8,000	8,000	8,000
-	0	7		52710 Postal Services		50	50	50	50	50	50
10,418	4,000	975		51920 Education and Training		4,000	4,000	4,000	4,000	4,000	4,000
488	500	0		52010 Lodging		500	500	500	500	500	500

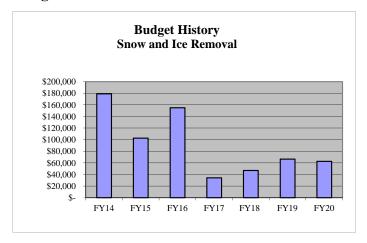
								FY20	FY20	FY20
FY17	FY18	FY18			FY19	FY19	PROJECTED	DEPT	MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL			ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
429	600	245		52015 Meals	600	600	1,000	1,000	1,000	1,000
	150	0		52018 Travel	100	100	100	100	100	100
			MISC	CELLANEOUS ITEMS						
349	600	45		52210 Dues & Assoc. Memberships	600	600	600	600	600	600
-	0	0		56299 Miscellaneous	0	0	0	0	0	(
			MAT	ERIALS AND SUPPLIES						
458	750	624	MAI	52510   Office Supplies	750	750	750	750	750	750
85	200			54520 Agricultural Supplies	200	200	200	200	200	200
823	600	750		53540 Janitorial Supplies	600	600	600	600	600	600
21.327	40,000	32,375		53540 Janitoriai Supplies 53550 Vehicle Fuels	40,000	40.000	40.000	35,000	35.000	35,000
1.082	1,400	1,313		53555 Lube Oil	1,400	1,400	1,400	1.400	1.400	1,400
37.013	45,000	47.485		53560 Vehicle & Equipment Supplies	45.000	45.000	45,000	45,000	45.000	45,000
37,013	43,000	47,463		Uniform Purchases and Wearing	45,000	45,000	45,000	45,000	45,000	43,000
4,321	3,000	4,408		51570 Apparel	3,500	3,500	3,500	3,500	3,500	3,500
6,477	12,000	4,636		52660 Operating Supplies	8,000	8,000	5,000	5,000	5,000	5,000
1,290	2,000	734		53670 Small Tools	2,000	2,000	2,000	2,000	2,000	2,000
			CAPI	TAL OUTLAYS						
35,393	0	17,595		77200 Machinery & Equipment	0	0	0	0	0	(
-	0	0		77500 Vehicle Replacement	0	0	0	0	0	(
2,280,211	2,621,406	1,954,631	PUBI	JC WORKS - STREETS TOTAL	2,441,921	2,936,921	2,932,421	3,580,901	2,575,561	2,575,561

# **SNOW AND ICE REMOVAL (4105)**

## Mission:

The mission of the Public Works Department is to secure, provide and maintain reliable public services in a safe and cost effective manner to meet present and future community needs.

# **Budget and Staff Resources:**



		Budget &	Staffing S	summary		
	FY18	FY19	FY19	FY20	FY20	FY20
Category	<u>Actual</u>	Adopted	Projected	Dept Request	Mgr Proposed	Adopted
'xnenditures						
Expenditures Personnel	9,406	10.765	20,765	10.000	10.000	10,000
Expenditures Personnel Operating	9,406 28,855	10,765 43,725	20,765 63,800	10,000 40,800	10,000 40,800	10,000 40,800
Personnel	,	,	,	*	· · · · · · · · · · · · · · · · · · ·	,

# **Major Highlights for FY20**

Total budget increase

\$

(3,690)

-Proposed budget decrease primarily due to reduction in Vehicle Fuels.

#### In FY20 the Snow & Ice Division will:

- Work with citizens to resolve community problems effectively.
- Ensure effective emergency response capabilities for restoring public infrastructure services to the public in a safe and reliable manner.
- Provide safe and reliable transportation infrastructure services in all weather conditions.
- Use technology to reduce fleet costs and improve serviceability and extend the life of Town assets.

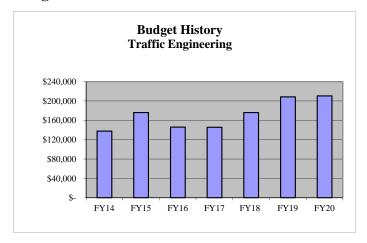
								FY20	FY20	FY20
FY17	FY18	FY18			FY19	FY19	PROJECTED	DEPT	MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL			ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
			Dept 4	1105 SNOW & ICE REMOVAL						
			PERS	ONNEL - WAGES & BENEFITS						
6,118	10,000	8,753		50020 Salaries - Overtime	10,000	10,000	20,000	10,000	10,000	10,000
365	620	529		50110 Social Security Tax	620	620	620	0	0	0
85	145	124		50120 Medicare Tax	145	145	145	0	0	0
838	0	0		50130 Health Insurance	0	0	0	0	0	0
				50160 Worker's Comp. Insurance						
			ann.							
			SERV	ICES - PURCHASED, SHARED, INTERNAL						
-	4,000	0		51319 Temporary Help Services	4,000	4,000		4,000	4,000	4,000
<u> </u>	500	0		53240 R&M - Equipment	500	500		500	500	500
379	500	60		53245 R&M - Vehicle	500	500		500	500	500
-	200	0		52410 Advertising	0	0	0	0	0	0
			ОТНІ	ER CHARGES						
	1.000	0	OIIII	52010 Snow & Ice Removal - Lodging	1.000	1,000	1.000	1.000	1.000	1,000
404	600	488		52015 Meals	600	600		600	600	600
			MAT	ERIALS AND SUPPLIES						
3,410	7,000	2,681		53550 Vehicle Fuels	7,000	7,000	7,000	4,000	4,000	4,000
89	125	124		53555 Lube Oil	125	125	200	200	200	200
4,438	10,000	3,322		53560 Vehicle & Equipment Supplies	10,000	10,000	10,000	10,000	10,000	10,000
5,258	20,000	22,181		52660 Operating Supplies	20,000	20,000	40,000	20,000	20,000	20,000
			CAPI	TAL OUTLAYS						
13,007	12,000	8,700		77200 Machinery & Equipment	12,000	12,000	0	12,000	12,000	12,000
				Snow plow equipment replacement						
				necessary because of safety or						
				operational needs						
-	0	0		77500 Vehicle Replacement	0	0	0	0	0	0
34,390	66,690	46,961	SNOV	V & ICE REMOVAL TOTAL	66,490	66,490	84,565	62,800	62,800	62,800
34,370	00,070	70,701	51101	WIOLEMOTHE TOTHE	00,470	00,470	04,505	02,000	02,000	02,000

# **TRAFFIC ENGINEERING (4107)**

## Mission:

The mission of the Public Works Department is to secure, provide and maintain reliable public services in a safe and cost effective manner to meet present and future community needs.

# **Budget and Staff Resources:**



	FY18	FY19	FY19	FY20	FY20	FY20
Category	<u>Actual</u>	Adopted	Projected	Dept Request	Mgr Proposed	Adopted
Authorized Persons	1.0	1.0	1.0	1.0	1.0	1.0
Expenditures						
2Apenditures					74,140	74,140
Personnel	69,914	71,803	71,803	73,104	74,140	7 1,1 10
•	69,914 106,187	71,803 136,800	71,803 211,300	136,900	136,900	136,900
Personnel		- ,	· · · · · · · · · · · · · · · · · · ·	, .	, ,	, ,

# **Major Highlights for FY20**

Total budget increase

\$

2,437

- The proposed budget increase includes the proposed merit pay increase.

#### In FY20 the Traffic Engineering Department will:

- Work with citizens to resolve community problems effectively.
- Direct general and traffic engineering services for managing change and supporting future needs.
- Ensure effective emergency response capabilities for restoring public infrastructure services to the public in a safe and reliable manner.
- Use technology to reduce infrastructure costs, improve serviceability and extend the life of Town assets.

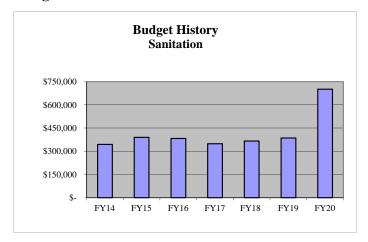
	*****	77710					*****		FY20	FY20	FY20
FY17 ACTUAL	FY18 AMENDED	FY18 ACTUAL				FY19 ADOPTED	FY19 AMENDED	PROJECTED FY19	DEPT REQUEST	MGR PROPOSED	COUNCIL ADOPTED
ACTUAL	AMENDED	ACTUAL				ADOPTED	AMENDED	F 1 1 9	REQUEST	PROPUSED	ADOPTED
			Dent 4	4107 TRAFFIC ENGINEERING							
				ONNEL WAGES & BENEFITS							
46,569	47,103	47,558	LIKE	50010 Salaries		48,776	48,776	48,776	48,984	50,669	50,669
.0,507	17,100	.,,,,,,		Salaries - Overtime		10,770	10,770	10,770	10,501	20,009	20,009
2,894	2,859	2,918		50110 Social Security Tax		2,973	2,973	2,973	2,983	3,091	3,091
677	669	682		50120 Medicare Tax		696	696		698	723	723
7,886	9,925	9,574		50130 Health Insurance		9,748	9,748	9,748	10,722	9,748	9,748
4,903	4,892	5,143		50140 VRS Retirement		4,932	4,932	4,932	4,953	5,123	5,123
609	604	609		50145 VRS Group Life Insurance		639	639	639	642	664	664
-	0	0		50150 VRS Disability Insurance		0	0	0	0	0	0
3,245	4,450	3,429		50160 Worker's Comp. Insurance		4,039	4,039	4,039	4,122	4,122	4,122
			SERV	TCES - PURCHASED, SHARED, INTERNAL							
29,947	117,500	57,282		53238 R&M - Infrastructure		75,000	135,000	135,000	75,000	75,000	75,000
24	200	120		53245 R&M - Vehicle		200	200		200	200	200
3,763	4,000	6,263		53250 Maintenance Service Contract		4,000	4,000	4,000	4,000	4,000	4,000
				Railroad Crossing Maint.	1,252						
				Railroad Flashing Light Maint.	2,505						
				Misc. Maintenance Contract	243						
269	300	274		51451 Uniform Rentals		300	300	300	300	300	300
			OWY	D CWA D CWG							
. 2.50	7.500	7.175	ОТНІ	ER CHARGES		<b>7.500</b>	7.500	7.500	7.500	7.500	<b>5.500</b>
6,360	7,500	7,175		55610 Electrical Services		7,500	,		7,500	7,500	7,500
-	300	32		51920 Education and Training		300	300	300	300	300	300
			MISC	ELLANEOUS							
			11250	Miscellaneous							
			MAT	ERIALS AND SUPPLIES							
3,321	4,000	3,815		53550 Vehicle Fuels		4,000	4,000	4,000	4,000	4,000	4,000
21	100	64		53555 Lube Oil		100	100	100	100	100	100
943	1,300	1,879		53560 Vehicle & Equipment Supplies		2,000	2,000	2,000	2,000	2,000	2,000
				Uniform Purchases and Wearing							
235	200	196		51570 Apparel		200	200	200	200	200	200
145	200	234		52660 Operating Supplies		200	200	200	300	300	300
1,249	3,000	293		53670 Small Tools		3,000	3,000	3,000	3,000	3,000	3,000
32,727	43,500	28,561		53680 Traffic Signals & Signs		40,000	54,500	54,500	40,000	40,000	40,000
			CADI	TAL OUTLANS							
			CAPI	TAL OUTLAYS  Machinery & Equipment							
				Machinery & Equipment							
145,785	252,602	176,101	TRAF	FIC ENGINEERING TOTAL		208,603	283,103	283,103	210,004	211,040	211,040
1.0,700	202,002	1,0,101				200,000	200,100	200,100	210,001	211,010	211,010

## **SANITATION (4203)**

## Mission:

The mission of the Public Works Department is to secure, provide and maintain reliable public services in a safe and cost effective manner to meet present and future community needs.

# **Budget and Staff Resources:**



		Duuget &	Staffing S	oummar y		
	FY18	FY19	FY19	FY20	FY20	FY20
Category	Actual	<u>Adopted</u>	<u>Projected</u>	Dept Request	Mgr Proposed	<u>Adopted</u>
Authorized Persons	5.0	5.0	5.0	4.0	4.0	4.0
Expenditures						
z.ipenarares						
Personnel	241,849	244,781	244,781	271,598	273,024	273,024
	241,849 124,418	244,781 141,400	244,781 139,417	271,598 140,800	273,024 140,800	273,024 140,800
Personnel	,	,	,		, -	· · · · · · · · · · · · · · · · · · ·

# **Major Highlights for FY20**

Total budget increase

\$

317,643

- The proposed budget increase includes the proposed merit pay increase.
- The proposed budget increase primarily due to purchase of new street sweeper (\$290,000), which would have been budgeted in Capital in prior budgets.

#### In FY20 the Sanitation Department will:

- Work with citizens to resolve community problems effectively.
- Deploy efficient and reliable sanitation services for protecting public health.
- Ensure effective emergency response capabilities for restoring public infrastructure services to the public in a safe and reliable manner
- Use technology to reduce fleet costs and improve serviceability and extend the life of Town assets.

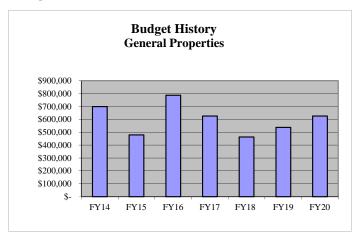
FY17	FY18	FY18			FY19	FY19	PROJECTED	FY20 DEPT	FY20 MGR	FY20 COUNCIL
ACTUAL	AMENDED	ACTUAL			ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
ACTUAL	AMENDED	ACTUAL			ADOLLED	AMENDED	FII	REQUEST	TROT OSED	ADOLLED
			Dept 4	1203 SANITATION						
			PERS	ONNEL - WAGES & BENEFITS						
162,006	167,354	158,432		50010 Salaries	158,768	158,768	158,768	177,280	183,527	183,527
961	7,200	3,865		50020 Salaries - Overtime	5,000			0	0	C
10,072	10,101	9,835		50110 Social Security Tax	9,485	9,485	9,485	10,389	10,757	10,757
2,356	2,362	2,300		50120 Medicare Tax	2,220	2,220	2,220	2,431	2,517	2,517
31,310	39,778	40,252		50130 Health Insurance	41,466	41,466	41,466	50,480	44,704	44,704
17,158	17,287	16,490		50140 VRS Retirement	16,053	16,053	16,053	17,925	18,368	18,368
2,123	2,134	2,010		50145 VRS Group Life Insurance	2,081	2,081	2,081	2,324	2,382	2,382
-	0	0		50150 VRS Disability Insurance	235	235		0	0	(
7,352	10,233	8,666		50160 Worker's Comp. Insurance	9,473	9,473	9,473	10,769	10,769	10,769
			SERV	ICES - PURCHASED, SHARED, INTERNAL						
2,951	2,500	2,797		53245 R&M - Vehicle	7,500			7,500	7,500	7,500
-	200	81		52400 Printing & Binding	100			100	100	100
-	100	0		52410 Advertising	100			0	0	C
1,101	1,700	1,154		51451 Uniform Rentals	1,700	1,700	1,700	1,700	1,700	1,700
			OTITI	ED CHA DOEG						
22.471	24.000	27.025	OTHI	ER CHARGES	24.000	24.000	24.000	40.000	10.000	40.000
32,471	34,000	37,925		53660 Disposal Fees	34,000	34,000	34,000	40,000	40,000	40,000
				Education & Training						
			MISC	ELLANEOUS						
63	0	235	MISC	52295   Bad Debt Expense - Trash	0	0	0	0	0	0
03	0	233		Miscellaneous	0	0	U	0	0	
		<del></del>	-	Wiscenancous						
			MAT	ERIALS AND SUPPLIES						
15,230	22,000	19,140	1,1111	53550 Vehicle Fuels	22,000	22,000	22,000	22,000	22,000	22,000
1,175	1,500	278		53555 Lube Oil	1,500			1,000	1,000	1,000
29,626	31,000	28,965		53659 Trash Carts (Reserve funding)	31,000	31,000		31,000	31,000	31,000
24,324	36,500	28,126		53560 Vehicle & Equipment Supplies	36,500	36,500		30,000	30,000	30,000
7-		-, -		Uniform Purchases and Wearing			- 7,			
678	1,000	1,012		51570 Apparel	1,000	1,000	1,000	1,000	1,000	1,000
4,048	1,000	434		52660 Operating Supplies	1,000	1,000	1,000	1,000	1,000	1,000
			CAPI	TAL OUTLAYS						
				77200 Machinery & Equipment						
-	0	0		77500 Vehicle Replacement	0	0	0	290,000	290,000	290,000
				Replace Unit No. 373, 2010 Tymco						
				Street Sweeper with 2019 Tymco						
				Sweeper 290,000						
			GRAN							
4,381	5,000	4,271		58840 Grant - Litter Control	5,000	5,000	5,117	5,500	5,500	5,500
	_				_					
349,387	392,949	366,267	SANI	TATION TOTAL	386,181	386,181	384,198	702,398	703,824	703,824

# **GENERAL PROPERTIES (4302)**

#### Mission:

The mission of the Public Works Department is to secure, provide and maintain reliable public services in a safe and cost effective manner to meet present and future community needs.

# **Budget and Staff Resources:**



		Budget &	Staffing S	Summary		
	FY18	FY19	FY19	FY20	FY20	FY20
Category	Actual	Adopted	Projected	Dept Request	Mgr Proposed	Adopted
Authorized Persons	2.0	2.0	2.0	4.0	4.0	4.0
Expenditures						
Expenditures Personnel	113,614	122,913	122,913	254,359	255,843	255,843
Expenditures Personnel Operating	113,614 343,356	122,913 415,590	122,913 517,490	254,359 334,190	255,843 357,190	255,843 357,190
Personnel	*	*	,	· · · · · · · · · · · · · · · · · · ·	*	*

# **Major Highlights for FY20**

Total budget increase

\$

89,530

- The proposed budget increase includes the proposed merit pay increase.
- Increase in Salaries due to Facilities Technician (2) transferred to this department from Streets and Parks & Rec. The increase is offset by a decrease in contractual services due to new custodial services agreement.
- Capital Outlay includes a replacement used vehicle (\$15,000) which would have been budgeted in Capital in prior budgets.

#### In FY20 the General Properties Department will:

- Work with citizens to resolve community problems effectively.
- Manage Town facilities for community use and enterprise operations. Preserving community historical sites such as the Depot, Fairview Cemetery, Azalea Street Cemetery and the Burgandine House.
- Utilize public works assets to promote economic, public safety and community development activities.
- Use technology to reduce infrastructure costs, improve serviceability and extend the life of Town assets.

									FY20	FY20	FY20
FY17	FY18	FY18				FY19	FY19	PROJECTED	DEPT	MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL				ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
				302 GENERAL PROPERTIES							
			PERS	ONNEL - WAGES & BENEFITS							
67,480	70,420	72,290		50010 Salaries		79,672	79,672	79,672	167,753	174,009	174,009
242	1,000	1,341		50020 Salaries - Overtime		1,000	1,000	1,000	2,000	2,000	2,000
				Salaries - Part-Time							
3,605	4,260	4,195		50110 Social Security Tax		4,398	4,398	4,398	9,607	9,976	9,976
869	996	955		50120 Medicare Tax		1,029	1,029	1,029	2,249	2,335	2,335
21,325	19,851	25,199		50130 Health Insurance		26,397	26,397	26,397	50,480	44,704	44,704
6,156	7,290	7,676		50140 VRS Retirement		8,027	8,027	8,027	16,961	17,447	17,447
817	900	918		50145 VRS Group Life Insurance		1,041	1,041	1,041	2,199	2,262	2,262
-	0	0		50150 VRS Disability Insurance		0		0	0	0	0
1,190	1,387	1,040		50160 Worker's Comp. Insurance		1,349	1,349	1,349	3,110	3,110	3,110
			ann.								
			SERV	ICES - PURCHASED, SHARED, INTERNAL							
05.51.5	70.000	50.572		Health & Medical Service		<b>5</b> 0.000	<b>5</b> 0.000	<b>7</b> 0 000	10.000	40.000	10.000
87,516	70,000	68,652		51315 Contractual Services		70,000	70,000	70,000	40,000	40,000	40,000
- 220 242	102.000	0 100		51316 Engineering Services		0		2,000	110,000	122.000	122.000
220,342	183,000	92,180		53230 R&M - Building & Grounds		110,000	200,500	230,000	110,000	133,000	133,000
6,086	8,000	0		53231 R&M - Museum Building		8,000	8,000	0	0	0	0
-	200	232		53245 R&M - Vehicle		400		400	400	400	400
-	0	0		53249 R&M - Misc. / Other		0	~	0	0	0	0
63,288	105,000	42,333		53250 Maintenance Service Contract		85,000	85,000	70,000	43,000	43,000	43,000
				Exterminator services for pest							
				control	5,000						
				HVAC preventative maintenance	25.000						
				services for general properties	25,000						
				Elevator Inspections	5,000						
				Fire System Inspections	3,000						
_	0	0		Fire Alarm Maintenance	5,000	0	0	0	0	0	0
	0			52400 Printing and Binding		0	-		0	0	0
2 271		3,481		52410 Advertising 51451 Uniform Rentals		3,500		3,500	3,500		2.500
3,371	3,500	3,481		51451 Uniform Rentals		3,500	3,500	3,500	3,500	3,500	3,500
			OTH	ER CHARGES							
88,364	99.000	89,364	Olui	55610 Electrical Services		99.000	99.000	95,000	95,000	95,000	95,000
18,832	27,500	25,631		55620 Heating Services		22,000	22,000	25,000	25,000	25,000	25,000
2,846	3,300	2,563		55630 Water Services		3,300	3,300	3,300	3,300	3,300	3,300
3,490	4,000	3,054	_	53640 Sewage Services		4,000	4,000	3,500	3,500	3,500	3,500
156	4,000	156	_	53660 Disposal Fees		200	200	1,500	200	200	200
4,139	0		_	52720 Telecommunications		0		3,000	0	200	0
4,139	0	,		52010 Lodging		0		3,000	0	0	0
-	0		-	52010 Loughig 52015 Meals		90			90	90	90
-	0			32013 HIOMS		90	90	90	90	90	90
			MISC	ELLANEOUS							
			171150	Miscellaneous							
				17113CHancous							

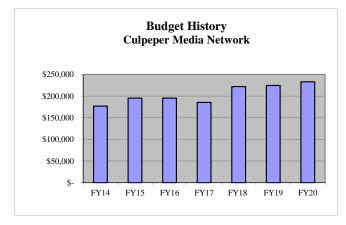
										FY20	FY20	FY20
FY17	FY18	FY18					FY19	FY19	PROJECTED	DEPT	MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL					ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
			MAT	ERIALS	AND SUPPLIES							
45	100	228			Office Supplies		100	100	100	100	100	100
3,508	2,000	4,398		53540	Janitorial Supplies		3,500	3,500	3,500	3,500	3,500	3,500
1,597	2,500	2,212		53550	Vehicle Fuels		2,500	2,500	2,500	2,500	2,500	2,500
1,723	2,000	1,518		53560	Vehicle & Equipment Supp		2,000	2,000	2,000	2,000	2,000	2,000
					Uniform Purchases & Wearing							
246	300	245		51570	Apparel		300	300	400	400	400	400
1,761	1,000	625		52660	Operating Supplies		1,000	1,000	1,000	1,000	1,000	1,000
1,123	700	1,548		53670	Small Tools		700	700	700	700	700	700
			CAPI	TAL OU	TLAYS							
14,110	0	2,174		77200	Machinery & Equipment		0	0	0	0	0	0
2,423	0	4,509		77300	Furniture and Fixtures		0	0	0	0	0	0
-	0	0		77500	Vehicle Replacement		0	0	0	15,000	15,000	15,000
					Replace Unit No. 106, 2003							
					Chevrolet S-10 pickup with used							
					1/2 ton van	15,000						
626,648	618,204	463,653	GENI	ERAL PI	ROPERTIES TOTAL		538,503	629,003	640,403	603,549	628,033	628,033

# **CULPEPER MEDIA NETWORK (6600)**

#### Mission:

To provide funding for Culpeper Media Network.

# **Budget and Staff Resources:**



			Staffing S	•		
	FY18	FY19	FY19	FY20	FY20	FY20
Category	<u>Actual</u>	Adopted	Projected	Dept Request	Mgr Proposed	Adopted
Authorized Persons	2.0	2.0	2.0	2.0	2.0	2.0
Expenditures						
1					150 627	150.637
Personnel	141,329	144,565	144,565	147,617	150,637	130,037
1	141,329 48,599	144,565 65,785	144,565 60,035	147,617 64,071	66,571	66,571
Personnel	,	*	,	,	*	,

## **Major Highlights for FY20**

Total budget increase

\$

9,858

- The proposed budget is as requested by the Culpeper Media Network.
- -The proposed budget shall be offset with Revenue received from the following:

100-0000-4467 Cable - Tape Sales	-
100-0000-4468 Cable - PEG Fees	7,500
100-0000-4552 Misc- Sponsorship	-
100-0000-4666 Cable - Contributions - County	117,378
	124,878

#### The Culpeper Cable Commission is looking to improve many facets in its service to Culpeper:

- 1. Improve signal quality of the Live meetings held at the County Board Room
- 2. Improve overall signal quality to both Comcast and Fios subscribers
- 3. Add to the LIVE offerings of CMN. We are looking to offer at least 15 more live broadcasts this year to the community.
- 4. Improve workflow internally Looking to move to card based cameras. This will allow a faster turnaround time, better visual quality of programming, and better archival methods.

								FY20	FY20	FY20
FY17	FY18	FY18			FY19	FY19	PROJECTED	DEPT	MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL			ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
			Donat	COO CUI DEDED MEDIA NETWODY						
				6600 CULPEPER MEDIA NETWORK CONNEL - WAGES & BENEFITS						
100,559	106,305	103,604	PERS	50010 Salaries - Regular	106.485	106,485	106,485	107,564	111,544	111,544
5,741	6,243	5,859		50110 Social Security Tax	6,002	6,002	6,002	6,008	6,315	6,315
1,343	1,461	1,370		50110 Social Security Tax 50120 Medicare Tax	1,405	1,405	1,405	1,406	1,478	1,478
14,654	19,851	17,843		50130 Health Insurance	18,011	18,011	18,011	19,812	18,011	18,011
10,515	10,685	11,083		50140 VRS Retirement	10,767	10,767	10,767	10,877	11,278	11,278
1,319	1,319	1,342	_	50145 VRS Group Life Insurance	1,396	1,396	1,396	1,410	1,462	1,462
-	0	0		50150 VRS Disability Insurance	229	229	229	230	239	239
220	273	228	_	50160 Worker's Comp Insurance	270		270	310	310	310
220	273		_	50100 Worker's comp insurance	270	270	270	310	310	510
			SERV	ICES						
				Annual Audit						
11,210	7,000	11,850		51319 Temporary Help Services	7,000	7,000	7,000	6,000	11,000	11,000
493	3,000	1,171		53240 R&M - Equipment	3,000	3,000	3,000	3,000	2,000	2,000
60	3,000	131		53245 R&M - Vehicle	3,000	3,000	2,000	3,000	3,000	3,000
423	500	128		53249 R&M - Misc./Other	500	500	500	500	500	500
1,760	2,000	1,400		53250 Maintenance Service Contract	2,000	2,000	2,000	2,000	2,000	2,000
1,700	2,000	1,.00	_	Rockie Maids	2,000	2,000	2,000	2,000	2,000	2,000
1,050	500	156		52410 Advertising	1,000	1,000	1,000	1,000	1,000	1,000
1,030	300	130		32410 Advertising	1,000	1,000	1,000	1,000	1,000	1,000
			ОТН	ER CHARGES						
2,446	2,500	2,161	0111	55610 Electrical Services	2,500	2,500	2,500	2,500	2,500	2,500
156	200	156		53660 Disposal Fees	200		200	200	200	200
62	300	167		52710 Postal Services	300	300	250	300	300	300
2.043	2,000	3,592		52720 Telecommunications	2,000	2,000	2,000	2,000	2,000	2.000
3,573	3,750	3,573		52721 Telecomm-Streaming	3,750	3,750	3,750	3,750	3,750	3,750
-	0	294		52722 Telecomm - Website	1,000	1,000	1,000	1,000	1,000	1,000
-	3,000	0		55820 Fire/Property Insurance	3,000	3,000	0	0	0	0
-	464	464		55840 Motor Vehicle Insurance	480	480	480	480	480	480
-	102	102		55870 General Liability Insurance	105	105	105	105	105	105
18,709	18,500	17,918		55940 Lease - Building	18,500	18,500	18,500	20,136	20,136	20,136
-	0	399		51920 Education & Training	4,000	4,000	3,300	3,000	2,500	2,500
-	0	0		52010 Lodging	2,000	2,000	1,000	2,000	1,500	1,500
466	500	711		52015 Meals	750	750	750	600	600	600
-	0	0		52018 Travel	1,000	1,000	1,000	800	800	800
			MISC	CELLANEOUS						
575	200	430		52210 Dues & Assoc. Memberships	500		500	500	500	500
	5,000	0		56290 Historical Programming	0	-		2,000	2,000	2,000
36	750	208		56299 Miscellaneous	500	500	500	500	500	500
			MAT	ERIALS AND SUPPLIES						
597	2,000	187		52510 Office Supplies	2,000	2,000	2,000	2,000	2,000	2,000
301	1,000	220		53550 Vehicle Fuels	1,000	1,000	1,000	1,000	500	500
				Uniform Purchases & Wearing		_		_		_
168	700	0		51570 Apparel	700	700	700	700	700	700

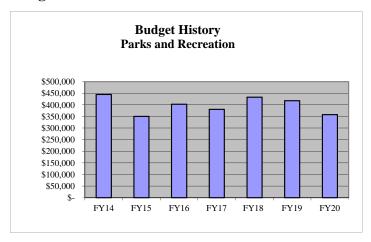
									FY20	FY20	FY20
FY17	FY18	FY18				FY19	FY19	PROJECTED	DEPT	MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL				ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
2,847	5,000	3,181		52660	Operating Supplies	5,000	5,000	5,000	5,000	5,000	5,000
			CAPI	TAL OU	TLAYS						
2,848	12,000	30,298		77200	Machinery & Equipment	5,000	5,000	5,000	5,000	12,000	12,000
342	3,500	929		77300	Furniture & Fixtures	2,000	2,000	2,000	1,000	1,000	1,000
-	9,000	0		77600	Computer Hardware & Equipment	5,000	5,000	5,000	4,000	2,000	2,000
920	2,000	600		52650	Computer Software	2,000	2,000	2,000	2,000	2,000	2,000
			DEBT	Γ SERVI	CE/TRANSFERS/CONTINGENCY						
					Contingency						
185,435	234,603	221,755	CULI	PEPER N	MEDIA NETWORK TOTAL	224,350	224,350	218,600	223,688	234,208	234,208

# **PARKS AND RECREATION (7103)**

## Mission:

The mission of the Public Works Department is to secure, provide and maintain reliable public services in a safe and cost effective manner to meet present and future community needs.

# **Budget and Staff Resources:**



		Budget &	Staffing S	Summary		
	FY18	FY19	FY19	FY20	FY20	FY20
Category	<u>Actual</u>	Adopted	Projected	Dept Request	Mgr Proposed	Adopted
Authorized Persons	7.00	6.00	6.00	5.00	5.00	5.00
Expenditures						
Expenditures Personnel	327,219	334,732	334,732	324,710	275,847	275,847
1	327,219 88,327	334,732 77,650	334,732 74,150	324,710 78,650	275,847 78,650	275,847 78,650
	*	*		*	*	,

# **Major Highlights for FY20**

Total budget increase

\$

(57,885)

- The proposed budget decrease is partially offset by the proposed merit pay increase.
- The proposed budget reduction is a result of one Facility Technician being moved to General Properties.

#### In FY20 the Parks & Recreation Department will:

- Work with citizens to resolve community problems effectively.
- Sustain public parks and recreational facilities for community needs and quality of life.
- Partner with County Parks and Recreation to deliver recreational programs and signature events. Partnering with CRI to deliver special events for attracting visitors to the historical downtown area.
- Use technology to reduce infrastructure costs, improve serviceability and extend the life of Town assets.

									FY20	FY20	FY20
FY17	FY18	FY18				FY19	FY19	PROJECTED	DEPT	MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL				ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
			Dont '	7103 PARKS & RECREATION							
				ONNEL - WAGES & BENEFITS							
208,461	205,899	205,788	IERS	50010 Salaries		211,662	211,662	211,662	200,638	172,891	172,891
7,658	10.000	14,198	_	50020 Salaries - Overtime		10,000	10,000	10,000	10,000	10.000	10,000
11.980	12,458	12,336		50110 Social Security Tax		11,615	11,615	11,615	11,183	9,601	9,601
2,802	2,914	2,885		50120 Medicare Tax		2,719	2,719	2,719	2,618	2,247	2,247
54,620	54,215	62,170		50130 Health Insurance		64,085	64,085	64,085	66,596	50,796	50,796
22,100	21,320	21,902		50140 VRS Retirement		21,402	21,402	21,402	20,288	17,483	17,483
2,827	2,632	2,678		50145 VRS Group Life Insurance		2,775	2,775	2,775	2,631	2,267	2,267
-	0	0		50150 VRS Disability Insurance		212	212	212	415	221	221
6,160	6,228	5,263		50160 Worker's Comp. Insurance		10,262	10,262	10,262	10,341	10,341	10,341
			SERV	TCES - PURCHASED, SHARED, INTERNAL							
608	2,000	26,053		53230 R&M - Building & Grounds		2,000	2,000	17,500	20,000	20,000	20,000
28,743	53,000	21,149		53238 R&M-Infrastructure		37,000	37,000	17,500	20,000	20,000	20,000
8,326	7,000	6,667		53250 Maintenance Service Contract		7,500	7,500	7,500	7,500	7,500	7,500
				Allied Portable Toilet	2,204						
				RGSS Commercial	1,625						
				Recreation Dynamic	1,815						
				County Farm Service	335						
				Misc. Maintenance Contract	1,521						
-	0	0		52400 Printing and Binding		0	0	0	0	0	0
-	0	0		52410 Advertising		0	0	0	0	0	0
1,379	2,000	1,357		51451 Uniform Rentals		2,000	2,000	2,000	1,700	1,700	1,700
			ОТИ	ER CHARGES							
1,533	1,500	1,744	OIM	55610 Electrical Services		1,500	1,500	1,500	1,500	1,500	1,500
900	1,500	325		51920 Education and Training		1,000	1,000	1,000	750	750	750
-	1,300	37	-	52015 Meals		1,000	100	100	100	100	100
<del>_</del>	100	31	_	32013 Wicais		100	100	100	100	100	100
			MISC	ELLANEOUS ITEMS							
8,250	25,250	25,250	11150	56250 Fireworks Display		17,000	17,000	17,000	17,850	17.850	17,850
-	500	0		54252 Dog Park Related		500	500	500	17,000	17,000	17,000
				Miscellaneous							
			MAT	ERIALS AND SUPPLIES							
21	50	70		52510 Office Supplies		50	50	50	50	50	50
-	500	0		54520 Agricultural Supplies		500	500	500			
_	1,000	80		54525 Landscaping/Planting Materials		1,000	1,000	2,500	2,500	2,500	2,500
1,022	2,500	979		53550 Vehicle Fuels		2,500	2,500	1,500	1,500	1,500	1,500
122	200	39		53555 Lube Oil		200	200	200	200	200	200
3,646	2,000	2,761		53560 Vehicle & Equipment Supplies		2,000	2,000	2.000	2,000	2.000	2.000
3,040	2,000	2,701	_	Uniform Purchases and Wearing		2,000	2,000	2,000	2,000	2,000	2,000
1,557	1,000	1,118		51570 Apparel		1,000	1,000	1,000	1,200	1,200	1,200
1.019	1,000	644		52660 Operating Supplies		1,000	1,000	1.000	1,000	1,000	1,000
1,195	800	55	_	53670 Small Tools		800	800	800	800	800	800
1,175	300			2000		000	000	300	300	300	000

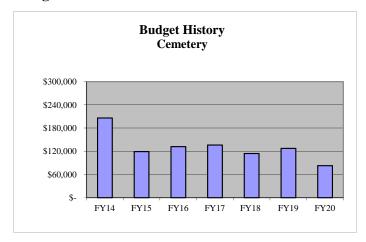
									FY20	FY20	FY20
FY17	FY18	FY18				FY19	FY19	PROJECTED	DEPT	MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL				ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
			CAPI	TAL OU	TLAYS						
6,314	16,000	18,021		77200	Machinery & Equipment	6,000	6,000	6,000	6,000	6,000	6,000
					Replacement mowing equipment for malfunctioning or unsafe mowing equipment in park operations						
381,244	433,566	433,566	PARK	S & RE	CREATION TOTAL	418,382	418,382	414,882	409,360	360,497	360,497

# **CEMETERY (7108)**

#### Mission:

To honor those buried in Fairview Cemetery in a well-maintained environment and beautiful historic grounds. The Town of Culpeper is dedicated to providing professional service for the present and future death care needs of a diverse and growing customer base with respect and sensitivity.

# **Budget and Staff Resources:**



	FY18	FY19	FY19	FY20	FY20	FY20
Category	<u>Actual</u>	Adopted	Projected	Dept Request	Mgr Proposed	Adopted
Authorized Persons	3.0	2.0	2.0	1.0	1.0	1.0
Expenditures						
Emperiances			107,364	62,350	63,196	63,196
Personnel	88,742	107,364	107,304	02,330	05,170	,
•	88,742 19,841	107,364 16,200	16,000	16,350	16,350	16,350
Personnel	*	,	,		,	

# **Major Highlights for FY20**

Total budget increase

\$

(44,018)

- The proposed budget decrease is partially offset by the proposed merit pay increase.
- The proposed budget reduction is partially due to a Maintenance/Construction Worker position being transferred to Water Treatment (3800)

#### In FY20 the Cemetary Department will:

- Work with citizens to resolve community problems effectively.
- Sustain Fairview Cemetery for community needs and quality of life.
- Preserve community historical sites such as the Depot, Fairview Cemetery, Azalea Street Cemetery and the Burgandine House.
- Use technology to reduce infrastructure costs, improve serviceability and extend the life of Town assets.

								FY20	FY20	FY20
FY17	FY18	FY18			FY19	FY19	PROJECTED	DEPT	MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL			ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
				7108 CEMETERY						
			PERS	ONNEL - WAGES & BENEFITS						
74,045	74,862	53,470		50010 Salaries	64,584	64,584	64,584	34,695	36,213	36,213
11,452	8,000	3,451		50020 Salaries - Overtime	8,000	8,000	8,000	8,000	8,000	8,000
				Salaries - Part-time						
5,159	4,535	3,450		50110 Social Security Tax	3,942	3,942	3,942	2,097	2,194	2,194
1,207	1,061	807		50120 Medicare Tax	922	922	922	491	513	513
17,504	19,851	18,105		50130 Health Insurance	19,496	19,496	19,496	10,722	9,748	9,748
7,468	7,761	5,652		50140 VRS Retirement	6,532	6,532	6,532	3,509	3,663	3,663
943	958	672		50145 VRS Group Life Insurance	847	847	847	455	475	475
<del>-</del>	0			50150 VRS Disability Insurance	382	382	382	205	214	214
3,261	3,986	3,135		50160 Worker's Comp. Insurance	2,659	2,659	2,659	2,176	2,176	2,176
			CEDA	UCEC DUDCHASED SHADED INDEDNAL						
	5,000	11,800	SERV	ICES - PURCHASED, SHARED, INTERNAL 51315   Contractual Services	5,000	5,000	4,500	5,000	5,000	5,000
-	3,000	11,800		31313 Contractual Services	3,000	3,000	4,300	3,000	3,000	3,000
				Contractor arborist and/or						
				surveying services needed for						
				operations in Fairview Cemetery						
652	750	1,724			750	750	750	750	750	750
653	750			53230 R&M - Building & Grounds	500		500	500	500	750
1.516	250	52		53238 R&M - Infrastructure 53240 R&M-Equipment						500
1,516	1,500	543			1,500	1,500	1,500	1,500	1,500	1,500
590	900	543		51451 Uniform Rentals	900	900	900	900	900	900
			ОТНІ	ER CHARGES						
800	1,500	1,150	01111	55610 Electrical Services	1,500	1,500	1,300	1,300	1,300	1,300
327	400	145	_	55630 Water Services	400		400	250	250	250
246	150	209	_	53640 Sewer Services	150		150	150	150	150
240	150	207	_	33040 Berrel Berriees	130	150	150	150	130	130
			MISC	ELLANEOUS ITEMS						
			MIDC	Miscellaneous						
				THIS CHARGOS						
			MAT	ERIALS AND SUPPLIES						
_	50	0	1/2/22/2	52510 Office Supplies	50	50	50	50	50	50
411	500	0		54520 Agricultural Supplies	500		500	500	500	500
6	250	0		53540 Janitorial Supplies	150		150	150	150	150
553	1,500	800		53550 Vehicle Fuels	1,000	1,000	1,000	1,000	1,000	1,000
35	132	4		53555 Lube Oil	100		100	100	100	100
3,308	2,500	2,351		53560 Vehicle & Equipment Supplies	2,500	2,500	3,000	3,000	3,000	3,000
-,				Uniform Purchases and Wearing		_,,_	2,000	2,000	2,000	2,000
629	600	688		51570 Apparel	600	600	600	600	600	600
527	500			KK-TT-			300	300	300	
-	0	0		52580 Books, Subscriptions, Education	0	0	0	0	0	0
232	300	177		52660 Operating Supplies	300		300	300	300	300
31	300	199		53670 Small Tools	300	300	300	300	300	300
			CAPI	TAL OUTLAYS						
5,997	4,000	5,872		77200 Machinery & Equipment	4,000	4,000	3,500	4,000	4,000	4,000

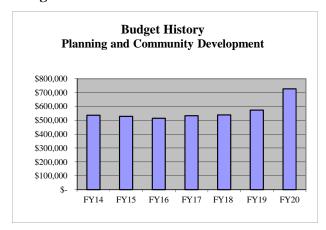
							FY20	FY20	FY20
FY17	FY18	FY18		FY19	FY19	PROJECTED	DEPT	MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL		ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
136,372	141,596	114,454	CEMETERY TOTAL	127,564	127,564	126,864	82,700	83,546	83,546

# PLANNING AND COMMUNITY DEVELOPMENT (8101)

#### Mission:

The Department of Planning and Community Developments mission is to provide excellent customer service to the public, development community, Council, Planning Commission and other Authorities, Boards and Commissions in the administration of Town Planning and Zoning matters, the processing of development applications and in promoting Economic Development.

## **Budget and Staff Resources:**



		Budget &	Staffing S	Summary		
	FY18	FY19	FY19	FY20	FY20	FY20
Category	<u>Actual</u>	Adopted	<u>Projected</u>	Dept Request	Mgr Proposed	Adopted
Authorized Persons	6.0	5.0	5.0	7.0	7.0	7.0
Expenditures Personnel	518,707	529,479	529,479	669,845	683,784	683,784
	518,707 19,627	529,479 43,255	529,479 51,855	669,845 48,750	683,784 48,750	683,784 48,750
	,	/	· · · · · · · · · · · · · · · · · · ·	,	,	<i>'</i>

## **Major Highlights for FY20**

Total budget increase

\$

159,800

- The proposed increase is partially due to the transfer of the GIS function from IT to PCD (\$164,628)
- The proposed budget includes a decrease in Property Violations due to improved compliance (\$4,500).

#### In FY20 the Planning & Zoning Department will:

- -Continue providing current and long range planning services with updates of the Comprehensive Plan and Downtown Vision Plan every five years.
- -Fairly and politely administering the Zoning Ordinance and Maintenance Code including intelligent use of discretion in enforcement and solving Ordinance violation
- -Maximize public and development community input into the annual update of the Zoning Ordinance and Facilities Design Manual. Amendments should be business friendly and promote
- -Provide efficient and timely processing of a variety of development applications. These applications include rezoning, variances, site plan reviews, zoning permits, conditional use permits,
- -Facilitate an unbiased and inclusive Capital Improvements Plan (CIP) process as prescribed by State and Town Code.
- -Serve as effective staff liaisons to numerous boards and authorities including the Planning Commission, Parks & Recreation Commission, Parking Authority,
- Joint Board of Zoning Appeals, Public Transportation Board, and the Architectural Review Board.
- -Provide visionary ideas and recommendations to Town Management, the Planning Commission, and Council that move the Town forward in achieving our goals.

FY17	FY18	FY18			FY19	FY19	PROJECTED	FY20 DEPT	FY20 MGR	FY20 COUNCIL
ACTUAL	AMENDED	ACTUAL			ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
				8101 PLANNING & ZONING						
			PERS	SONNEL - WAGES & BENEFITS						
387,995	381,487	389,611		50010 Salaries	393,455	· ·		474,181	492,879	492,879
-	0	0		50020 Salaries - Overtime	0		-	0	0	0
188	20,250	7,575		50060 Planning Comm. / BZA	14,400			14,400	14,400	14,400
23,572	23,138	23,978		50110 Social Security Tax	24,589			29,221	30,417	30,417
5,513	5,411	5,608		50120 Medicare Tax	5,755	,		6,838	7,117	7,117
30,480	49,627	39,774		50130 Health Insurance	37,507	37,507	37,507	80,378	72,069	72,069
39,328	39,596	40,114		50140 VRS Retirement	39,781	39,781	39,781	47,945	49,753	49,753
4,959	4,889	4,927		50145 VRS Group Life Insurance	5,156			6,214	6,450	6,450
- 11 510	0	0		50150 VRS Disability Insurance	450			755	786	786
11,613	8,754	7,120		50160 Worker's Comp. Insurance	8,386	8,386	8,386	9,913	9,913	9,913
			CEDY	/ICES - PURCHASED, SHARED, INTERNAL						
			SERV	Health & Medical Services						
1,050	10,200	1,600		51314 Consulting Services	10,000	18,600	18,600	10,000	10,000	10,000
1,030	10,200	1,000		51514 Consulting Services	10,000	18,000	18,000	10,000	10,000	10,000
				Consulting Services for site plan						
				review, preliminary studies for						
				transportation projects and other						
				special projects						
			_	Va Maint Code						
144	1,500	0		51320 Infractions/Violations	1,500	1,500	1,500	1,000	1,000	1,000
	·				,					<u> </u>
7,940	9,000	1,631		51321 Property Violations - Town Action	4,500	4,500	4,500	4,000	4,000	4,000
-	100	0		53240 R&M - Equipment	100	100	100	100	100	100
259	100	0		53245 R&M - Vehicle	200	200	200	200	200	200
-	0	0		53249 R&M - Misc. / Other	0	0	0	0	0	0
				53250 Maintenance Service Contract				3,500	3,500	3,500
				Rec Pro (Pavillion Reservation						
				Software)						
				Parking Auth - Rental of Street						
				Lights						
222	900	927		52400 Printing and Binding	900			1,000	1,000	1,000
2,004	4,500	4,321		52410 Advertising	4,500	4,500	4,500	5,000	5,000	5,000
				PA - Billing & Admin Support						
2212	2.500	1.022	OTH	ER CHARGES	2.500	2.500	2.500	2.000	2.000	
3,349	3,200	1,923		52710 Postal Services	3,200	3,200	3,200	3,000	3,000	3,000
				Telecommunications	1					
2.762	6.700	1.000		General Liability Insurance	C 220	6 220	6 220	5.000	5,000	5,000
3,763	6,780	1,680	<u> </u>	51920 Education And Training	6,330	6,330	6,330	5,000	5,000	5,000
				Emma-APA/AICP and Zoning	0					
			<u> </u>	Conference 80 Bush-APA conference, Zoning	U					
				Conference 80	0					
				Conjerence	U					

									FY20	FY20	FY20
FY17	FY18	FY18				FY19	FY19	PROJECTED	DEPT	MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL				ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
				Rapp - ASLA/AICP Conf/Design							
				DC & LEED	1,250						
				Cole - Res Bldg Insp/Life	1,230						
				Safety/Red Vector/Rehab	650						
				Carlos - GIS conference	500						
				Joint Board of Zoning Appeals -	500						
				Member training	500 500						
				Autumn - GIS conference	300						
2,486	4,528	936		Lease Parking Spaces 52010 Lodging		3,500	3,500	3,500	5,000	5,000	5,00
2,480	4,328	930				3,300	3,300	3,300	3,000	3,000	3,00
				Staff lodging for conferences/training	5 000						
					5,000						
				ABC's lodging for	1 000						
699	1,500	278		conferences/training 52015 Meals	1,000	1,000	1,000	1,000	1,500	1,500	1,50
099	1,300	2/8		Staff Meals for		1,000	1,000	1,000	1,300	1,500	1,30
				conferences/training	1 200						
				ABC's Meals for	1,300						
				-	200						
578	2,200	784		conferences/training 52018 Travel	200	1,500	1,500	1,500	1,750	1,750	1 75
3/8	2,200	/64				1,300	1,300	1,500	1,/30	1,730	1,75
				Staff Travel for	1.550						
				conferences/training	1,550						
				ABC's Travel for	200						
				conferences/training	200						
			MISO	CELLANEOUS ITEMS							
3,397	2,807	3,212	WIISC	52210 Dues & Assoc. Memberships		2,875	2,875	2,875	4,050	4,050	4,05
3,391	2,007	3,212		Emma-APA/AICP, CZA, FPM	750	2,673	2,673	2,673	4,030	4,030	4,00
				Bush-APA,AICP, CZA, F&S	750						
				Rapp-	750						
				AICP,APA,ASLA, LEED, CLARB, VA							
				Prof	1,500						
				Cole-Fire,Bldg	1,500						
				Code,ICC,ASFM,VAFMA	500						
				Houston - Zoning	50						
				GIS staff	500						
_	0	0		54252 Dog Park Related Expenditures	500	0	0	0	0	0	
-	0	0		56299 Miscellaneous		0			0		
_	- O			3027) Wiscentineous		0	0	0		0	
			MAT	TERIALS AND SUPPLIES							
1,243	1,250	1,618	1,11,11	52510 Office Supplies		1,250	1,250	1,250	2,000	2,000	2,00
319	300	415		53550 Vehicle Fuels		400			450		45
757	200	1		53560 Vehicle & Equipment Supplies		200			200		20
131	200	1		55500 Tenicio de Equipment Supplies		200	200	200	200	200	20
516	500	146		52580 Books, Subscriptions & Education		500	500	500	500	500	50
194	800	154		52660 Operating Supplies		800			500		50
1,74	300	134		52000 Sperming Supplies		000	800	300	300	500	50
			CADI	ITAL OUTLAYS							

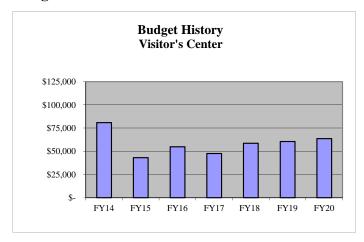
									FY20	FY20	FY20
FY17	FY18	FY18				FY19	FY19	PROJECTED	DEPT	MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL				ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
-	0	0		77600	Computer Hardware & Equipment	0	2,500	2,500	0	0	0
532,568	583,517	538,334	PL.	ANNING &	& ZONING TOTAL	572,734	583,834	583,834	718,595	732,534	732,534

# **VISITORS CENTER (8103)**

## Mission:

Together we will work to provide the highest quality of customer service to the traveling public, while maintaining good working relationships with local businesses and organizations

# **Budget and Staff Resources:**



	FY18	FY19	FY19	FY20	FY20	FY20
ategory	<u>Actual</u>	Adopted	Projected	Dept Request	Mgr Proposed	Adopted
authorized Persons	-	3	3	4	4	4
Expenditures						
experientures						
Personnel	45,851	51,362	51,362	45,847	54,510	54,510
•	45,851 12,767	51,362 9,200	51,362 9,700	45,847 9,700	54,510 9,700	54,510 9,700
Personnel	*	*	*		*	*

# **Major Highlights for FY20**

Total budget increase

\$

3,648

- The proposed budget increase includes the proposed merit pay increase.

#### In FY20 the Visitor Center will:

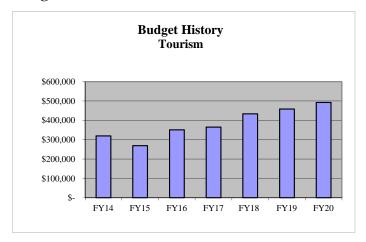
- Foster a spirit of partnership throughout the region, providing local resources for direct consumer engagement
- Track and analyze visitaion
- Develop consumer travel packages highlighting local attractions
- Strive to increase consumer promotions and events at the visitor center
- Develop FAM tours as support for the tourism department staff

								FY20	FY20	FY20
FY17	FY18	FY18			FY19	FY19	PROJECTED	DEPT	MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL			ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
			Dept	8103 VISITORS CENTER						
				SONNEL - WAGES & SALARY						
-	0	0		50010 Salaries - Regular	0	0	0	0	0	0
38,002	46,492	42,464		50030 Salaries - Part-Time	47,626	47,626	47,626	42,496	50,543	50,543
2,356	2,822	2,700		50110 Social Security Tax	2,955	2,955	2,955	2,637	3,136	3,136
551	660	631		50120 Mediare Tax	693	693	693	618	735	735
-	0	0		50130 Health Insurance	0	0	0	0	0	0
-	0	0		50140 VRS Retirement	0	0	0	0	0	0
-	0	0		50145 VRS Group Life Insurance	0	0	0	0	0	0
-	0	0		50150 VRS Disability Insurance	0	0	0	0	0	0
52	64	55		50160 Worker's Comp Insurance	88	88	88	96	96	96
			SERV	/ICES-PURCHASED, SHARED, INTERNAL						
				Contractual Services						
60	0	0		53250 Maintenance Service Contract	0	0	0	0	0	(
			ОТН	ER CHARGES						
_	0	0	0111	55610 Electrical Services	0	0	0	0	0	(
	0			Telecommunications	0		0	0	0	
				Total Communications						
			MAT	ERIALS AND SUPPLIES						
6,659	13,300	12,767		52510 Office Supplies	9,200	9,700	9,700	9,700	9,700	9,700
47,680	63,338	58,618	VISI	TORS' CENTER TOTAL	60,562	61,062	61,062	55,547	64,210	64,210

## Mission:

To market Culpeper as a tourism destination, in partnership with Culpeper's industries to develop and implement innovative and effective programs and initiatives that will grow the number of visitors and increase economic impact and jobs, resulting in a greater tax base for the town and county.

## **Budget and Staff Resources:**



Budget & Staffing Summary						
	FY18	FY19	FY19	FY20	FY20	FY20
Category	Actual	Adopted	Projected	Dept Request	Mgr Proposed	Adopted
Authorized Persons	2.5	3.0	3.0	3.0	3.0	3.0
Expenditures						
Expenditures Personnel	234,127	238,769	238,769	248,693	257,922	257,922
•	234,127 200,210	238,769 219,054	238,769 245,214	248,693 395,732	257,922 260,732	257,922 260,732
Personnel	- , .	,	,	-,		*

# **Major Highlights for FY20**

Total budget increase

\$

61,031

- The proposed budget increase includes the proposed merit pay increase.
- The proposed budget includes an additional \$40,000 for Advertising.

#### In FY20 the Tourism and Economic Development Department will:

- Leverage department resources through regional, state, and national partnerships.
- Strive to increase visitation to Culpeper through marketing, promotion, and event management
- Serve the Culpeper tourism industry through education on best practices, market research, and consumer engagement tools
- Increase department assets (photography, video, graphic, content, and research)

									FY20	FY20	FY20
FY17	FY18	FY18				FY19	FY19	PROJECTED	DEPT	MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL				ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
			D (4								
				0104 TOURISM DEVELOPMENT ONNEL - WAGES & BENEFITS							
174.016	172.020	174 245	PERS			170 227	170 227	170 227	105 412	102.156	102.15
174,916	172,029	174,345		50010 Salaries		178,337	178,337	178,337	185,413	193,156	193,156
10,337	0	10.100		50030 Salaries		10.415	10.415	0	0.054	11,344	11.24
	10,418	10,198		50110 Social Security Tax 50120 Medicare Tax		10,415	10,415	10,415	9,954	,	11,344
2,418	2,436	2,385 26,268		50120 Medicare 1ax 50130 Health Insurance		2,438	2,438	2,438 26,379	2,330	2,654 27,759	2,654
22,148 17,776	29,776 17,828	18,407		50130 Health insurance 50140 VRS Retirement		26,379 18,033	26,379 18,033	18,033	30,534 17,367	19,530	27,759 19,530
2,232	2,201	2,246		50145 VRS Group Life Insurance		2,337	2,337	2,337	2,251	2,532	2,533
2,232	2,201	2,240		50150 VRS Disability Insurance		502	502	502	455	558	2,33.
256	329	278		50160 Worker's Comp. Insurance		328	302	302	389	389	38
230	329	218		30100 Worker's Comp. Insurance		328	328	328	389	389	363
		<del></del>	SERV	TCES - PURCHASED, SHARED, INTERNAL							
2,607	5,100	821	BERT	52400 Printing and Binding		5,100	8,100	6,100	6,100	6,100	6,100
18,354	46,000	40,749	_	52410 Advertising - Print		21,450	21,450	16,350	16,350	16,350	16,350
10,331	10,000	10,712	_	Design and Production	2,100	21,130	21,130	10,550	10,550	10,550	10,550
				Primary Markets	11,300						
				Secondary Markets	2,950						
					2,700						
3,873	3,200	6,918		52413 Advertising-Entertainment		3,200	3,200	3,200	3,200	3,200	3,200
-,	-,					-,	-,	2,200	-,	2,200	-,
				FAM tours, Media Hosting, Events	3,200						
				52414 Advertising-Travel Show	.,						
57,878	55,000	40,799		52415 Advertising - Media		68,650	83,450	97,350	250,460	115,460	115,460
						,		,		,	<u> </u>
				Content Creation and Production	8,000						
				Paid Media	61,000						
				Website Updates	15,000						
				VTC Digital Coop	31,460						
16,158	17,500	17,359		52418 Advertising - Promotional		13,500	13,500	11,700	11,700	11,700	11,700
				Regional Partnerships	3,200						
				State Welcome Center	8,500						
-	0	0		52412 Adv - Promotion Materials		0	0	0	0	0	(
2,627	2,700	1,571		52422 Advertising-Trade shows		0	0	0	0	0	(
-	0	0		52423 Promotional Trade Show Materials		0	0	0	0	0	(
-	0	0		52411 Industry Education and Outreach		4,500	4,500	2,500	4,500	4,500	4,50
-	0	0		52425 Marketing Research		0	0	0	0	0	(
			OTHI	ER CHARGES							
510	2,000	1,684		52710 Postal Services		2,000	2,000	1,901	2,000	2,000	2,000
4,836	1,000	2,923		51920 Education and Training		2,520	2,520	2,520	4,250	4,250	4,250
4,494	4,000	7,128		52010 Lodging		8,500	8,500	8,500	9,775	9,775	9,77
1,162	2,100	1,782		52015 Meals		4,100	4,100	4,100	3,000	3,000	3,00
1,533	2,100	2,230		52018 Travel		5,000	5,000	5,000	3,500	3,500	3,500
5,000	0	0		56130 Contributions - CRI		0	0	0	0	0	(

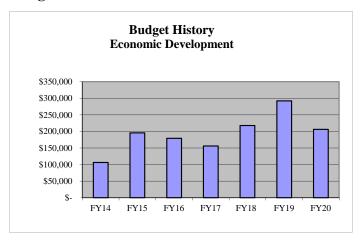
								FY20	FY20	FY20
FY17	FY18	FY18			FY19	FY19	PROJECTED	DEPT	MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL			ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
			MISC	CELLANEOUS ITEMS						
4,538	4,100	4,729		52210 Dues & Assoc. Memberships	4,835	4,835	4,835	5,150	5,150	5,150
1,400	9,300	8,749		56298 Trolley Tours	9,300	9,300	9,300	9,300	9,300	9,300
-	60,000	51,541		56270 Grant Funded Expenditures	60,000	60,000	60,000	60,000	60,000	60,000
				VTC Marketing Leverage Grant 50,000						
				Bike Share Program 10,000						
-	0	0		56297 Bike Share Maintenance	900	900	900	900	900	900
1,758	0	0		56299 Miscellaneous	0	0	0	0	0	0
			MAT	ERIALS AND SUPPLIES						
4,922	3,100	8,465		52510 Office Supplies	0	0	0	0	0	0
-	650	40		53550 Vehicle Fuels	0	0	0	0	0	0
-	0	0		53560 Vehicle & Equipment Supplies	0	0	0	0	0	0
45	0	99		52580 Books, Subscriptions & Education	99	99		147	147	147
3,549	8,650	2,623		52660 Operating Supplies	5,400	13,859	10,859	5,400	5,400	5,400
			CAPI	TAL OUTLAYS						
-	0	0		77310 Historical Markers	1,000	1,000	1,000	1,200	1,200	1,200
365,338	461,517	434,337	TOUI	RISM DEVELOPMENT TOTAL	458,823	485,082	484,983	645,625	519,854	519,854

# **ECONOMIC DEVELOPMENT (8105)**

# Mission:

To provide for the promotion of downtown retail and investment opportunities, the strengthening and diversification of the downtown economic base, improvements to the appearance of public and private spaces, and to build an effective coalition of private sector stakeholders and volunteers.

# **Budget and Staff Resources:**



		Budget &	& Staffing	Summary		
	FY18	FY19	FY19	FY20	FY20	FY20
Category	Actual	Adopted	Projected	Dept Request	Mgr Proposed	Adopted
Authorized Persons		-	-	-	-	<u> </u>
Expenditures						
Expenditures Personnel	_	-	-	-	-	-
•	- 217,769	- 292,179	- 300,179	- 206,161	- 206,161	- 206,161
					206,161	206,161

# **Major Highlights for FY20**

Total budget increase

\$

(86,019)

-Proposed budget decrease is due to reduction in anticipated incentives.

#### In FY20 the Economic Development Budget will:

- Provide funding for CRI
- Provide funding for the Culpeper Museum
- Provide funding for M&T Incentives

										FY20	FY20	FY20
FY17	FY18	FY18					FY19	FY19	PROJECTED	DEPT	MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL					ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
			Dept 8	8105 EC	ONOMIC DEVELOPMENT							
			OTHI	ER CHA	RGES							
150,000	150,000	150,000		56130	Contributions -CRI		150,000	150,000	150,000	150,000	150,000	150,000
6,250	10,895	10,895		56131	Contributions - Museum		10,895	10,895	10,895	10,895	10,895	10,895
-	65,000	56,874		56132	M & T Incentives		131,284	139,284	139,284	95,266	95,266	95,266
					TEC	31,976						
					Ardent 1	27,330						
					Merchants	1,626						
					Ardent 2	34,334						
-	0	0		56133	Business Site Readiness Prog		0	0	0	0	0	0
				56134	CRI - Reimb & Recoveries					(50,000)	(50,000)	(50,000)
					East Davis St. sidewalk renovations							
156,250	225,895	217,769	ECO		DEVELOPMENT TOTAL		292,179	300,179	300,179	206,161	206,161	206,161

								FY20	FY20	FY20
FY17	FY18	FY18			FY19	FY19	PROJECTED	DEPT	MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL			ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
				9900 DEBT SERVICE						
			DEBT	SERVICE						
-	0	0		89500 Lease Payments - Principal	0	0	0	0	0	(
593,268	609,780	609,780		89508   2010 GOB \$19.25M Principal	638,036	638,036	638,036	659,548	659,548	659,548
100,000	105,000	105,000		89509   2008 GOB - Principal	0	0	0	0	0	(
				2009 GOB \$5.5M Bonds						
				General Fund-Debt Service-2011						
160,000	0	0		89511 GOB Issue Principal	0	0	0	0	0	(
130,000	205,000	205,000		89512   2012A GO Bonds - Principal	215,000	215,000	215,000	215,000	215,000	215,000
135,000	236,000	236,000		89513 2013A GO Bond - Principal	223,000	223,000	223,000	240,000	240,000	240,000
106,000	110,057	110,000		89514 2014A&B GO Bond - Principal	113,000	113,000	113,000	0	0	(
25,000	0	0		89516 2016 Bond-Principal	95,000	95,000	95,000	100,000	100,000	100,000
				Lease Payments - Interest						
93,049	75,004	75,004		89608 2010 GOB \$19.25M Interest	56,287	56,287	56,287	33,525	33,525	33,525
7,824	4,200	4,200		89609 2008 GOB - Interest	0	0	0	0	0	(
				Series 2009B GOB - Interest						
				General Fund-Debt Service-2011						
1,312	0	0		89611 GOB Issue Interest	0	0	0	0	0	(
67,515	63,998	63,997		89612 2012A GO Bonds - Interest	59,588	59,588	59,588	63,333	63,333	63,333
80,571	77,426	77,426		89613 2013A GO Bond - Interest	71,927	71,927	71,927	76,755	76,755	76,755
4,564	2,884	2,942		89614 2014A&B GO Bond - Interest	1,291	1,291	1,291	0	0	(
155,488	233,900	233,900		89616 2016 Bond-Interest	232,000	232,000	232,000	228,100	228,100	228,100
-	0	0		89710 Bond Issuance Cost	0	0	0	0	0	
1,659,591	1,723,249	1,723,249	DEBT	SERVICE	1,705,129	1,705,129	1,705,129	1,616,261	1,616,261	1,616,261
16,144,002	17,621,416	16,222,931	TOT	AL EXPENDITURES	17,816,298	18,526,557	18,415,625	19,589,634	18,595,358	18,595,358

										FY20	FY20	FY20
FY17	FY18	FY18					FY19	FY19	PROJECTED	DEPT	MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL					ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
			Dept 9		ANSFERS							
					Transfer to Capital (Non-Committed							
-	0	0			Reserves)		0	0	0	0	0	0
					Committed Reserves							
					Transfer Cap - Sanitation Equip							
-	99,000	0			Replacement		99,000	99,000	99,000	0	0	0
					Transfer - Capital Reserve Fund							
-	170,808	0		89962	(Committed Reserves)		543,499	803,499	1,454,491	143,331	715,844	715,844
					Parking Authority	37,034						
					Major Capital Improvement Fund							
					Reserve	104,931						
					Cash Funding Capital Equipment	573,879						
-	22,450	0		89964	Special tax districts		24,000	24,000	24,000	24,000	24,000	24,000
-	292,258	-	TRAN	NSFERS			666,499	926,499	1,577,491	167,331	739,844	739,844
			Dept 9		NTINGENCY - RESERVED							
				9990	Contingency							
				0000	Continue III							
		<u></u>		9990	Contingency - Unreserved							
_	0	0	CON	TINGEN	CY - RESERVED		0	0	0	0	0	0
	0		2011	IIII	CI RESERVED		- U	0	, ,	· · ·		0
16,144,002	17,913,674	16,222,931	TOT	AL EXP	ENDITURES & TRANSFERS		18,482,797	19,453,056	19,993,116	19,756,965	19,335,202	19,335,202

				1 - 2 - 2	DUDGET						
									EXZO	EXZO	EXZO
		*****				*****	*****		FY20	FY20	FY20
FY17	FY18	FY18				FY19	FY19	PROJECTED	DEPT	MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL				ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
			REVENUES / OTH	IER SOURCES							
			RESERVE BALAN				- 101 102	- 101 102			
0	, ,	0		signated Unreserved Fund Balance		0		5,491,493	0		(
0			45610 Rese			0			0		(
0			42150 Loan			0					(
0	210,000	0		rves-Sanitation Equipment		0	0	0	0	0	(
			Rese	rves-Special Tax Districts							
			MISCELLANEOU								
				itions							
0	0	0	44560 Capi	tal Contributions		0	0	0	0	0	(
				UE FROM GOVERNMENT							
				l Grant Proceeds							
0	1,871,172	54,718	42050 Gran	Proceeds		448,600	448,600	448,600	0	0	(
241,816	0	166,211		Loop VDOT Reimbursement		0	0	,	0		(
0	265,000	0		sfer from Reserves		352,527	352,527	352,527	993,824	244,972	244,972
0	127,353	0	44971 Trans	sfers-Capital Fund		508,126	768,126	768,126	0	573,879	573,879
			CAPITAL CONTR								
				Proffer							
			FUND TRANSFER	AS							
0	0	0	89960 Trans	sfer To Capital Fund		0	0	0	0	0	C
				sfer ElecG/F Capital							
			Trans	sfer Water-G/F Capital							
			Trans	sfer W/W-G/F Capital							
241,816	6,551,638	220,928	TOTAL REVENU	ES / OTHER SOURCES		1,309,253	7,060,746	7,359,718	993,824	818,851	818,851
											-
347,308	0	0	Project 09162 Land	A aquigition		0	0	0	0	0	(
347,306	U		CAPITAL OUTLA	/S		0	0	0	0	U	,
			77010 Acqui								
			7,7222   1224								
347,308	0	0	TOTAL Land Acqu	uisition		0	0	0	0	0	(
0	0	0	Drainet 00005 Vari	ess Entry - Card Reader system		0	0	0	20,152	20,152	20,152
U	U		CAPITAL OUTLAS			0	0	0	20,132	20,132	20,132
										0	(
			//200 Keyle	ss Entry/Card Reader Controller Upgrade	6,602					0	(
				Upgrade Police Dept Security	13,550						
0	0	0	TOTAL Variage E-	ntry - Card Reader system	13,330	0	0	0	20,152	20.152	20.152
0	0	0	101AL Keyless El	in y - Caru Keauer System		0	0	0	20,152	20,132	20,152
0			Duningt 00007 C	sillan as Comonas	1	0	^		27.000	27 222	27.000
0	0	0	Project 09007 Surv			0	0	0	37,222	37,222	37,222
										^	
			7/200 Mach	inery & Equipment						0	(

									FY20	FY20	FY20
FY17	FY18	FY18				FY19	FY19	PROJECTED		MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL				ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
	1111211121	11010112		Townhall Camera Upgrade	17,222		111/121/222	112	112 Q 0 2 5 1	11101 0022	
				Camera and Software Upgrade	20,000						
0	0	0	TOTAL Surve	eillance Cameras	· ·	0	0	0	37,222	37,222	37,222
									·		
0	108	0	Project 09008	Fire Suppression		0	0	0	0	0	(
			CAPITAL OU								
			77040	Infrastructure							
0	108	0	TOTAL Fire S	Suppression		0	0	0	0	0	(
0	0	0		Additional Technology Cable		0	0	0	109,652	109,652	109,652
			CAPITAL OU								
			77040	GF - Cap - Add'l. Tech-Infrastructure							
				Fiber Backbone - TH to L&P	33,282						
				Fiber Backbone - L&P to PW	39,168						
				Fiber Backbone - PD, Tourism, Econ. 1	37,201						
0	0	0	TOTAL Addi	tional Technology Cable		0	0	0	109,652	109,652	109,652
0	7,172	4,400		IT System Improvements		0	2,772	2,772	0	0	(
			CAPITAL OU								
				Computer Hardware & Equipment							
			77650	Computer Software							
	7 172	4 400	TOTAL IT C	<u> </u>			2.772	2.772	0	0	
0	7,172	4,400	101AL 11 Sy	stem Improvements		0	2,772	2,772	0	0	(
10,556	9,520	2,265	Project 00125	In Car Communication		36,000	36,000	36,000	6,800	6,800	6,800
10,330	9,320	2,203	CAPITAL OU			30,000	30,000	30,000	0,800	0,800	0,800
				Machinery & Equipment							
			77200	тастиету & Едиртен							
10,556	9,520	2,265	TOTAL In Ca	ar Communication		36,000	36,000	36,000	6,800	6,800	6,800
10,000	>,520	2,200	10111211100			20,000	20,000	20,000	0,000	0,000	0,000
0	0	0	Project 09126	PD Vehicle Computers		0	0	0	35,575	35,575	35,575
	-		CAPITAL OU						22,2.2	22,272	,-,-
				Computer Hardware & Equipment							
				Additional In-Car Computers							
				*							
0	0	0	TOTAL In Ca	ar Communication		0	0	0	35,575	35,575	35,575
0	0	0		Records Management		0	0	0	54,373	0	(
			CAPITAL OU								
			77650	Computer Software							
				E-Citation	<del>31,560</del>						
				E-Parking	<del>22,813</del>						
0	0	0	TOTAL Reco	rds Management		0	0	0	54,373	0	(

								FY20	FY20	FY20
FY17	FY18	FY18			FY19	FY19	PROJECTED	DEPT	MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL			ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
12,785	180,059	8,160	Project 09130 Computer/Server Replacement		70,000	241,899	241,899	183,150	62,550	62,55
			CAPITAL OUTLAYS							
			77200 Machinery & Equipment							
			Town Hall	<del>120,600</del>						
			Police Dept	62,550						
12,785	180,059	8,160	TOTAL Computer/Server Replacement		70,000	241,899	241,899	183,150	62,550	62,53
05.224	45 610	20.652	D : (00000 E: 1 C		0	21065	24.065	0	0	
85,234	45,619	20,653	Project 09209 Financial System Upgrade		0	24,965	24,965	0	0	
		-	CAPITAL OUTLAYS 77600   Computer Hardware and Equipment							
		-	1 1 1							
			77650 Computer Software							
05.004	45 610	20.652	MOMALE: 11G ( VI 1		0	24.065	24.065	0	0	
85,234	45,619	20,653	TOTAL Financial System Upgrade		0	24,965	24,965	0	0	
0	0	0	Project 09211 Network Backup and Hardware Recover		0	0	0	19,900	19,900	19,90
U	U	0	CAPITAL OUTLAYS	y	U	U	0	19,900	19,900	19,90
		-	77600 Computer Hardware & Equipment							
		-	77000 Computer Huraware & Equipment							
0	0	0	TOTAL Network Backup and Hardware Recovery		0	0	0	19,900	19,900	19,90
Ü	Ü	- 0	10171D Network Backup and Hardware Recovery		0			17,700	17,700	17,70
0	324,000	0	Project 09396 E911 Radios		0	324,000	324,000	0	0	
-			CAPITAL OUTLAY			,				
			77040 Infrastructure							
0	324,000	0	TOTAL E911 Radios		0	324,000	324,000	0	0	
										-
182,218	300,000	298,293	Project 09065 Vehicle/Equipment Replacement		492,503	492,503	492,503	305,000	305,000	305,00
			CAPITAL OUTLAYS							
			77500 Vehicle/Equipment Replacement							
			Complete 2 year assigned vehicle prograi	ı						
			with purchase of (7) Ford Police Utilities	305,000						
182,218	300,000	298,293	TOTAL Vehicle/Equipment Replacement		492,503	492,503	492,503	305,000	305,000	305,00
8,470	91,530	0	Project 09250 State Route 3 Corridor Improvements		0	91,530	91,530	0	0	
			CAPITAL OUTLAYS							
			77040 Infrastructure							
				1						
8,470	91,530	0	State Route 3 Corridor Improvements	1	0	91,530	91,530	0	0	
105.050	222 525	0.550	D : 400004Y HM : D : Y	-	150 000	484.000	151000			
136,360	333,639	9,570	Project 09294 Yowell Meadow Park Improvements	-	150,000	174,000	174,000	0	0	
			CAPITAL OUTLAYS	1				-		
			77040 Infrastructure	1				0		
		<u> </u>	Buildings & Improvements							

									FY20	FY20	FY20
FY17	FY18	FY18				FY19	FY19	PROJECTED	DEPT	MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL				ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
				Machinery & Equipment							
				Furniture & Fixtures							
			75216	Engineering							
136,360	333,639	9,570	TOTAL Yowe	ell Meadow Park Improvements		150,000	174,000	174,000	0	0	0
2.605	0		D 00264	Cilone Her Torolle and Dilemen Devil 4		0	0	0	125 000	125 000	125 000
2,605	0	0	SERVICES	Sidewalks, Trails and Bikeway Projects		0	0	0	125,000	125,000	125,000
				D :							
				Engineering Services							
			CAPITAL OU		125.000						
				Infrastructure	125,000						
			7/200	Machinery & Equipment							
				Partially offset by \$50,000 from CRI							
2,605	0	0	TOTAL Sider	valks, Trails & Bikeway Project		0	0	0	125,000	125,000	125,000
2,003	U		TOTAL Sidev	vaiks, Italis & Bikeway Froject		0	0	0	123,000	123,000	123,000
490,032	2,007,423	332,421	Project 00301	- Western Inner Loop		0	1,675,002	400,000	0	0	0
490,032	2,007,423	332,421	SERVICES	- Western miler Loop		0	1,073,002	400,000	0	U	0
		<del></del>	<u> </u>	D : 4 F : :							
				Design & Engineering							
				Legal Services							
				Professional Fees/Bond Council Fees							
			CAPITAL OU	TLAYS							
			77010	Land Acquisition							
			77040	Infrastructure							
490,032	2,007,423	332,421	TOTAL West	ern Inner Loop		0	1,675,002	400,000	0	0	0
,		ŕ		•			, ,	·			
8,775	526	526	Project 09395	- Rt. 229 Widening Project		0	0	0	0	0	0
			CAPITAL OU	TLAYS							
			77010	Land Acquisition							
			77040	Infrastructure (match under VDOT Rev. Sharing)							
8,775	526	526	TOTAL Rt. 22	29 Widening Project		0	0	0	0	0	0
0	150,000	0		Sidewalk TAP Grant		560,750	710,750	710,750	0	0	0
			CAPITAL OU								
			77040	Infrastructure							
0	150,000	0	TOTAL Side	walk TAP Grant		560,750	710,750	710,750	0	0	0
0	1,353,666	0		Traffic Signal Safety Improvements		0	1,353,666	0	0	0	0
			CAPITAL OU								
			77040	Infrastructure							
0	1,353,666	0	TOTAL Traf	fic Signal Safety Improvements		0	1,353,666	0	0	0	
											-

						1						
						+						
										FY20	FY20	FY20
FY17	FY18	FY18				+	FY19	FY19	PROJECTED	DEPT	MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL					ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
ACTUAL 0		7,977	Project 09165	Surveys of Hist	oric Properties		ADOPTED 0					ADOPTED
0	20,000	1,511	SERVICES	Surveys of Thise	Tie Froperaes	+	0	0	0	0	0	
				Machinery & Equ	pment							
				7 1	•							
0	20,000	7,977	TOTAL Surve	eys of Historic P	roperties		0	0	0	0	0	C
0	120,000	0			r Public Improv		0	120,000	120,000	0	0	C
			CAPITAL OU									
			77040	Infrastructure								
0	120,000	0	TOTAL Way	land Manor Pu	olic Improv		0	120,000	120,000	0	0	C
												-
0	0	0		Blue Ridge Side	walk & Culvert		0	0	0	97,000	97,000	97,000
			SERVICES									
				Engineering servi	es							
			CAPITAL OU									
			77040	Infrastructure								
				Retrofit S.	Blue Ridge Ave stream							
				crossing v	rith culvert extension and							
				modified :	torm water drainage,							
				repair coi	crete headwall, and install							
				new pede:	trian sidewalk with type 1							
				pedestriai	railing.							
0	0	0	TOTAL Blue	Ridge Sidewalk	& Culvert		0	0	0	97,000	97,000	97,000
0	0	0	Project 09243	Wayland Rd Si	lewalk & Culvert		0	0	0	0	0	C
			SERVICES									
			75216	Engineering servi	es							
			CAPITAL OU	TLAY								
			77040	Infrastructure								
				Replace V	ayland Rd culverts on							
					Branch, modify storm							
				water dra	ninage, install pedestrian							
					vith type 1 railing, widen							
					es to crossing and evaluate							
					t widening of Wayland Rd							
				in second								
0	0	0	TOTAL Wavl	and Rd Sidewal		1	0	0	0	0	0	C
							-	-		-		
0	0	0	Project 09295	Rockwater Par	Improvements		0	260,000	260,000	0	0	C
-			CAPITAL OU		*					-		
				Infrastructure		1						
				Machinery & Equ	pment	1						
			7.200		r	1						
0	0	0	TOTAL Rock	water Park Imp	rovomonte		0	260,000	260,000	0	0	C
0					i ovements							

						T			
							FY20	FY20	FY20
FY17	FY18	FY18		FY19	FY19	PROJECTED	DEPT	MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL		ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
0	1,608,376	54,718	Project 09390 Route 522 Corridor Improvements	0	· ·			0	ADOLLE
0	1,000,070	2 1,7 10	SERVICES SERVICES		1,000,000	1,000,000	0		
			75216 Engineering services						
			CAPITAL OUTLAY						
			77040 Infrastructure						
0	1,608,376	54,718	TOTAL Route 522 Corridor Improvements	0	1,553,659	1,553,659	0	0	
									-
									ı
1,284,343	6,551,638	738,983	sub-total all capital projects	1,309,253	7,060,746	4,432,078	993,824	818,851	818,85
									-
			Dept 9990 CONTINGENCY - UNRESERVED						
0	0	0	89990 Contingency						
0	0	0	89960 Transfer To Capital (NonCommitted)	0	0	, , , , , ,		0	
0	0	0	CONTINGENCY - UNRESERVED	0	0	2,927,640	0	0	-
			Dept. 9991 CONTINGENCY - RESERVED						
			89990 Undesignated						
			89991 Contingency - Bond proceeds						
0	0	0	CONTINGENCY - RESERVED	0	0	0	0	0	
U	0	0	CONTINGENCY - RESERVED	0	0	0	U	0	-
1,284,343	6,551,638	738,983	TOTAL GENERAL CAPITAL FUND EXPENDITURES	1,309,253	7,060,746	7,359,718	993,824	818,851	818,85
			Revenues Over (Under) Expenditures	-		-	-	-	1

# TOWN OF CULPEPER Water - Fund Summary FY20 BUDGET

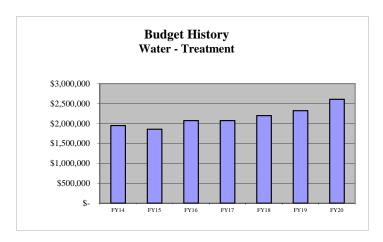
FY17 ACTUAL	FY18 AMENDED	FY18 ACTUAL		FY19 ADOPTED	FY19 AMENDED	PROJECTED FY19	FY20 DEPT REQUEST	FY20 MGR PROPOSED	FY20 COUNCIL ADOPTED
			OPERATING FUND:						
3,745,655	4,232,714	5,410,150	TOTAL WATER FUND REVENUES	4,098,966	4,114,292	4,244,157	4,687,540	4,691,430	4,691,430
2,070,327	2,194,902	2,219,318	3700 TREATMENT	2,319,574	2,334,900	2,408,900	2,700,270	2,710,400	2,710,400
958.289	965.799	959.022	3800 DISTRIBUTION	977.325	977.325	1,033,190	1,155,987	1,149,747	1,149,747
925,155	966.518	1,960,726	9900 DEBT SERVICE	698.852	698.852	698.852	710.421	710,421	710,421
107,055	105,495	105,495	9950 TRANSFERS	103,215	103,215	103,215	120,863	120,863	120,863
107,033	103,473	103,473	9990 CONTINGENCY	103,213	103,213	103,213	120,003	120,003	120,003
4,060,826	4,232,714	5,244,561	TOTAL EXPENDITURES	4,098,966	4,114,292	4,244,157	4,687,540	4,691,430	4,691,430
, , .	, - ,-	- 7 7		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	, , , .	, , , - :	, , .	, , , , , , , , , , , , , , , , , , , ,	, , , , , , , , , , , , , , , , , , , ,
(315,171)	-	165,589	REVENUES OVER (UNDER) EXPENDITURES	-	-	-	-	-	-
			CAPITAL FUND:						
1,590,036	22,033,048	7,886,677	TOTAL WATER CAPITAL FUND REVENUES	659,906	9,618,036	9,618,036	659,900	659,900	659,900
19,446	92,128	89,240	8910 DISTRIBUTION SYSTEM IMPRVMTS	50,000	50,000	50,000	-	-	-
15,032	25,000		8956 MAJOR PROCESS EQUIP REPL	25,000	50,000	50,000	-	-	-
-	-	-	8942 AUTOMATIC METER READING	-	-	-	100,000	100,000	
2,511,703	2,110,583	1,695,186	8945 FUTURE WATER SUPPLY	-	415,397	415,397	-	-	-
80,014	44,000	41,338	9065 VEHICLE REPLACEMENT PROGRAM	35,000	35,000	32,938	-	-	-
98,409	-	-	8947 MODIF TO MTN RUN & LAKE PELHAM DAMS	-	-	-	-	-	-
46,332	150,408	19,095	8911 SPRING ST REPURPOSING	-	131,313	131,313	-	-	-
10,747	874,253	365,993	8912 ROCKWATER PARK & WELL DEVELOPMENT	-	108,260	108,260	-	-	-
213,206	-	-	8913 LAKE PELHAM RECREATION	-	-	-	-	-	-
7,450	1,874,664	1,799,140	8946 SOUTHERN AREA ELEVATED TANK	-	80,000	80,000	-	-	-
7,632	2,115	- (205)	8958 SCADA REPLACEMENT	-	-	-	-	-	-
25,827	20,000	(295)	8959 DISINFECTION BYPRODUCT REDUCTION 8964 DAM #11	-	-	-	-	-	-
255,243 1.223.026	6,050,712	1,640,781	8964 DAM #11 8965 DAM #50	-	4,666,733	4,666,733 3,027,338	-	-	-
1,223,020	10,052,956	7,976,599	8966 WATER STUDY ASSESSMENT	-	3,027,338	3,027,338	-	-	-
125,596	166,823	62,733	9209 COMPUTER SYSTEM UPGRADE	-	104,089	104,089		-	
123,390	100,823	02,733	9296 SPLASH PARK & AMENDITIES	-	400.000	400.000		-	
	_	<u>-</u>	9950 TRANSFER TO RESERVES		-00,000	-00,000		-	
4,639,662	21,463,642	13,689,810	TOTAL CAPITAL EXPENDITURES	110,000	9,068,130	9,066,068	100,000	100,000	
4,039,002	-	- 13,089,810	LOAN TO L&P	-	9,008,130	-	-	100,000	
_	569.406	_	CONTINGENCY - UNRESERVED	549,906	549,906	551.968	559,900	559,900	559,900
4,639,662	22,033,048	13,689,810	TOTAL EXPENDITURES	659,906	9,618,036	9,618,036	659,900	659,900	559,900
,,.	,,-	- , ,		,.	. , ,	.,,.		,.	/

							FY20	FY20	FY20
FY17	FY18	FY18		FY19	FY19	PROJECTED		MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL		ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
11010111	111,121,122	.1010112			111111111111111111111111111111111111111	1112	11200251	THOTOGLE	.12 01 122
			RESERVE BALANCES						
0	0	0	45600 Reserves	0	15,326	15,326	0	0	0
-	-				- ,				
			METERED SALES						
3,215,192	3,250,000	3,292,033	43290 Metered Sales - Water	3,250,000	3,250,000	3,250,000	3,822,000	3,822,000	3,822,000
· · · ·									
			UTILITY FEES						
0	0	200	43310 After Hours Reconnection Fee	0	0	0	0	0	0
82,208	85,000	80,291	43320 Delinquent Fees	85,000	85,000	85,000	85,000	85,000	85,000
12,656	13,000	10,940	43330 Disconnect Fees	13,000	13,000	13,000	13,000	13,000	13,000
30,274	33,000	34,016	43370 Penalties	33,000	33,000	35,000	35,000	35,000	35,000
			Service Charge - Interest						
17,325	13,000	46,765	43340 Meter Fees	25,000	25,000	35,000	35,000	35,000	35,000
85,431	85,000	86,416	42000 AMR Surcharge	85,000	85,000	85,000	0	0	0
			UTILITY CHARGES, MISCELLANEOUS						
7,610	10,000	6,196	43580 Time & Material Charges - Misc.	10,000	10,000	13,000	13,000	13,000	13,000
0	0	1,464	43585 Time & Material Charges - Taps	0	0	8,000	0	0	0
			REVENUE FROM USE OF MONEY						
21,941	10,000	88,751	42360 Interest on Investments	100,000	100,000	65,000	200,000	200,000	200,000
2,800	0	2,251	42361 Interest Income - Loans	0	0	0	0	0	0
0	0	15,379	42362 Interest Income - Investments	0	0	120,000	0	0	0
			MISCELLANEOUS						
			Insurance Dividend						
0	0	0	45525 Insurance Claims & Recoveries	0	0	6,000	0	0	0
			Reimbursements, Rebates & Recovery						
75,000	0	250	45550 Miscellaneous	0	0	0	0	0	0
172,945	0	1,721,973	45560 Developer Contributions	0	0	0	0	0	0
2,372	1,500	1,038	44580 Sale Of Salvage & Surplus Materials	1,500	1,500			1,000	1,000
1,400	2,000	0	44585 Sale Of Surplus Equipment	2,000	2,000	2,000	2,000	2,000	2,000
0	0	0	44586 Sale of Capital Assets	0	0	0	0	0	0
			Misc. Grants						
0	0	0	42061 Grants for Dam Project	0	0	0	0	0	0
0	0	171	45597 LPA Taxable Sales	0	0	0	0	0	0
			45598 Gazebo Rental Fees OCS/LPA	1,000	1,000	750	750	750	750
18,502	14,000	22,017	45599 Lake Pelham Ventures	35,000	35,000	22,000	22,000	22,000	22,000
			TRANSFERS						
0	716,214	0	44960 Transfer from Reserves	458,466	458,466	488,081	458,790	462,680	462,680
				0				Ü	0
3,745,655	4,232,714	5,410,150	TOTAL REVENUES / OTHER SOURCES	4,098,966	4,114,292	4,244,157	4,687,540	4,691,430	4,691,430

#### Mission:

The mission of the Environmental Services Department is to secure, maintain and provide reliable and safe water and wastewater services while exceeding all regulatory requirements. To do so in a cost effective manner to meet the present and future community needs while promoting economic development activities within our community and maintaining a high level of customer satisfaction.

# **Budget and Staff Resources:**



Budget & Staffing Summary										
	FY18	FY19	FY19	FY20	FY20	FY20				
Category	<u>Actual</u>	Adopted	YE Proj.	Dept Request	Mgr Proposed	Adopted				
Authorized Persons	8	8	8	10.4	10.4	10.4				
Expenditures										
	746,251	720,511	720,511	879,610	890,757	890,757				
Personnel	740,231									
Personnel Operating	1,468,266	1,559,063	1,648,389	1,655,660	1,654,643	1,654,643				
		, , , , , , , , , , , , , , , , , , ,	1,648,389 40,000	1,655,660 165,000	1,654,643 165,000	1,654,643 165,000				

# **Major Highlights for FY20**

Total Budget Increase

\$

390,826

- The proposed budget increase includes the proposed merit pay increase.
- The proposed budget includes the transfer of the Operations Program Manager from Water Distribution (3800) to this budget.
- The proposed budget includes an additional Sr. Plant Mechanic position (\$74,150).
- The proposed budget includes an estimated increase in purchased power (\$50,000).
- The proposed budget includes an increase in Billing & Administration (\$39,895).
- The proposed budget includes an increase in Capital Outlay of \$165,000 which would have previously been budgeted in the Capital Budget.
- The proposed budget includes phase I of the Filter Trough replacement in Capital Outlay (\$75,000).

#### In FY20 the Water Department will:

- Providing safe potable water and wastewater effluent quality that exceeds all regulatory requirements and protects the environment. Continue to develop groundwater well system capacity for providing improved system reliability, especially during droughts.
- Providing reliable water and sewer service.
- Providing water and sewer services in a cost effective manner with a focus on lowest life cycle cost. Providing water and wastewater services in a manner which maintains a high level of customer satisfaction.

Securing and protecting water sources to meet long term needs of our community. Utilizing the water and wastewater assets to promote economic development activities within our community.

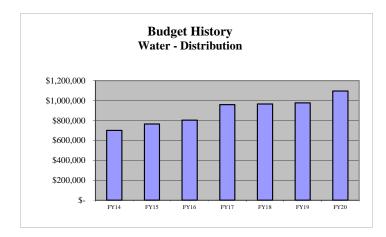
										FY20	FY20	FY20
FY17	FY18	FY18					FY19	FY19	PROJECTED	DEPT	MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL					ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
					REATMENT							
			PER		WAGES & BENEFITS							
425,422	463,020	430,333		50010	Salaries		482,194	482,194	482,194	598,482	619,240	619,240
47,147	28,497	53,703		50020	Salaries - Overtime		35,000	35,000	35,000	35,000	35,000	35,000
30,035	28,191	29,201		50110	Social Security Tax		27,435	27,435	27,435	34,751	35,899	35,899
7,093	6,593	6,999		50120	Medicare Tax		6,597	6,597	6,597	8,297	8,601	8,601
86,371	66,997	91,362		50130	Health Insurance		104,499	104,499	104,499	119,558	106,095	106,095
7,452	0	7,360		50132	OPEB Health Insurance		0	0	0	0	0	(
(53,820)	48,243	113,030		50140	VRS Retirement		49,008	49,008	49,008	60,766	62,864	62,864
5,428	5,956	5,909		50145	VRS Group Life Insurance		6,353	6,353	6,353	7,878	8,151	8,151
0	0	0		50150	VRS Disability Insurance		370	370	370	1,027	1,056	1,056
11,761	9,306	8,354		50160	Worker's Comp. Insurance		9,055	9,055	9,055	13,851	13,851	13,851
			SER	VICES - PU	RCHASED, SHARED, INTERNAL							
0	0	100		50210	Health & Medical Services		0	0	0	0	0	(
13,085	10,000	13,900		51314	Consulting Services		10,000	10,000	10,000	10,000	10,000	10,000
30,060	30,000	0		51316	Engineering Services		30,000	30,000	30,000	30,000	30,000	30,000
25,739	20,000	24,540		51317	Lab Testing		20,000	35,326	35,326	30,000	30,000	30,000
0	2,000	0			Legal Services		2,000	2,000	2,000	2,000	2,000	2,000
26,551	15,000	14,480			R&M - Building & Grounds		15,000	15,000	15,000	15,000	15,000	15,000
1,086	15,000	28,225		53235	R&M - Plant		15,000	15,000	15,000	15,000	15,000	15,000
9,354	12,000	6,879		53238	R&M - Infrastructure		12,000	12,000	12,000	12,000	12,000	12,000
19,862	20,000	10,504		53240	R&M - Equipment		20,000	20,000	20,000	20,000	20,000	20,000
94	0	542		53249	R&M - Misc. / Other		0	0	0	0	0	(
24,999	16,000	9,289		53250	Maintenance Service Contract		16,000	16,000	13,500	13,500	13,500	13,500
					SCADA system support	7,000						
					eWorkOrders service annual subscription	3,000						
					Elevator maintenance	1,500						
					Boiler Maintenance	1,000						
					HVAC maintenance	1,000						
4,649	3,000	4,582		52400	Printing and Binding		0	0	0	0	0	(
312	200	0		52410	Advertising		200	200	0	0	0	(
3,581	4,000	4,042		51451	Uniform Rentals		4,000	4,000	4,000	4,000	4,000	4,000
730,270	733,006	733,006		52520	Billing & Administrative Support		798,818	798,818	798,818	842,915	841,898	841,898
3,500	3,500	3,500		53520	Motor Pool		3,500	3,500	3,500	3,500	3,500	3,500
6,100	6,000	6,119		53525	Mowing, mulching & trimming		6,000	6,000	6,000	6,000	6,000	6,000
			OTI	HER CHARO								
168,342	150,000	228,715			Electrical Services		200,000	200,000	270,000	250,000	,	250,000
4,552	6,000	6		55620	Heating Services		6,000	6,000	6,000	6,000	6,000	6,000
78,708	80,000	69,412		53640	Sewage Services		80,000	80,000	80,000	80,000	80,000	80,000
146	120	79			Disposal Fees		120	120		120	120	120
17,659	14,000	16,832		52710	Postal Services		2,800	2,800	2,800	0	-	(
4,957	11,000	5,157		52720	Telecommunications		5,000	5,000	5,000	5,000	5,000	5,000
1,567	1,613	1,617		55810	Boiler & Machinery Insurance		1,650	1,650	1,650	1,650	1,650	1,650
6,179	6,350	6,379		55820	Fire / Property Insurance		22,500	22,500	10,000	10,000	10,000	10,000

								FY20	EX/20	FY20
T3X/1#	EX/10	EV/10			EX/10	EX/10	DDO IECTED		FY20	
FY17 ACTUAL	FY18 AMENDED	FY18 ACTUAL			FY19 ADOPTED	FY19 AMENDED	PROJECTED FY19	DEPT REQUEST	MGR PROPOSED	COUNCIL ADOPTED
ACTUAL	AMENDED	ACTUAL			ADOPTED	AMENDED	F 1 19	REQUEST	PROPOSED	ADOPTED
583	601	603	55830 Contractor's Equipment Insurance		625	625	625	625	625	625
1,609	1,659	1,703	55840 Motor Vehicle Insurance		1,750	1,750	1,750	1,750	1,750	1,750
14,288	14,750	14,771	55870 General Liability Insurance		15,000	15,000	15,000	15,000	15,000	15,000
3,654	5,000	1,818	51920 Education & Training		5,000	5,000	5,000	5,000	5,000	5,000
155		1,030	52010 Lodging		500	500	500	500	500	500
772	1,200	4,048	52010 Edging 52015 Meals		1,200	1,200	1,200	1,200	1,200	1.200
0	· ·	0	52018 Travel		500	500	500	500	500	500
	000		32010 Havei		300	300	300	300	300	300
			MISCELLANEOUS ITEMS							
4,069	5,000	2,165	52210 Dues & Assoc. Memberships		5,000	5,000	3,000	3,000	3,000	3,000
1,622	7.000	20	52220 Bank Fees		0,000	3,000	3,000	3,000	0,000	3,000
1,022	7,000	20	Miscellaneous		· ·	0	0	0	0	0
			iviiscentineous							
			MATERIALS AND SUPPLIES							
1,449	1,500	1,224	52510 Office Supplies		1,500	1,500	1,500	1,500	1,500	1,500
3,110	2,500	2,828	53540 Janitorial Supplies		2,500	2,500	2,500	2,500	2,500	2,500
3,630	8,500	4,166	53550 Vehicle Fuels		6,000	6,000	6,000	6,000	6,000	6,000
0		0	53552 Fuel Oil		1,000	1,000	1,000	1,000	1,000	1,000
7	,	418	53555 Lube Oil		1,600	1,600	1,600	1,600	1,600	1,600
2,377	5,500	3,012	53560 Vehicle & Equipment Supplies		4,000	4,000	4,000	4,000	4,000	4,000
1,384	1,500	1,661	51570 Uniform Purchases and Wearing Apparel		1,500	1,500	1,500	1,500	1,500	1,500
290	300	2,190	52580 Books, Subscriptions & Education		300	300	7,000	300	300	300
206,109	250,000	186,829	53610 Chemicals		210,000	210,000	210,000	210,000	210,000	210,000
200,100	250,000	100,025	Aluminum sulfate or polyaluminum sulfate		210,000	210,000	210,000	210,000	210,000	210,000
			(DelPac 1000)	40,000						
			Lime	27,000						
			Fluoride	27,500						
			Sodium Hypochlorite	25,000						
			Potassium Permanganate	15,000						
			Corrosion Inhibitor	15,000						
			Copper Sulfate/BioSafe	57,500						
			Polymer	3,000						
20,657	25,000	26,896	53650 Laboratory Supplies		25,000	25,000	30,000	30,000	30,000	30,000
4,169	3,500	4,915	52660 Operating Supplies		3,500	3,500	4,000	4,000	4,000	4,000
918	1,200	304	53670 Small Tools		1,000	1,000	1,000	1,000	1,000	1,000
886	200	19,761	53675 Lake Pelham Adventure Supplies		1,000	1,000	10,000	8,000	8,000	8,000
0	0	0			0	0	0	0	0	0
			CAPITAL OUTLAYS							
50,347	40,000	4,793	77200 Machinery & Equipment		40,000	40,000	40,000	40,000	40,000	40,000
0	0	0	77500 Vehicle Replacement		0	0	0	0	0	0
0		8	77600 Computer Equipment		0			0	0	0
0		0	77650 Computer Software		0			0		0
0	0	0	78956 Major Process Equipment Replacement		0	0	0	125,000	125,000	125,000
			Major Process Equipment Replacement	50,000						
			Phase I - Filter trough replacement	75,000						
2,070,327	2,194,902	2,219,318	WATER TREATMENT		2,319,574	2,334,900	2,408,900	2,700,270	2,710,400	2,710,400

### Mission:

The mission of the Environmental Services Department is to secure, maintain and provide reliable and safe water and wastewater services while exceeding all regulatory requirements. To do so in a cost effective manner to meet the present and future community needs while promoting economic development activities within our community and maintaining a high level of customer satisfaction.

# **Budget and Staff Resources:**



		Budget &	& Staffing	Summary		
	FY18	FY19	FY19	FY20	FY20	FY20
Category	<u>Actual</u>	Adopted	YE Proj.	Dept Request	Mgr Proposed	Adopted
Authorized Persons	7	7	7	10	10	10
Expenditures						
Personnel	651,182	770,465	770,465	729,262	748,572	748,572
Operating	302,532	206,860	261,725	241,725	216,175	216,175
Capital Outlay	5,308	<u> </u>	1,000	185,000	185,000	185,000

# **Major Highlights for FY20**

Total Budget Increase

\$

172,422

- The proposed budget increase includes the proposed merit pay increase.
- The proposed budget includes an additional Maintenance/Construction Worker transferred from Cemetary (7108).
- The proposed budget includes the transfer of the Operations Program Manager to Water Treatment (3700) from this budget.
- The proposed budget includes an additional Sr. Equipment Operator position (\$65,315).
- The proposed budget includes an increase in Capital Outlay of \$185,000 which would previously have been budgeted in the Capital Budget.
- The proposed budget includes a replacment pickup truck in Capital Outlay (\$35,000).

#### In FY20 the Water Department will:

- Providing safe potable water and wastewater effluent quality that exceeds all regulatory requirements and protects the environment. Continue to develop groundwater well system capacity for providing improved system reliability, especially during droughts.
- Providing reliable water and sewer service.
- Providing water and sewer services in a cost effective manner with a focus on lowest life cycle cost. Providing water and wastewater services in a manner which maintains a high level of customer satisfaction.

Securing and protecting water sources to meet long term needs of our community. Utilizing the water and wastewater assets to promote economic development activities within our community.

								FY20	FY20	FY20
FY17	FY18	FY18			FY19	FY19	PROJECTED		MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL			ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
			2000 WATER DISTRIBUTION DEPT							
			3800 WATER DISTRIBUTION DEPT PERSONNEL - WAGES & BENEFITS							
455,169	458,235	404,809	50010 Salaries		479,096	479,096	479,096	455,985	471,919	471,919
29,294	40,000	35,685	50020 Salaries - Overtime		40,000	40,000	40,000	40.000	40.000	40,000
29,294	40,000	29,117	50020 Salaries - Overtime 50030 Salaries - Part-Time		40,000	40,000	.,	40,000	40,000	40,000
29,262	27,850	27,270	50110 Social Security Tax		27,779	27,779	27,779	26,803	27,761	27,761
6,844	6,513	6,332	50120 Medicare Tax		6,525	6,525	6,525	6,290	6,526	6,526
93,569	79,404	89,013	50130 Health Insurance		102,010	102,010	102,010	90,438	90,778	90,778
43,653	47,660	41,872	50130 Pleatin Insurance 50140 VRS Retirement		48,301	48,301	48,301	46,106	47,717	47,717
5,385	5,884	5,153	50145 VRS Group Life Insurance		6,262	6,262		5,979	6,187	6,187
3,363	0,004	3,133	50150 VRS Disability Insurance		779	779		777	800	800
14,022	17,638	11,931	50160 Worker's Comp. Insurance		19,713	19,713	19,713	16,884	16,884	16,884
14,022	17,036	11,931	30100 Worker's Comp. Insurance		19,713	19,/13	19,713	10,004	10,004	10,004
			SERVICES - PURCHASED, SHARED, INTERNAL							
0	0	0	50210 Health & Medical Services		0	0	0	0	0	0
5.035	5,035	2,450	51315 Contractual Services		5,035	5,035	5,000	5,000	5,000	5,000
11,038	0,033	2,235	51316 Engineering Services		0,033		,	3,000	3,000	3,000
11,036	0	2,233	R&M - Meters-Retrofit		0	0	30,000	0	U	0
119,096	100,000	193,394	53238 R&M - Infrastructure		100,000	100,000	100,000	100,000	100,000	100,000
879	2,000	2,458	53240 R&M - Equipment		2,000	2,000	2,000	2,000	2,000	2,000
1,019	1,000	1,622	53245 R&M - Vehicle		1,000	1,000	,	1,000	1,000	1,000
1,017	1,000	1,022	R&M-Misc. / Other		1,000	1,000	1,000	1,000	1,000	1,000
48,806	47,500	17,132	53250 Maintenance Service Contract		8,500	8,500	30,000	40,000	14,450	14,450
10,000	.,,500	17,152	Aclara Annual Maintenance	6,600	0,200	0,500	20,000	.0,000	1 1,100	11,100
			Fire extinguisher maintenance	1,000						
			eWorkOrders subscription	4,000						
			Copier Lease	1,700						
0	0	42	52400 Printing and Binding	2,7.2.2	0	0	0	0	0	0
0	Ü		Advertising			0				
2,080	2,000	2,448	51451 Uniform Rentals		2,500	2,500	2,500	2,500	2,500	2,500
,	,		Salary & Benefits Payment		,	,	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	,	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	,
6,500	6,500	6,500	53520 Motor Pool		6,500	6,500	6,500	6,500	6,500	6,500
	-,	-,			.,	-,	.,	-,	- ,	-,
			OTHER CHARGES							
4,099	4,500	3,561	55610 Electrical Services		4,500	4,500	4,500	4,500	4,500	4,500
1,120	1,600	1,319	55620 Heating Services		1,600	1,600	1,600	1,600	1,600	1,600
			Miss Utility Telephone Line							
2,153	2,100	2,152	52675 Miss Utility Tickets		2,100	2,100	3,500	3,500	3,500	3,500
557	150	862	52710 Postal Services		300	300	1,000	1,000	1,000	1,000
7,516	6,000	7,217	52720 Telecommunications		6,000	6,000	6,000	6,000	6,000	6,000
218	230	234	55830 Contractor's Equipment Insurance		250	250	250	250	250	250
1,350	1,400	1,452	55840 Motor Vehicle Insurance		1,475	1,475	1,475	1,475	1,475	1,475
			License & Permit Bond							
4,457	2,000	2,834	51920 Education & Training		2,000	2,000	3,000	3,000	3,000	3,000
205	1,000	1,430	52010 Lodging		1,500	1,500	1,500	1,500	1,500	1,500
152	1,000	519	52015 Meals		1,000	1,000	1,000	1,000	1,000	1,000

									FY20	FY20	FY20
FY17	FY18	FY18				FY19	FY19	PROJECTED	DEPT	MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL				ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
0	200	0		52018	Travel	200	200	200	200	200	200
			MI	SCELLANEO							
617	200	0	_		Dues & Assoc. Memberships	200		200	200	200	200
19,470	20,000	21,449	_		Waterworks Fee	22,000	,	22,000	22,000	22,000	22,000
1,401	2,000	2,992			Bad Debt Expense	2,000	2,000	2,000	2,000	2,000	2,000
					Miscellaneous						
			MA		ND SUPPLIES						
409	1,000	390			Office Supplies	1,000		1,000	1,000	1,000	1,000
7,002	10,000	9,366			Vehicle Fuels	10,000		10,000	10,000	10,000	10,000
406	500	246			Lube Oil	500		500	500	500	500
8,599	7,000	10,411			Vehicle & Equipment Supplies	7,000	.,	7,000	7,000	7,000	7,000
2,174	2,700	1,720		51570	Uniform Purchases and Wearing Apparel	2,700	2,700	3,000	3,000	3,000	3,000
					Books, Subscriptions & Education						
					Meter Replacements						
4,148	5,000	4,018			Operating Supplies	5,000		5,000	5,000	5,000	5,000
6,425	10,000	2,078		53670	Small Tools	10,000	10,000	10,000	10,000	10,000	10,000
			CA	PITAL OUT							
14,159	0	5,308			Machinery & Equipment	0		1,000	0	-	0
0	0	0		77300	Furniture & Fixtures	0	0	0	0	0	0
0	0	0		77500	Vehicle Replacement	0	0	0	35,000	35,000	35,000
					Replacement for Unit no. 921, 2008 Dodge						
					Pickup						
0	0	0			Major Process Equipment Replacement	0	0	0	0	0	0
0	0	0		78910	Distribution System Improvements	0	0	0	150,000	150,000	150,000
					Replaement of galvanized steel water and						
					failing distribution mains throughout						
					service area.						
958,289	965,799	959,022	WA	TER DISTR	IBUTION DEPT	977,325	977,325	1,033,190	1,155,987	1,149,747	1,149,747

									FY20	FY20	FY20
FY17	FY18	FY18				FY19	FY19	PROJECTED	DEPT	MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL				ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
			004	00 DEBT SER	VICE						
807,275	0	985,247	990		Depreciation Expense	0	0	0	0	0	
0	522,000	522,000			2002 Refunding Bond Principal	0			0		
0	21,215	21,215			2010 GOB 19.25 Principal	12,198			12,729	12,729	12,729
0	0	0			2012A Principal	240,000			240,000	240.000	240.000
0	30,000	30,000	_		2013A GO Bond - Principal	86,000			88,000	88,000	88,000
0	151,000	144,000	_		2014A&B Go Bond - Principle	149,000	,	,	155,000	155,000	155,000
0	0	0	_		2016 Bond - Principal	0	,		0		0
	Ü		_		Debt Principal Payments		Ü	0	-	0	
61,553	23,256	34,079	_	89602	2002 Refunding Bond Interest	0	0	0	0	0	(
01,555	25,250	3.,072	_		2003 GOB Refunding Interest	, ,	Ü				
-					2007B GOB \$6.25M Interest						
			_		2009 GOB Interest						
(539)	1,591	788			2010 GOB 19.25M Interest	1,090	1,090	1,090	652	652	652
5,600	87,150	93,686	_		2012A GO Bonds - Interest	84,630	,		91,529	91,529	91,529
23,538	22,904	24,289			2013A Go Bond - Interest	22,205	22,205	22,205	23,236	23,236	23,236
3,334	4,550	3,509			2016 Bond - Interest	4,550			4,550	4,550	4,550
	1,000	2,000			Amortization of Bond Issue Costs	1,000	1,000	1,000	.,	1,000	.,
					2008 GOB \$17.9M Bond Exp						
0	0	0			Bond Issurance Costs	0	0	0	0	0	0
	-				2013A \$4,796,000 Bond Expense	-		-			
24,394	102,852	101,914			2014A&B GO Bond - Interest	99,179	99,179	99,179	94,725	94,725	94,725
	,			0,000			,	22,212	- ·,·=-	7 1,7.20	, ,, ==
925,155	966,518	1,960,726		DEBT SER	VICE	698,852	698,852	698,852	710,421	710,421	710,421
	·										
			992	25 DEPRECIA	TION						
					Depreciation						
-	-	-		DEPRECIA	TION	-	-	-	-	-	-
3,953,771	4,127,219	5,139,066		TOTAL EX	PENDITURES	3,995,751	4,011,077	4,140,942	4,566,678	4,570,568	4,570,568
			004	50 TRANSFEI	ne .						
107.055	105 405	105 405	99:		Tfer Water to GF - PILOT	102.215	102 215	102.215	120.062	120.062	120.962
107,055	105,495	105,495	_			103,215	103,215	103,215	120,863	120,863	120,863
			_		Transfer to Capital Fund						
107,055	105,495	105,495		TRANSFER	28	103,215	103,215	103,215	120,863	120,863	120,863
107,033	103,493	105,495		IKANSFER	4.5	103,213	103,213	103,213	120,803	120,803	120,803
			900	90 CONTINC	ENCY - UNRESERVED						
+			- 37.		Contingency - Unreserved						
<del></del>		-	_		Contingency - Oneserved						
_	_			CONTING	ENCY - UNRESERVED	_	_	_		_	
+				501111101			_		· · · · · · · · · · · · · · · · · · ·		
4,060,826	4,232,714	5,244,561		TOTAL EX	PENDITURES & TRANSFERS	4,098,966	4,114,292	4,244,157	4,687,540	4,691,430	4,691,430
T.UUU.U4U		-,,				.,570,700	.,,-/-	.,=,=	.,,. 10	.,	.,., ., 100

							EW/A0	EXZO	EX720
FY17	FY18	FY18		FY19	FY19	PROJECTED	FY20 DEPT	FY20 MGR	FY20 COUNCIL
ACTUAL	AMENDED	ACTUAL	-	ADOPTED	AMENDED	FY19		PROPOSED	
ACTUAL	AMENDED	ACTUAL	<del>-</del>	ADOLLED	AMENDED	FIII	REQUEST	TROTOSED	ADOLIED
			REVENUES / OTHER SOURCES						
0	19,594,142	0	45600 Reserves	0	8,958,130	8,045,630	0	0	0
0	0	0	42150 Loan Proceeds	0	C	0	0	0	0
			CAPITAL CONTRIBUTION						
0	0	0	43845 Tap Fees - In Town	0	(		0		0
851,500 0	650,000	936,000	43846 Water Tap Fees - 5/8" Meter	650,000	650,000		650,000		650,000
Ü	9,906 0	0	43844 Water Tap Fees - 1" Meter 43848 Water Tap Fees - 1 1/2" Meter	9,906	9,906		9,900	,	9,900
60,000	0	0	43849 Water Tap Fees - 2" Meter	0	0	. ,	0	_	0
0		-	4380 Water Tap Fees - 2 Meter	0	-		0		0
0		45,000	43881 Water Tap Fees - 4" Meter	0			0		0
Ü	- O		Tap Fees - Out of Town	0		30,000	0	0	0
			Tup rees Out of rown						
			REVENUE						
34,737	20,000	57,340	42360 Interest on Investments (designated taps)	0	(	0	0	0	0
250,640	0	947,235	42063 Grant for Dam #11 Project-NRCS Grant	0	C	0	0	0	0
393,159	0	4,495,874	42064 Grant for Dam #50 Project-NRCS Grant	0	-		0	_	0
0	0		44765 State Grant	0			0		0
0	1,759,000	0	44950 Transfer from Reserves	0	C	0	0	0	0
			OTTAND INCOME						
0	0	0	OTHER INCOME	0			0	0	0
0	0	0	42151 L&P-Principal	0	(	0	0	0	0
		<u> </u>	L&P-Interest						
1,590,036	22,033,048	7,886,677	TOTAL REVENUES / OTHER SOURCES	659,906	9,618,036	9,618,036	659,900	659,900	659,900
25,827	20,000	(295)	8959 DISINFECTION BYPRODUCT REDUCTION	0	C	0	0	0	0
			SERVICES - PURCHASED, SHARED, INTERNAL						
			75216 Engineering Services				0	0	
			CAPITAL OUTLAYS						
			77010 Land Acquisition						
			77040 Infrastructure						
			77200 Machinery & Equipment				0	0	
25,827	20,000	(295)	DISINFECTION BYPRODUCT REDUCTION	0	(	0	0	0	0
2,511,703	2,110,583	1,695,186	8945 FUTURE WATER SUPPLY SOURCES	0	415,397	415,397	0	0	0
2,311,703	2,110,303	1,075,100	SERVICES - PURCHASED, SHARED, INTERNAL	0	713,377	713,377	0	U	0
			75216 Engineering Services				0	0	
			CAPITAL OUTLAYS						
			77010 Land Acquisition				0	0	

FY17 ACTUAL	FY18 AMENDED	FY18 ACTUAL		FY19 ADOPTED	FY19 AMENDED	PROJECTED FY19		FY20 MGR PROPOSED	FY20 COUNCIL ADOPTED
HETCHE	MIVIENDED	HETERE		ADOITED	MINIENDED	111)	REQUEST	TROTOSED	ADOI 1ED
			77040 Infrastructure				0	0	
			77200 Machinery & Equipment						
2,511,703	2,110,583	1,695,186	FUTURE WATER SUPPLY SOURCES	0	415,397	415,397	0	0	1
98,409	0	0	8947-MODIF TO MTN RUN & LAKE PELHAM DAMS	0	(	0	0	0	
			SERVICES - PURCHASED, SHARED, INTERNAL						
			75216 Engineering Services				0		
			77040 Infrastructure				0	0	
98,409	-	-	MODIF TO MTN RUN & LAKE PELHAM DAMS	0	(	0	0	0	
80,014	44,000	41,338	9065 VEHICLE REPLACEMENT PROGRAM	35,000	35,000	32,938	0	0	
00,014	44,000	41,550	CAPITAL OUTLAYS	33,000	33,000	32,730	0	· ·	
			77500 Vehicles				0	0	
			77500 VEHICLES				Ü	0	
80,014	44,000	41,338	VEHICLE REPLACEMENT PROGRAM	35,000	35,000	32,938	0	0	
15,032	25,000	0	8956 - MAJOR PROCESS EQUIPMENT REPLACEMENT	25,000	50,000	50,000	0	0	
			CAPITAL OUTLAYS						
			Moved to operating budget				0	0	
15,032	25,000	0	MAJOR PROCESS EQUIPMENT REPLACEMENT	25,000	50,000	50,000	0	0	(
				_			_		
7,632	2,115	0	8958 SCADA REPLACEMENT	0	(	0	0	0	
			SERVICES - PURCHASED, SHARED, INTERNAL						
			75216 Engineering Services				0	0	
			CAPITAL OUTLAYS 77200 Equipment				0	0	
			7/200 Equipment				0	0	
7,632	2,115	0	SCADA REPLACEMENT	0	(	0	0	0	
255,243	6,050,712	1,640,781	8964 DAM #11	0	4,666,733	3 4,666,733	0	0	
, -	.,,.	, , , , , , , , ,	SERVICES - PURCHASED, SHARED, INTERNAL		,,.	,,			
			75216 Engineering Services				0	0	
			CAPITAL OUTLAYS						
			77040 Infrastructure				0	0	
255,243	6,050,712	1,640,781	DAM #11	0	4,666,733	3 4,666,733	0	0	
1,223,026	10,052,956	7,976,599	8965 DAM #50	0	3,027,338	3,027,338	0	0	
1,223,026	10,032,936	1,910,399	SERVICES - PURCHASED, SHARED, INTERNAL	0	3,047,338	5,027,338	0	0	
			75216 Engineering Services				0	0	
			CAPITAL OUTLAYS				0	0	
			77040 Infrastructure				0	0	

								FY20	FY20	FY20
FY17	FY18	FY18	<u> </u>		FY19	FY19	PROJECTED		MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL	<u> </u>		ADOPTED	AMENDED			PROPOSED	
ACTUAL	AMENDED	ACTUAL			ADOFTED	AMENDED	F119	REQUEST	FROFUSED	ADOFTED
1,223,026	10,052,956	7,976,599	DAM #50		0	3,027,338	3,027,338	0	0	(
1,223,020	10,032,936	7,976,399	DAM #50		0	3,027,338	3,027,338	0	0	(
			8966 WATER STUDY ASSESSMENT					0	0	(
			SERVICES - PURCHASED, SHARED, INTERNAL							
			75216 Engineering Services							
			Water study assessment by independent							
			consultant							
0	0	0	WATER STUDY ASSESSMENT		0	(	0	0	0	(
19,446	92,128	89,240	8910 DISTRIBUTION SYSTEM IMPROVEMENTS		50,000	50,000	50,000	0	0	(
			SERVICES - PURCHASED, SHARED, INTERNAL							
			75216 Engineering Services					0	0	
			CAPITAL OUTLAYS							
			77040 Infrastructure					0		
			77200 Machinery & Equipment					0	0	
			Moved to operating budget							
19,446	92,128	89,240	DISTRIBUTION SYSTEM IMPROVEMENTS		50,000	50,000	50,000	0	0	(
46,332	150,408	19,095	8911 SPRING ST REPURPOSING		0	131,313	3 131,313	0	0	(
			CAPITAL OUTLAYS							
			77040 Infrastructure					0	0	
46,332	150.408	19.095	SPRING ST REPURPOSING		0	131,313	3 131,313	0	0	(
40,332	130,408	19,093	SI KING SI KEI UKI OSING		0	131,313	131,313	0	0	,
0	0	0	08942 AUTOMATED METER READING		0	(	0	100,000	100,000	100,000
			CAPITAL OUTLAYS							
			77200 Machinery & Equipment	100,000						
			Aclara AMR meter transmitting unit replacements as							
			necessary to sustain metering system at multiple							
0	0		customer locations.		0		) 0	100 000	100.000	100.00
0	0	0	AUTOMATED METER READING		0	C	0	100,000	100,000	100,00
7,450	1,874,664	1,799,140	08946 SOUTHERN AREA ELEVATED WATER TANK		0	80.000	80,000	0	0	
.,	2,07.,000	2,777,210	SERVICES - PURCHASED, SHARED, INTERNAL							
			75216 Engineering Services					0	0	
	4.0=4	1 = 00 1 : -								
7,450	1,874,664	1,799,140	SOUTHERN AREA ELEVATED WATER TANK		0	80,000	80,000	0	0	
10,747	874,253	365,993	8912 ROCKWATER PARK & WELL DEVELOPMENT		0	108,260	108,260	0	0	
			CAPITAL OUTLAYS							
			77040 Infrastructure					0	0	
10.57	07125	255.003	DOCKWATED BARK & WELL BELLEY ON FINE		_	100 6 10	100.250	^	_	
10,747	874,253	365,993	ROCKWATER PARK & WELL DEVELOPMENT		0	108,260	108,260	0	0	

							FY20	EVA	FY20
FY17	FY18	FY18		FY19	FY19	PROJECTED		FY20 MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL		ADOPTED	AMENDED			PROPOSED	
	-				·		<u> </u>		-
							_		
125,596	166,823	62,733	9209 COMPUTER SYSTEM UPGRADE CAPITAL OUTLAYS	0	104,089	104,089	0	0	0
			77650 Computer Software				0	0	
			77030 Computer Software				0	0	
125,596	166,823	62,733	COMPUTER SYSTEM UPGRADE	0	104,089	104,089	0	0	0
212 206	0	0	8913 LAKE PELHAM RECREATION	0	0	0	0	0	0
213,206	U		CAPITAL OUTLAYS	0	C	0	0	U	U
			77040 Infrastructure				0	0	
			77040 Ingrastracture				U	U	
213,206	-	-	LAKE PELHAM RECREATION	-	-	-	-	-	-
0	0	0	O207 CDF V CH DA DAY O VAMENHEED		100.000	400,000	0	0	0
0	0	0	9296 SPLASH PARK & AMENITIES SERVICES - PURCHASED, SHARED, INTERNAL	0	400,000	400,000	0	0	0
			75216 Engineering Services				0	0	
			CAPITAL OUTLAYS				0	U	
			77040 Infrastructure				0	0	
0	0	0	SPLASH PARK & AMENITIES	0	400,000	400,000	0	0	0
			9950 TRANSFER TO RESERVES						
	0	<del></del>	9960 Transfer						
	Ü		7700 111111111						
-	-	-	TRANSFER TO OPERATIONS	-	-	-	-	-	-
4,639,662	21,463,642	13,689,810	sub-total of all capital projects	110,000	9,068,130	9,066,068	100,000	100,000	100,000
4,037,002	21,403,042	13,002,010	suo tota of an capital projects	110,000	7,000,130	2,000,000	100,000	100,000	100,000
			LOAN TO LIGHT & POWER						
			Loan to L&P						
-	-	-	LOAN TO LIGHT & POWER	-	-	-	-	-	-
			9950 TRANSFERS						
0	569,406	0	89960 Transfers to Reserves	549,906	549,906	551,968	559,900	559,900	559,900
			0,7,00	217,200	2 12 12	001,000		227,723	
			9990 CONTINGENCY - UNRESERVED						
			89990 Contingency						
	7 40 45				# 40 C - :		##0 c	770.055	##0 C
-	569,406	-	TRANSFERS/CONTINGENCY	549,906	549,906	551,968	559,900	559,900	559,900
4,639,662	22,033,048	13,689,810	TOTAL EXPENDITURES	659,906	9,618,036	9,618,036	659,900	659,900	659,900
1,037,002	22,033,040	15,007,010		337,700	>,010,030	7,010,030	037,700	037,700	-

# TOWN OF CULPEPER, VA Wastewater - Fund Summary FY20 BUDGET

								FY20	FY20	FY20
FY17	FY18	FY18			FY19	FY19	PROJECTED	DEPT	MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL			ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
			0	PERATING FUND:						
4,573,799	5,099,760	5,278,102	T	OTAL W/W REVENUES / OTHER SOURCES	4,963,961	4,963,961	4,982,611	5,538,867	5,551,257	5,551,257
3,394,582	3,134,397	2,896,127		4700 TREATMENT	3,185,061	3,185,061	3,195,611	3,599,610	3,605,735	3,605,735
330,097	358,078	321,505		4800 COLLECTION	399,777	399,777	407,877	549,973	556,238	556,238
1,643,456	1,472,675	2,712,438		9900 DEBT SERVICE	1,246,658	1,246,658	1,246,658	1,239,374	1,239,374	1,239,374
139,680	134,610	134,610		9950 TRANSFERS	132,465	132,465	132,465	149,910	149,910	149,910
-	-	-		9990 CONTINGENCY	-	-	-	-	-	-
5,507,816	5,099,760	6,064,680	T	OTAL EXPENDITURES	4,963,961	4,963,961	4,982,611	5,538,867	5,551,257	5,551,257
			R	EVENUES OVER (UNDER) EXPENDITURES	-	_	-	-	-	-
			C	APITAL FUND:						
1,429,428	1,081,616	1,515,504	T	OTAL W/W CAPITAL FUND REVENUES	1,040,000	1,177,215	1,177,215	1,111,250	1,111,250	1,111,250
-	-	-		8942 Automated Meter Reading	-	-	-	-	1	1
106,639	142,305	69,975		9030 I & I Rehabilitation Project	100,000	172,330	172,330	-	-	-
-	-	-		9035 Major Process Equip Upgrade - WPCF	50,000	114,885	114,885	-	ı	ı
74,719	=	-		9065 Vehicle & Equipment Replacement	110,000	110,000	110,000	=	ı	-
				9396 E911 Radios	=	=	-	=	=	-
-	850,000	-		9950 Transfer to Operations	780,000	780,000	780,000	1,111,250	1,111,250	1,111,250
-	-	-		CONTINGENCY - RESERVED/UNRESERVED	-	-	-	-	-	-
181,358	992,305	69,975	T	OTAL EXPENDITURES	1,040,000	1,177,215	1,177,215	1,111,250	1,111,250	1,111,250

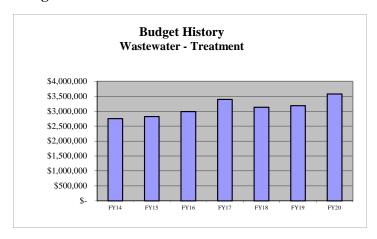
			_						FY20	FY20	FY20
FY17	FY18	FY18				FY19	FY19	PROJECTED	DEPT	MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL				ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
HOTORE	THITETIBLE	Herenz				TIDOT TED	THITEITEE	111)	REQUEST	TROTOBED	IID OT TEE
			RI	ESERVE	BALANCES						
0	0	0			Reserves - Prior year balance	(	0	0	0	0	0
			M	ETEREI	SALES						
4,169,942	4,250,000	4,226,145		43280	Metered Sales - Wastewater	4,250,000	4,250,000	4,250,000	4,808,000	4,808,000	4,808,000
			U'l	TILITY I							
0	~	200		43310	After Hours Reconnection Fee	(	,	-	-		0
82,208	90,000	80,291			Delinquent Fees	90,000	90,000	90,000	90,000	90,000	90,000
12,656	13,000	10,940		43330	Disconnect Fees	13,000	13,000	13,000	13,000	13,000	13,000
30,274	35,000	34,016			Penalties	35,000	35,000	35,000	35,000	35,000	35,000
7,903	10,000	26,962			Septage Receiving Fees	20,000	- ,	- ,	23,000	23,000	23,000
82,122	81,000	83,083		42000	AMR Surcharge	82,000	82,000	82,000	0	0	0
			U'l		CHARGES, MISCELLANEOUS						
5,840	3,000	0			Time & Material Charges - Misc.	3,000			3,000	3,000	3,000
2,489	3,000	1,351			Time & Material Charges - Taps	3,000	3,000	6,000	3,000	3,000	3,000
1,250	500	(1,500)			FOG permits	500	500		20,000	20,000	20,000
0	0	0		41292	Wastewater Discharge Permit	(	0	1,000	1,000	1,000	1,000
			RI		FROM USE OF MONEY						
1,379	500	32,363			Interest on Investments	37,500			125,000	125,000	125,000
0	0	7,689		42362	Interest Income - Investments	(	0	60,000	0	0	0
			M	ISCELL	ANEOUS						
					Insurance Dividend						
0	0	0			Insurance Claims/Recoveries	. (	,				0
0	0	0	_		Reimbursements, Rebates & Recov		0				0
195	0	0			Miscellaneous		0			-	0
177,305	0	776,563			Developer Contributions	,	0	-	,		0
0	0	0			Sale of Salvage & Surplus Material		, ,	_		~	0
238	1,000	0			Sale of Surplus Equipment	1,000		,	1,000	1,000	1,000
0	0	0			Sale of Capital Assets		0	_			0
0	0	0		44565	Used Oil Proceeds		0	0	0	0	0
			тт	ANGEE	R FROM CAPITAL						
0	612,760	0	11		Transfer from Reserves	428,96	428,961	365,611	416,867	429,257	429,257
0	012,700		_	44900	11alister Holli Keserves	428,90	428,961	303,011	410,807	429,237	429,237
4,573,799	5,099,760	5,278,102	T	TAL RI	EVENUES / OTHER SOURCES	4,963,961	4,963,961	4,982,611	5,538,867	5,551,257	5,551,257
.,,.,,	2,0,2,.00	2,2.0,102		10		.,,,,,,,,,	.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	.,, 02,011	2,220,007	2,221,237	2,221,237

# **WASTEWATER - TREATMENT (4700)**

### **Mission:**

The mission of the Environmental Services Department is to secure, maintain and provide reliable and safe water and wastewater services while exceeding all regulatory requirements. To do so in a cost effective manner to meet the present and future community needs while promoting economic development activities within our community and maintaining a high level of customer satisfaction.

# **Budget and Staff Resources:**



		Budget &	Staffing S	Summary		
	FY18	FY19	FY19	FY20	FY20	FY20
Category	<u>Actual</u>	<u>Adopted</u>	YE Proj	Dept Request	Mgr Proposed	Adopted
Authorized Persons	15	15	15	15.4	15.4	15.4
Expenditures						
Expenditures Personnel	1,162,615	1,222,452	1,222,452	1,266,949	1,275,844	1,275,844
1	1,162,615 1,717,128	1,222,452 1,912,609	1,222,452 1,923,159	1,266,949 1,932,661	1,275,844 1,929,891	1,275,844 1,929,891
	, - ,	, , -		,,-	, , .	

# **Major Budget Highlights for FY20:**

Total Budget Increase

\$

420,674

- The proposed budget increase includes the proposed merit pay increase.
- Budget increase due to Billing & Administrative Support (\$31,782)
- The proposed budget includes an additional \$300,000 in Capital Outlay to replace 2 emergency generators, which would previously have been budgeted in the Capital Budget.
- The proposed budget includes an additional \$50,000 in Capital Outlay for major equipment upgrades, which would previously have been budgeted in the Capital Budget.

#### In FY20 the Wastewater Department will:

- Providing safe potable water and wastewater effluent quality that exceeds all regulatory requirements and protects the environment. Continue to develop groundwater well system capacity for providing improved system reliability, especially during droughts.
- Providing reliable water and sewer service.
- Providing water and sewer services in a cost effective manner with a focus on lowest life cycle cost. Providing water and wastewater services in a manner which maintains a high level of customer satisfaction.

Securing and protecting water sources to meet long term needs of our community. Utilizing the water and wastewater assets to promote economic development activities within our community.

			_						FY20	FY20	FY20
FY17	FY18	FY18				FY19	FY19	PROJECTED	DEPT	MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL				ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
			_								
											-
					TEWATER - TREATMENT						-
			P		EL - WAGES & BENEFITS	211 212					-
861,357	844,521	865,131	_		Salaries	811,513	811,513	811,513	828,973	858,479	858,479
64,284	,	74,144	_		Salaries - Overtime	50,000	50,000	,	50,000	50,000	50,000
54,567	51,266	53,222			Social Security Tax	46,268	46,268	46,268	46,826	48,492	48,492
12,830		12,554	_		Medicare Tax	11,002	11,002		11,122	11,547	11,547
153,823	156,326	188,859	_		Health Insurance	193,689	193,689	193,689	215,756	189,982	189,982
8,942		9,571			OPEB Health Insurance	0	0	_	0		0
103,292		(64,988)			VRS Retirement	82,021	82,021	82,021	84,073	86,739	86,739
10,092		10,584			VRS Group Life Insurance	10,667	10,667	10,667	10,903	11,246	11,246
0	-	0			VRS Disability Insurance	1,709	1,709	1,709	1,858	1,921	1,921
17,503	17,812	13,539		50160	Worker's Comp. Insurance	15,583	15,583	15,583	17,438	17,438	17,438
			S		- PURCHASED, SHARED, INT	ERNAL					
0	Ü	227			Health & Medical Services	0	0	0	0	0	0
33,106	15,000	11,440			Consulting Services	15,000	15,000	15,000	15,000	15,000	15,000
508	30,000	0		51316	Engineering Services	30,000	30,000	30,000	30,000	30,000	30,000
25,172	30,000	22,266		51317	Lab Testing	30,000	30,000	30,000	30,000	30,000	30,000
					Qrtly. Sludge Testing						
					Final Effluent						
					Hardness/Metals						
					Pretreatment Testing						
					Final Effluent Weekly						
					Testing						
					Misc. Including Bioassay						
4,796	5,000	(1,875)		51318	Legal Services	5,000	5,000	5,000	5,000	5,000	5,000
					VAMWA		•		•		•
					Nutrient Trading						
6,320	5,000	14,340		53230	R&M - Buildings & Grounds	7,000	7,000	15,000	15,000	15,000	15,000
16,192		53,549			R&M - Plant	20,000	20,000	20,000	20,000	20,000	20,000
255,479	25,000	22,563			R&M - Infrastructure	23,000	23,000	23,000	23,000	23,000	23,000
,	,	•			Piping, yard hydrants, tank	,		,		,	
					repairs, compressor repairs,						
					lagoon repairs, structure						
					repairs						
					*						
65,875	85,000	81,412		53240	R&M - Equipment	85,000	85,000	85,000	85,000	85,000	85,000
,-,-	,				Pumps & Rebuild	11,000	,	,-	,	,-	,
					Glycerin Pump Replacement						
					Centrifuge Rebuild						

										FY20	FY20	FY20
FY17	FY18	FY18					FY19	FY19	<b>PROJECTED</b>	DEPT	MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL					ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
					Lab Equipment Replacement							
					Misc.							
895	5,000	320		53249	R&M - Misc. / Other		1,000	1,000	50	0	0	0
					Instrumentation Repairs							
30,989	35,000	29,753		53250	Maintenance Service Contract		35,000	35,000	35,000	33,000	33,000	33,000
ļ					Fire Extinguisher							
					Maintenance	1,000						
ļ					Hoist Safety Certification	3,000						
ļ					SCADA Software Support	10,000						
ļ												
ļ					HACH Services/Instrument							
					maintenance and repairs	5,000						
ļ					EworkOrders subscription							
ļ					and services	2,000						
					Boiler Maintenance & Inspec	6,000						
					Specialty HVAC							
ļ					maintenance services	6,000						
90,340	55,000	73,667		53280	Sludge Disposal		55,000	55,000	55,000	55,000	55,000	55,000
					Toxics Engineering			·	·	-		•
5,659	4,000	4,582		52400	Printing and Binding		0	0	0	0	0	0
249	1,000	0			Advertising		1,000	1,000	0	0	0	0
7,264	8,000	8,774		51451	Uniform Rentals		8,000	8,000	8,000	8,000	8,000	8,000
596,742	608,862	608,862		52520	Billing & Administrative Support		674,559	674,559	674,559	709,111	706,341	706,341
21,000	15,000	19,515		_	Motor Pool		15,000	15,000		17,000	17,000	17,000
16,000	15,000	15,116		53525	Mowing, mulching & trimming		15,000	15,000	15,000	15,000	15,000	15,000
								•		•		•
			O'	THER CI	HARGES							
339,664	300,000	305,902		55610	Electrical Services		300,000	300,000	300,000	300,000	300,000	300,000
50,746	100,000	13,963		55620	Heating Services		100,000	100,000	100,000	75,000	75,000	75,000
28,471	20,000	30,494		55630	Water Services		25,000	25,000	25,000	25,000	25,000	25,000
3,659	3,500	3,999		53660	Disposal Fees		3,500	3,500	12,000	12,000	12,000	12,000
18,070	18,000	19,707			Postal Services		6,800	6,800	6,800	6,800	6,800	6,800
14,807	15,000	11,076		52720	Telecommunications		10,000	10,000	10,000	10,000	10,000	10,000
					Verizon Lines, Pump							
					stations, cell phones							
3,394	3,500	3,512		55810	Boiler & Machinery Insurance		3,600	3,600	3,600	3,600	3,600	3,600
22,555	23,250	23,264			Fire / Property Insurance		23,300	23,300		23,000	23,000	23,000
					Contractor's Equipment Insurance							
4,880	5,050	5,032		55840	Motor Vehicle Insurance		5,100	5,100	5,000	5,000	5,000	5,000
17,218	17,750	17,743			General Liability Insurance		18,000	18,000	15,000	15,000	15,000	15,000
9,246		6,751			Education & Training		5,000	5,000		7,000		7,000

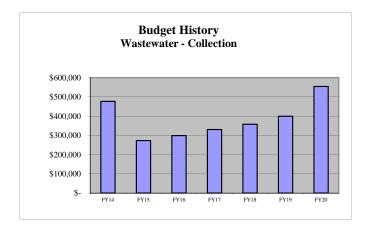
			_							FY20	FY20	FY20
FY17	FY18	FY18					FY19	FY19	PROJECTED	DEPT	MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL					ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
616	,	1,019			Lease Copier		1,000	1,000	1,000	1,000	1,000	1,000
1,070	1,000	1,979			Lodging		1,500	1,500		1,500	1,500	1,500
1,410	1,000	961			Meals		1,000	1,000	1,250	1,250	1,250	1,250
0	0	0		52018	Travel		0	0	400	400	400	400
			M		ANEOUS ITEMS							
12,620	11,000	17,557		52210	Dues & Assoc. Memberships		13,000	13,000	13,000	13,000	13,000	13,000
					Permit Maintenance Fees							
					VWWA Annual Assessment fee	es						
					WEF							
					W/W Operator License							
					Renewals							
		·			New Operator Licenses							
874	4,500	10	_	52220	Bank Fees		0	0	0	0	0	0
07.1	1,500	10	_	32220	Miscellaneous		Ŭ		Ŭ	0	- O	0
					- Introduction							
		<del></del>	М	IATERIA	LS AND SUPPLIES							
3,594	3,000	1,906	147		Office Supplies		2,000	2,000	2,000	2,000	2,000	2,000
863	1,500	307	_		Janitorial Supplies		1,000	1,000	1,000	1,000	1,000	1,000
9,363	7,000	12,804			Vehicle Fuels		8,000	8,000	8,000	8,000	8,000	8,000
4,161	20,000	12,804	_		Fuel Oil		20,000	20,000	10,000	10,000	10,000	10,000
			_									
4,394	10,000	8,129	_		Lube Oil		10,000	10,000	10,000	10,000	10,000	10,000
11,671	5,500	4,664	_		Vehicle & Equipment Supplies		5,500	5,500	10,000	10,000	10,000	10,000
1,246	2,000	1,757	_		Uniform Purchases and Wearing A		2,000	2,000	2,000	2,000	2,000	2,000
15	250	2,200	_		Books, Subscriptions & Education	1	250	250	2,500	2,500	2,500	2,500
303,854	275,000	206,448		53610	Chemicals		275,000	275,000	275,000	275,000	275,000	275,000
					Carbon Source/Glycerin	175,000						
					Aluminum Sulfate	55,000						
					Polymer for sludge handling	40,000						
					Sodium Hypochlorite	2,500						
					Sodium Bicarbonate	2,500						
42,325	40,000	36,542		53650	Laboratory Supplies		40,000	40,000	40,000	40,000	40,000	40,000
					HACH supplies							
					IDEXX Bacteriological							
					Supplies							
					ERA Standards/QC							
					Chemicals/Supplies							
					Filters/Standards							
10,187	9,000	7,746		52660	Operating Supplies		9,000	9,000	9,000	9,000	9,000	9,000
3,649	3,500	7,143			Small Tools		3,500	3,500	3,500	3,500	3,500	3,500
- , , , ,	- 73 0 0	.,			Non-sparking tools		- 7	- ,	- 72 0 0	- 72 0 0	- 72 0 0	- 72 0 0

									FY20	FY20	FY20
FY17	FY18	FY18				FY19	FY19	<b>PROJECTED</b>	DEPT	MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL				ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
				Misc.							
			CAPITAL	OUTLAYS							
7,034	45,000	16,226	77200	Machinery & Equipment		45,000	45,000	45,000	45,000	45,000	45,000
0	0	0	77500	Vehicle Replacement		0	0	0	0	0	0
(351)	5,000	0	77600	Computer Equipment		5,000	5,000	5,000	5,000	5,000	5,000
0	0	158	77650	Computer Software		0	0	0	0	0	0
			79035	Major Process Upgrade		0	0	0	350,000	350,000	350,000
				Replace two (2) emergency							
				generators for sustaining							
				critical wastewater							
				treatment operations at the							
				WPCF	300,000						
				Replacement of critical							
				process equipment at WPCF	50,000						
3,394,582	3,134,397	2,896,127	WASTEW	ATER TREATMENT		3,185,061	3,185,061	3,195,611	3,599,610	3,605,735	3,605,735

# Mission:

The mission of the Environmental Services Department is to secure, maintain and provide reliable and safe water and wastewater services while exceeding all regulatory requirements. To do so in a cost effective manner to meet the present and future community needs while promoting economic development activities within our community and maintaining a high level of customer satisfaction.

# **Budget and Staff Resources:**



	EW10		Staffing S	•	EVO	EV20
	FY18	FY19	FY19	FY20	FY20	FY20
Category	<u>Actual</u>	Adopted	YE Proj	Dept Request	Mgr Proposed	Adopted
Authorized Persons	4	4	4	5.2	5.2	5.2
Evnenditures						
Expenditures Personnel	203,936	290,177	290,177	291,773	298,038	298,038
1	203,936 103,947	290,177 108,100	290,177 116,200	291,773 106,700	298,038 106,700	298,038 106,700
		,	<i>'</i>		*	,

# **Major Budget Highlights for FY20:**

Total Budget Increase

\$

156,461

- The proposed budget increase includes the proposed merit pay increase.
- The proposed budget includes an increase in Capital Outlay of \$150,000, which would previously have been budgeted in the Capital Budget.

#### In FY20 the Wastewater Department will:

- Providing safe potable water and wastewater effluent quality that exceeds all regulatory requirements and protects the environment. Continue to develop groundwater well system capacity for
- providing improved system reliability, especially during droughts.
- Providing reliable water and sewer service.
- Providing water and sewer services in a cost effective manner with a focus on lowest life cycle cost. Providing water and wastewater services in a manner which maintains a high level of customer satisfaction.

Securing and protecting water sources to meet long term needs of our community. Utilizing the water and wastewater assets to promote economic development activities within our community.

T37.4 #	EX.14.0	EX.40	_				T7740	EF.40	PD O IE CIED	FY20	FY20	FY20
FY17	FY18	FY18	_				FY19	FY19	PROJECTED		MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL					ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
			_									_
			181	00 33/49	STEWATER COLLECTION							-
					EL - WAGES & BENEFITS							
147,313	156,136	138,094	1 E		Salaries		192,345	192,345	192,345	192,094	199,872	199,872
6,785		3,098	_		Salaries - Overtime		20,000	20,000	,	20,000	20,000	20,000
0,705		14,950			Salaries - Part-Time		11.000	11,000			11,000	11.000
8,546	,	9,569			Social Security Tax		11,696	11,696		,	12,144	12,144
1,999		2,255	_		Medicare Tax		2,761	2,761	2,761	2,756	2,872	2,872
16,844		18,776			Health Insurance		29,244	29,244	29,244	30,649	27,864	27,864
9,525		12,115			VRS Retirement		15,067	15,067	15,067	15,021	15,636	15,636
1,320		1,470			VRS Group Life Insurance		1,954	1,954	1,954	1,947	2,027	2,027
0		0			VRS Disability Insurance		482	482			499	499
6,467		3,609			Worker's Comp. Insurance		5,628	5,628		6,124	6,124	6,124
			SE	RVICES		RNAL						
0	0	0	-		Health & Medical Services		0	0	0	0	0	0
					Contractual Services		-					
					Engineering Services							
56,107	25,000	19,300		53238	R&M - Infrastructure		25,000	25,000	25,000	25,000	25,000	25,000
1,530		1,982		53240	R&M - Equipment		1,800	1,800	1,800	1,800	1,800	1,800
2,308	1,000	475			R&M - Vehicle		1,000	1,000	10,000	1,000	1,000	1,000
					R&M - Misc. / Other							
999	7,000	10,085		53250	Maintenance Service Contract		8,000	8,000	8,000	7,000	7,000	7,000
					Fire Extinguisher Maintenand	1,000						
					EworkOrders subscription an	1,000						
					Pest Control Services	2,000						
					Sewer Camera Service	3,000						
				52660	Advertising							
708	1,000	715			Uniform Rentals		1,000	1,000	1,000	1,000	1,000	1,000
				52660	Salary & Benefits Payment							
14,000	14,000	18,113		53520	Motor Pool		14,000	14,000	14,000	14,000	14,000	14,000
			O	THER C	HARGES							
0	0	0	0.1	_	Postal Services		0	0	0	0	0	0
4,100	-	3,921			Electrical Services		3,200	3,200	3,200	3,200	3,200	3,200
1,120		1,973			Heating Services		1,000	1,000		1,000	1,000	1,000
2,152		2,152			Miss Utility Tickets		2,000	2,000		2,000	2,000	2,000
4,597		3,766			Telecommunications		4,500	4,500			4,500	4,500
273		279			Contractor's Equipment Insurance		300	300		300	300	300
4,516		4,736			Motor Vehicle Insurance		4,900	4,900	4,900	4,900	4,900	4,900
					License & Permit Bond							

									FY20	FY20	FY20
FY17	FY18	FY18				FY19	FY19	<b>PROJECTED</b>	DEPT	MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL				ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
1,725	500	2,669		51920	Education & Training	2,50	2,500	2,500	2,500	2,500	2,500
0	200	0		52010	Lodging	20	200	300	300	300	300
12	200	12		52015	Meals	20	200	200	200	200	200
0	150	0		52018	Travel		0 0	0	0	0	0
			M		ANEOUS ITEMS						
1,846	0	3,696		52295	Bad Debt Expense		0 0	0	0	0	0
					Miscellaneous						
			M		LS AND SUPPLIES						
191	400	179			Office Supplies	40			400	400	400
151	200	80			Janitorial Supplies	20	200	200	200	200	200
9,905	15,500	12,463			Vehicle Fuels	15,00			15,000	15,000	15,000
208	400	268			Lube Oil	40			400	400	400
13,679	10,000	14,576			Vehicle & Equipment Supplies	11,00		· ·	10,000	10,000	10,000
760	1,000	716			Uniform Purchases and Wearing Appare			· ·	1,500	1,500	1,500
3,480	2,500	1,263			Operating Supplies	2,50	2,500	2,500	2,500	2,500	2,500
159	8,000	528		53670	Small Tools	8,00	000,8	8,000	8,000	8,000	8,000
			CA		OUTLAYS						
6,771	0	13,622			Machinery & Equipment	1,50	1,500	1,500	1,500	1,500	1,500
0	0	0			Furniture and Fixtures		0 0	0	0	0	0
0	0	0		77500	Vehicle Replacement		0 0	0	0	0	0
				79030	I & I Rehabilitation					150,000	150,000
0	0	0		79035	Major Process Upgrade		0	0	150,000	0	0
					Rehabilitation & Repair of						
					public sewer mains to						
					reduce inflow and						
					infiltration (I&I)						
330,097	358,078	321,505	W	ASTEW	ATER COLLECTION	399,77	399,777	407,877	549,973	556,238	556,238

										FY20	FY20	FY20
FY17	FY18	FY18					FY19		PROJECTED	DEPT	MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL					ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
												-
			99		SERVICE							
1,330,161	0	1,319,985			Depreciation Expense		0	0	0	0	0	0
0	0	0		89500	Lease Payments - Principal		0	0	0	0	0	0
					Unit 900 (Residue)							
0	265,000	265,000			2008 GOB Principal		0	0	-	0	-	0
0	590,163	590,163		89510	2010 GOB 19.25 Principal		414,719	414,719	414,719	427,098	427,098	427,098
0	0	0		89516	2016 Bond - Principal		245,000	245,000	245,000	250,000	250,000	250,000
(141,623)	10,600	43,905		89609	2008 GOB Interest		0	0	0	0	0	0
8,802	51,712	31,901		89610	2010 GOB 19.925M Interest		36,639	36,639	36,639	21,876	21,876	21,876
446,117	555,200	461,483		89616	2016 Bond - Interest		550,300	550,300	550,300	540,400	540,400	540,400
					Amortization of Bond I							
0	0	0		44586	Gain/Loss - Asset Disposal		0	0	0	0	0	0
0	0	0			Bond Issurance Costs		0	0	0	0	0	0
1,643,456	1,472,675	2,712,438		DEBT	SERVICE		1,246,658	1,246,658	1,246,658	1,239,374	1,239,374	1,239,374
												-
			99		ECIATION							
			_		Depreciation							
		-		DEDDI	ECIATION							
				DEIK	ECIATION							
5,368,136	4,965,150	5,930,070		TOTA	L EXPENDITURES		4,831,496	4,831,496	4,850,146	5,388,957	5,401,347	5,401,347
			99:	50 TRAN								
139,680	134,610	134,610		89950	Tfer W/W to GF - PILOT		132,465	132,465	132,465	149,910	149,910	149,910
			_		Transfer to Capital Fund							
139,680	134,610	134,610		TRAN	SFERS		132,465	132,465	132,465	149,910	149,910	149,910
137,000	13 1,010	13 1,010		1101111			132,103	132,103	132,103	110,010	11,5,510	-
		<u> </u>	99	90 CONT	TINGENCY - UNRESERVED							
		<u> </u>	- 22.		Contingency - Unreserved							
		<u> </u>		7770	Commission of the served							
-	-	-		CONT	INGENCY - UNRESERVED		-	-	-	-	-	-
												-
5,507,816	5,099,760	6,064,680		TOTA	L EXPENDITURES & TRANSFI	ERS	4,963,961	4,963,961	4,982,611	5,538,867	5,551,257	5,551,257

#### TOWN OF CULPEPER, VA Wastwater - Capital FY20 BUDGET

							FY20	FY20	FY20
FY17	FY18	FY18		FY19	FY19	PROJECTED	DEPT	MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL		ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
			REVENUES / OTHER SOURCES						
									-
			45600 Bond Proceeds		0				
0	0	0	42062 Miscellaneous Grants	0	0	0	0	0	0
			Loan Proceeds - AMR						
			RESERVES						
0	81,616	0	45600 Reserves	0	137,215	65,215	0	0	0
	01,010		15000 Reserves		137,213	05,215			
			CAPITAL CONTRIBUTION						
5,000	0	0	43845 Tap Fees - In Town	0	0	0	0	0	0
1,320,000	1,000,000	1,430,000	43846 WW Tap Fees - 5/8" meter	1,040,000	1,040,000	1,040,000	1,040,000	1,040,000	1,040,000
(12,500)	0	0	43844 WW Tap Fees - 1" Meter	0	0	0	0	0	0
60,750	0	0	43848 Tap Fees - 1 1/2" meter	0	0	11,250	11,250	11,250	11,250
0	0	0	43849 Tap Fees - 2" meter	0	0	20,250	20,000	20,000	20,000
0	0	60,750	43880 Tap Fees - 3" meter	0	0	0	40,000	40,000	40,000
0	0	0	43881 Tap Fees - 4" meter	0	0	40,500	0	0	0
			Tap Fees - Out of town						
			REVENUE FROM USE OF MONEY						
56,178	0	24,754	42360 Interest On Investments (designated taps)	0	0	0	0	0	0
			FUND TRANSFERS						
			Transfer to Capital Fund						
			Timistry to Suprim Fund						
1,429,428	1,081,616	1,515,504	TOTAL REVENUES / OTHER SOURCES	1,040,000	1,177,215	1,177,215	1,111,250	1,111,250	1,111,250
0	0		2042 A LITOMATED METER DE A DING	0	0	0	0	0	-
0	0	0	8942 AUTOMATED METER READING CAPITAL OUTLAYS	0	0	0	0	U	0
			7200 Machinery & Equipment						
0	0	0	AUTOMATED METER READING	0	0	0	0	0	0
106,639	142,305	69,975	9030 I & I REHABILITATION PROJECT	100,000	172,330	172,330	0	0	0
,	,		SERVICES - PURCHASED, SHARED, INTERNAL	122,300	, 0 0	2.2,250			
			5216 Engineering Services						
			CAPITAL OUTLAYS						
			7040 Infrastructure					1	

#### TOWN OF CULPEPER, VA Wastwater - Capital FY20 BUDGET

FY17 ACTUAL	FY18 AMENDED	FY18 ACTUAL		FY19 ADOPTED	FY19 AMENDED	PROJECTED FY19	FY20 DEPT REQUEST	FY20 MGR PROPOSED	FY20 COUNCIL ADOPTED
106,639	142,305	69,975	I & I REHABILITATION PROJECT	100,000	172,330	172,330	0	0	0
74,719	0	0	9065 VEHICLE & EQUIPMENT REPLACEMENT  SERVICES - PURCHASED, SHARED, INTERNAL  5216 Engineering Services	110,000	110,000	110,000	0	0	0
			CAPITAL OUTLAYS  7500 Vehicle Replacement						
			7200 Machinery & Equipment						
74,719	0	0	VEHICLE & EQUIPMENT REPLACEMENT	110,000	110,000	110,000	-	-	-
24,189	89,311	24,426	9035 MAJOR PROCESS UPGRADE - WPCF  CAPITAL OUTLAYS  77040 Infrastructure  77200 Machinery & Equipment	50,000	114,885	114,885	0	0	0
24,189	89,311	24,426	MAJOR PROCESS EQUIP UPGRADE	50,000	114,885	114,885	-	-	-
0	0	0	9396 E911 RADIOS    CAPITAL OUTLAYS   7040 Infrastructure	0	0	0	0	0	0
0	0	0	9396 E911 RADIOS	-	-	0	0	0	0
181,358	992,305	69,975	sub-total all capital projects	260,000	397,215	397,215	0	0	0
0	850,000	0	9950 Transfers 89960 Transfer to Reserves	780,000	780,000	780,000	1,111,250	1,111,250	1,111,250
0	850,000	0	Transfers	780,000	780,000	780,000	1,111,250	1,111,250	1,111,250
	0		9990 CONTINGENCY - UNRESERVED  89990 Contingency-Reserved	0	0	0	0	0	0
0	0	0	Unreserved CONTINGENCY	-	-	0	0	0	-
181,358	992,305	69,975	TOTAL EXPENDITURES	1,040,000	1,177,215	1,177,215	1,111,250	1,111,250	1,111,250

#### TOWN OF CULPEPER Light & Power - Fund Summary FY20 BUDGET

								FY20	FY20	FY20
FY17	FY18	FY18			FY19	FY19	PROJECTED	DEPT	MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL			ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
			OPERATING	FUND:						
11,731,578	12,262,000	12,530,499	TOTAL LIGH	T AND POWER FUND REVENUES	12,866,200	12,866,200	12,928,000	13,354,963	13,323,246	13,323,246
1,063,598	1,115,812	1,102,269		ADMINISTRATION	1,142,842	1,142,842	1,156,627	1,234,578	1,240,784	1,240,784
7,283,734	7,596,937	7,279,456		GENERATION	7,667,282	7,667,282	7,639,682	8,089,856	8,092,735	8,092,735
1,502,004	1,845,877	1,456,605		DISTRIBUTION	1,755,499	1,755,499	1,687,399	1,985,345	1,983,946	1,983,946
1,094,167	620,344	1,531,711		DEBT SERVICE	518,348	518,348	518,348	528,242	528,242	528,242
364,700	1,083,030	367,860		TRANSFERS	1,782,229	1,782,229	1,925,944	1,516,942	1,477,539	1,477,539
-	-	-	9990	CONTINGENCY	-	-	-	-	-	-
11,308,203	12,262,000	11,737,901	TOTAL EXPE	ENDITURES	12,866,200	12,866,200	12,928,000	13,354,963	13,323,246	13,323,246
423,374	-	792,598	REVENUES C	OVER (UNDER) EXPENDITURES	-	-	-	-	-	-
			CAPITAL FU	ND:						
-	1,085,884	-	TOTAL L&P	CAPITAL FUND REVENUES	140,000	483,235	483,235	-	-	-
124,185	309,729	82,050	8810	DISTRIBUTION SYSTEM IMPRVMTS	100,000	142,000	142,000	-	-	-
-		-	8812	HOSPITAL CIRCUIT	-		-	-	-	-
139,930	-	-	9065	VEHICLE & EQUIPMENT REPLACEMENT	-	-	-	-	-	
-	-	-	8815	ELECTRIC SYSTEM UPGRADE	-	-	-	-	-	-
65,438	82,588	31,353	9209	FINANCIAL SYSTEM UPGRADE	-	51,235	51,235	-		
85,986	138,500	42,444	8825	LED STREETLIGHTING	40,000	90,000	90,000	-	-	-
92,127	45,432	34,230	9010	SUBSTATION UPGRADES	-	-	-	-	-	-
-	200,000	-	8900	DISTRIBUTION 4KV SYS CHANGEOUT	-	200,000	200,000	-	-	-
7,265	309,635	-	8818	OAKLAWN RECONSTRUCTION	-	-	-	-	-	-
			9396	E911 RADIOS	-	-	-	-	-	
514,931	1,085,884	190,077		Total Capital Expenditures	140,000	483,235	483,235	-	-	-
-	-	-	CONTIN	IGENCY - UNRESERVED	-	-	-	-	-	-
514,931	1,085,884	190,077	TOTAL EXPE	NDITURES	140,000	483,235	483,235	-	-	-

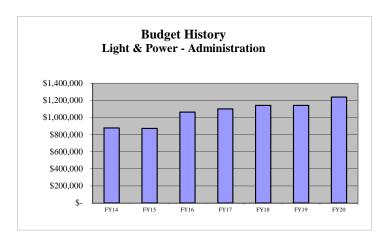
									FY20	FY20	FY20
FY17	FY18	FY18				FY19	FY19	PROJECTED	DEPT	MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL			AI	OOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
			DECEDATE	BALANCES							
			RESERVE	Reserves - Prior Year Balance							
				Loan Proceeds							
			METERDEL								
11 407 227	11.050.000	11.050.004	METEREI			12 100 000	12 100 000	12100000	12 700 062	10.750.046	12.750.246
11,407,337	11,850,000	11,959,984	43220	Metered Sales - Electric		12,400,000	12,400,000	12400000	12,789,963	12,758,246	12,758,246
			*******	The control of the co							
			UTILITY I								
3,550	4,000	2,134		After Hours Reconnection Fee		4,000	4,000	2500	4,500	4,500	4,500
84,699	90,000	82,724		Delinquent Fees		90,000	90,000	90000	90,000	90,000	90,000
13,189	15,000	11,271		Disconnect Fees		13,000	13,000	13000	15,000	15,000	15,000
1,805	10,000	13,765		Meter Fees		15,000	15,000	15000	18,000	18,000	18,000
31,195	40,000	35,049	43370	Penalties		40,000	40,000	40000	40,000	40,000	40,000
				Service Charge - Interest							
				CHARGES, MISCELLANEOUS							
96,492	95,000	97,359		AMR Cost Recovery		96,200	96,200	97000	97,500	97,500	97,500
0	0	0	43560	Pole Permits & Rental Charge		0	0	1000	1,000	1,000	1,000
11,985	15,000	16,699		Time & Material Charges - Misc.		10,000	10,000	10000	10,000	10,000	10,000
27,500	100,000	253,600		Underground Connection Charge		140,000	140,000	150000	160,000	160,000	160,000
0	1,000	0	43350	Overhead Connection Charge		2,000	2,000	1000	1,000	1,000	1,000
			REVENUE	FROM USE OF MONEY							
			122.0	Consumption Tax							
10,915	8,000	37,790		Interest on Investments		30,000	30,000	50000	100,000	100,000	100,000
0	0	3,076	42362	Interest Income - Investments		0	0	30000	0	0	0
			MISCELL	ANEOUS							
				Insurance Dividend							
30,047	10.000	3,492	45525	Insurance Claims/Recoveries		10,000	10,000	7500	7,500	7,500	7,500
188	1,000	0		Reimbursements, Rebates & Recove	eries	1,000	1,000	1000	500		500
3,474	5,000	7,277		Miscellaneous	21103	3,000	3,000	3000	3,000		3,000
3,218	5,000	2,684		Sale Of Salvage & Surplus Materials	c	2,000	2,000	1000	1,000	1,000	1,000
5,984	5,000	271		Sale Of Surplus Equipment	3	3,000	3,000	1000	1,000	1,000	1,000
0,764	8,000	3,324		Recovered Cost - Streetlights in Nev	v Dev	7,000	7,000	15000	15,000	15,000	15,000
0	0,000	0,324	45610	Transfer from Reserves	N DCV.	7,000	7,000	13000	13,000		13,000
- 0	0	0	45010	Transfer from Reserves		U	U	U	0	U	U
11,731,578	12,262,000	12,530,499	TOTAL RI	EVENUES / OTHER SOURCES	1	2,866,200	12,866,200	12928000	13,354,963	13,323,246	13,323,246

## LIGHT & POWER - ADMINISTRATION (5600)

### **Mission:**

To continue to provide the most reliable, efficient and cost effective electric services to the town citizens, our customers.

## **Budget and Staff Resources:**



		Budget &	Staffing S	Summary		
	FY18	FY19	FY19	FY20	FY20	FY20
Category	Actual	Adopted	<u>Projected</u>	Dept Request	Mgr Proposed	<u>Adopted</u>
Authorized Persons	2	2	2	2	2	2
Expenditures						
Personnel	221,097	220,258	220,258	226,464	231,869	231,869
Operating	879,540	919,084	932,869	1,005,914	1,006,715	1,006,715
Capital Outlay	1,632	3,500	3,500	2,200	2,200	2,200
Total Expenditures	1,102,269	1,142,842	1.156.627	1,234,578	1.240.784	1,240,784

# **Major Highlights for FY20**

Total Budget Increase

\$

97,942

- The proposed budget increase includes the proposed merit pay increase.
- Budget increase primarily due to Billing & Administrative Support increase (\$74,764)
- Budget increase due to increase in Maintenance Service Contracts (\$15,000) which was previously not budgeted for.

#### In FY20 the Electric Department will:

- Using technology and prudent electrical practices the Light & Power Department will continue to move towards more cost effective operation while maintaining a high level of customer service to the citizens and the departments/agencies of the Town.
- To maintain and improve the electrical system.
- To provide inventive and cost saving approaches to energy savings to the customers.
- To utilize technology to its fullest potential with the benefits of providing reliable power.

								FY20	FY20	FY20
FY17	FY18	FY18			FY19	FY19	PROJECTED	DEPT	MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL			ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
				RIC ADMINISTRATION						
				L - WAGES & BENEFITS						
158,844	159,256	160,554	50010 S		164,404	164,404	164404	167,609	174,041	174,04
266	1,000	59		alaries - Overtime	500	500		500	500	50
11,363	9,653	9,683		ocial Security Tax	9,857	9,857	9857	10,017	10,455	10,45
2,657	2,257	2,265		Medicare Tax	2,306	2,306		2,344	2,446	2,44
18,729	19,851	22,868		lealth Insurance	23,037	23,037	23037	25,340	23,037	23,03
7,452	0	5,389		PEB Health Insurance	0			0	0	-
16,542	16,518	17,033		RS Retirement	16,622	16,622	16622	16,946	17,597	17,59
2,054	2,040	2,077		RS Group Life Insurance	2,154	2,154	2154	2,196	2,281	2,28
0	0	0		RS Disability Insurance	0		-	0	0	(
1,327	1,565	1,170	50160 V	Vorker's Comp. Insurance	1,378	1,378	1378	1,512	1,512	1,512
				PURCHASED, SHARED, INTERNAL						
357	300	0		lealth & Medical Services	300	300	300	100	100	100
80	3,000	0		&M - Building & Grounds	1,500	1,500		1,000	1,000	1,000
0	1,000	0		&M - Vehicle	0		0	0	0	(
2,929	19,200	8,418	53250 N	Maintenance Service Contract	0	0	15000	15,000	15,000	15,000
				Mythics 5,400						
				TML Copiers 600						
				Misc. 9,000						
5,608	6,000	4,582	52400 P	rinting and Binding	533	533	533	500	500	500
0	500	0		dvertising	500	500	500	0	0	(
803,053	836,302	836,302	52520 B	illing and Administrative Services	894,016	894,016	894016	967,979	968,780	968,780
2,000	1,000	1,000	53520 N	Motor Pool	1,000	1,000	1000	1,000	1,000	1,000
			OTHER CHA	ARGES						
11,213	12,000	15,407	52710 P	ostal Services	3,800	3,800	2000	3,000	3,000	3,000
2,650	4,000	1,986	52720 T	elecommunications	4,000	4,000	4000	3,500	3,500	3,500
1,500	1,545	1,559	55840 N	Notor Vehicle Insurance	1,610	1,610	1610	1,610	1,610	1,610
195	500	174	52015 N	<b>l</b> eals	500	500	500	500	500	500
0	500	0	52018 T	ravel	500	500	500	500	500	500
			MISCELLAN	NEOUS ITEMS						
9,327	10,000	10,035	52210 D	Dues & Assoc. Memberships	10,000	10,000	10585	11,000	11,000	11,000
126	1,500	0	52220 B		0	0		0	0	,
		-	56295 B							
0	0	17		fiscellaneous	0	0	0	0	0	(
			MATERIAL	S AND SUPPLIES						
116	500	0		Office Supplies	500	500	500	0	0	(
	500			Medical Supplies	200	200	200			

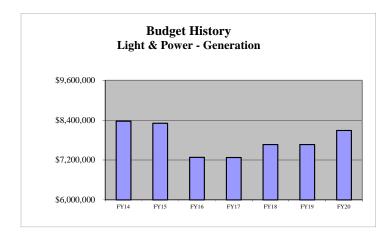
									FY20	FY20	FY20
FY17	FY18	FY18				FY19	FY19	PROJECTED	DEPT	MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL				ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
0	0	0	53560	Vehicle & Equipment Supplies		0	0	0	0	0	0
0	125	0	51570	Uniform Purchases and Wearing A	pparel	125	125	125	125	125	125
48	200	60	52660	Operating Supplies		200	200	200	100	100	100
			CAPITAL	OUTLAYS							
5,163	5,000	1,632	77600	Computer Hardware and Equipmer	ıt	3,000	3,000	3000	2,000	2,000	2,000
0	500	0	77650	Computer software		500	500	500	200	200	200
0	0	0	77500	Vehicle Replacement		0	0	0	0	0	0
1,063,598	1,115,812	1,102,269	ELECTRIC	CADMINISTRATION		1,142,842	1,142,842	1156627	1,234,578	1,240,784	1,240,784

# **LIGHT & POWER - GENERATION (5700)**

#### Mission:

To continue to provide the most reliable, efficient and cost effective electric services to the town citizens, our customers.

## **Budget and Staff Resources:**



		Budget &	Staffing S	Summary		
	FY18	FY19	FY19	FY20	FY20	FY20
Category	<u>Actual</u>	<u>Adopted</u>	<u>Projected</u>	Dept Request	Mgr Proposed	<u>Adopted</u>
Authorized Persons	2	2	2	2	2	2
Expenditures						
Expenditures Personnel	111,041	149,542	150,042	153,036	155,915	155,915
	111,041 7,168,415	149,542 7,517,740	150,042 7,489,640	153,036 7,936,820	155,915 7,936,820	155,915 7,936,820
Personnel	, -	,	, -	,	*	· · · · · · · · · · · · · · · · · · ·

## **Major Highlights for FY20**

Total Budget Increase

\$

425,453

- The proposed budget increase includes the proposed merit pay increase.
- Budget increase due to increase in Electricity Purchased costs projections (\$422,195).

#### In Dept Request the Electric Department will:

- Using technology and prudent electrical practices the Light & Power Department will continue to move towards more cost effective operation while maintaining a high level of customer service to the citizens and the departments/agencies of the Town.
- To maintain and improve the electrical system.
- To provide inventive and cost saving approaches to energy savings to the customers.
- To utilize technology to its fullest potential with the benefits of providing reliable power.

FY17	FY18	FY18				FY19	FY19	PROJECTED	FY20 DEPT	FY20 MGR	FY20 COUNCIL
ACTUAL	AMENDED	ACTUAL				ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
			5700-ELEC	CTRIC GENERATION							
			PERSONN	EL - WAGES & BENEFITS							
102,244	92,239	101,136		Salaries		107,100	107,100		107,453	111,489	111,489
1,011	1,000	1,709		Salaries - Overtime		1,000	1,000		2,000	2,000	2,000
6,105	5,589	5,961		Social Security Tax		6,527	6,527		6,573	6,830	6,830
1,428	1,307	1,394		Medicare Tax		1,527	1,527		1,538	1,598	1,598
15,854	19,851	19,679		Health Insurance		19,496	19,496		21,444	19,496	19,496
(25,918)	9,565	(21,054)	50140	VRS Retirement		10,829	10,829	10829	10,865	11,274	11,274
1,256	1,181	1,224	50145			1,404	1,404		1,409	1,461	1,461
0	0	0		VRS Disability Insurance		347	347		348	361	361
1,139	1,328	991	50160	Worker's Comp. Insurance		1,312	1,312	1312	1,406	1,406	1,406
			SERVICES	3 - PURCHASED, SHARED, INTI	ERNAL						
0	300	0	50210	Health & Medical Services		0	0	Ü	700	700	700
1,783	35,000	19	53230	R&M - Buildings & Grounds		30,000	30,000	5000	30,000	30,000	30,000
				Installation of new fences							
				and security gates	25,000						
				Misc. repairs, light fixtures	5,000						
8,080	10,000	90,332	53239	R&M - Engines		20,000	-,		20,000		20,000
0	8,000	192	53240	R&M - Equipment		8,000	8,000	8000	25,000	25,000	25,000
2,630	20,000	1,800	53250	Maintenance Service Contract		20,000	20,000	20000	5,000	5,000	5,000
				People's Choice Answering							
				Service	2,000						
				Misc.	3,000						
604	1,000	604	51451	Uniform Rentals		1,000	1,000	1400	1,500	1,500	1,500
			OTHER C								
0	0	0		Water Services		0		-	0		0
3,520	0	0		Postal Services		0	,		0		0
615	1,000	2,001		Telecommunications		1,500			2,200		2,200
708	729	731		Boiler & Machinery Insurance		750			775	775	775
8,183	8,428	8,428		Fire / Property Insurance		8,680	8,680		8,950		8,950
2,732	2,814	2,822		Contractor's equipment insurance		2,910	2,910		3,000		3,000
12,862	13,248	13,504	55870	General Liability Insurance		13,900	13,900	13900	14,300	14,300	14,300
				ANEOUS ITEMS							
0	0	0	52220	Bank Fees		0	0	0	0	0	0
				Bad Debt Expense							
				LS AND SUPPLIES							
0	0	0	53550	Vehicle Fuels		0	0	0	0	0	0

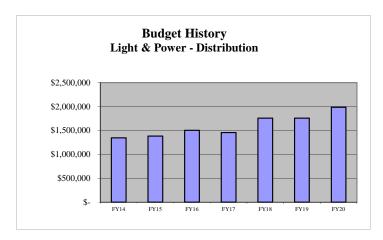
											1
									FY20	FY20	FY20
FY17	FY18	FY18				FY19	FY19	PROJECTED	DEPT	MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL				ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
12,382	50,000	(16,530)	53552	Fuel Oil		25,000	25,000	25000	20,000	20,000	20,000
0	1,500	0	53555	Lube Oil		1,500	1,500	0	1,500	1,500	1,500
90	1,000	0	53560	Vehicle & Equipment Supplies		0	0	0	0	0	0
1,047	1,500	472	51570	Uniform Purchases and Wearing Ap	oparel	1,000	1,000	1000	1,500	1,500	1,500
0	5,000	0	52580	Books, Subscriptions & Education		3,000	3,000	1000	0	0	0
7,125,381	7,304,858	7,063,739	56620	Electricity Purchased		7,380,000	7,380,000	7380000	7,802,195	7,802,195	7,802,195
				VMEA - GDS Projections							
0	0	2	52660	Operating Supplies		0	0	0	0	0	0
0	500	300	53670	Small Tools		500	500	500	200	200	200
			CAPITAL	OUTLAYS							
0	0	0	79010	Substation Upgrades		0	0	0	0	0	0
0	0	0	77500	Vehicle Replacement		0	0	0	0	0	0
7,283,734	7,596,937	7,279,456	ELECTRIC	C GENERATION		7,667,282	7,667,282	7639682	8,089,856	8,092,735	8,092,735

## **LIGHT & POWER - DISTRIBUTION (5800)**

### Mission:

To continue to provide the most reliable, efficient and cost effective electric services to the town citizens, our customers.

## **Budget and Staff Resources:**



		Budget &	Staffing S	summary		
	FY18	FY19	FY19	FY20	FY20	FY20
Category	<u>Actual</u>	<u>Adopted</u>	Projected	Dept Request	Mgr Proposed	<u>Adopted</u>
Authorized Persons	14	14	14	13	13	13
Expenditures						
Expenditures Personnel	1,068,814	1,272,499	1,272,499	1,272,695	1,291,296	1,291,296
•	1,068,814 309,040	1,272,499 407,000	1,272,499 352,400	1,272,695 401,050	1,291,296 401,050	1,291,296 401,050
Personnel	,,-	, . ,	, , , , , ,	, , , , , , ,	, ,	

# **Major Highlights for FY20**

Total Budget Increase

\$

228,447

- The proposed budget increase includes the proposed merit pay increase.
- The proposed budget includes an increase in Capital Outlay (\$269,000) which was previously budgeted in the Capital Budget.
- The proposed budget includes a Pickup replacement in Capital Outlay (\$35,000).
- The proposed budget includes a Dump Brush Truck replacement in Capital Outlay (\$65,000).

#### In FY20 the Electric Department will:

- Using technology and prudent electrical practices the Light & Power Department will continue to move towards more cost effective operation while maintaining a high level of customer service to the citizens and the departments/agencies of the Town.
- To maintain and improve the electrical system.
- To provide inventive and cost saving approaches to energy savings to the customers.
- To utilize technology to its fullest potential with the benefits of providing reliable power.

FY17 ACTUAL	FY18 AMENDED	FY18 ACTUAL				FY19 ADOPTED	FY19 AMENDED	PROJECTED FY19	FY20 DEPT REQUEST	FY20 MGR PROPOSED	FY20 COUNCIL ADOPTED
			5800-ELEC	CTRIC DISTRIBUTION							
			PERSONN	EL - WAGES & BENEFITS							
807,982	870,437	752,459	50010	Salaries		902,364	902,364	902364	896,536	926,116	926,116
43,286	70,000	46,940	50020	Salaries - Overtime		50,000	50,000	50000	60,000	60,000	60,000
55,704	52,823	47,674	50110	Social Security Tax		53,678	53,678	53678	53,063	54,865	54,865
13,028	12,354	11,150	50120	Medicare Tax		12,560	12,560		12,413		12,833
92,413	129,031	112,566	50130	Health Insurance		138,745	138,745		135,067	118,910	118,910
82,793	90,395	78,801	50140	VRS Retirement		91,149	91,149	91149	90,647	93,230	93,230
10,155	11,161	9,704	50145			11,815	11,815	11815	11,751	12,083	12,083
0	0	0	50150			1,130	1,130		1,490		1,53
10,889	12,549	9,522	50160	Worker's Comp. Insurance		11,058	11,058	11058	11,728	11,728	11,72
1,180	0	0	50180	Other Payroll Benefits Exp		0	0	0	0	0	
			SERVICES	S - PURCHASED, SHARED, INTI	ERNAL						
442	2,000	0	50210	Health & Medical Services		2,000	2,000	1000	4,200	4,200	4,200
0	20,000	0	51314	Consulting Services (system study)	)	10,000	10,000	5000	10,000	10,000	10,000
8,581	10,000	22,296	51315	Contractor Services-(tree r/o/w serv	vice)	10,000	10,000	5000	2,500	2,500	2,500
21,108	30,000	12,045	53230	R&M - Building & Grounds		25,000	25,000	15000	20,000	20,000	20,000
				Backup generators for Truck and L&P office building Misc repairs, Light bulb replacements	15,000 5,000						
5 267	25,000	3,859	53240	R&M - Equipment	3,000	20.000	20.000	10000	15,000	15,000	15,000
5,367 2,715	10,000	6,690	53240	R&M - Vehicles		15,000	15,000		21,000		21,00
456	10,000	313	53245	R&M - Tools		5,000	5,000		3,000		3,00
6,975	5,000	1,921	53247	R&M - Street lights - Misc		5,000	5,000		3,000	·	3,00
71,098	60,000	39,745	53250	Maintenance Service Contract		40,000	40.000		49.000		49.00
71,070	00,000	37,143	33230	Accurate Calibration	1,500	40,000	40,000	40000	42,000	47,000	42,00
				Aclara	17,869						
				CSM Integration	20,272						
		<del></del>		Special Fleet Svcs	1,200						
				Mitchell1	1,129						
				Misc.	7,030						
2,864	3,500	4,028	53271	OH Line Agreement	7,030	7,000	7,000	7000	7,000	7,000	7,00
1,060	3,300	4,028	52410	Advertising		7,000	7,000		7,000		7,00
6,114	7,500	7,549	51451	Uniform Rentals		7,500	7,500	-	15,000	-	15,00
,		·		Rental cost for fire retardant clothing, current and future L&P staff						,	,
50,000	50,000	49,000	53520	Motor Pool		50,000	50,000		50,000		50,00
6,500	7,500	6,430	53525	Mowing, mulching, trimming		7,500	7,500	7500	7,500	7,500	7,50

FY17 ACTUAL	FY18 AMENDED	FY18 ACTUAL				FY19 ADOPTED	FY19 AMENDED	PROJECTED FY19	FY20 DEPT REQUEST	FY20 MGR PROPOSED	FY20 COUNCIL ADOPTED
			OTHER C	HADCES							
9,420	15,000	15,625		Heating Services		15,000	15,000	15000	15,000	15,000	15,00
776	700	670		Water Services		700	700	700	700	700	70
714	600	729	53640	Sewage Services		600	600		400	400	40
710	1,500	300		Disposal Fees		1,000	1,000		500	500	50
2,935	4,000	3,264		Miss Utility Tickets		4,000	4,000		6,000	6,000	6,00
0	100	88		Postal Services		100	100		200	200	20
16,535	15,000	20,115	52720	Telecommunications		15,000	15,000		15,000	15,000	15,00
764	787	789		Boiler & Machinery Insurance		810	810		850	850	85
,			10000	Fire / Property Insurance				000			
				Contractor's Equipment Insurance							
9,359	9,640	9,701	55840	Motor Vehicle Insurance		9,990	9,990	9990	10,200	10,200	10,20
				General Liability Insurance						·	
6,925	7,500	1,285	51920	Education & Training		7,500	7,500	7500	20,000	20,000	20,00
				Lineman school training for							
				4 employees	12,000						
				Substation school for 2							
				employees	6,000						
				Safety training for							
				department staff	2,000						
3,119	5,000	4,629		Lodging		5,000	5,000		5,000	5,000	5,00
1,115	2,000	1,590		Meals		2,000	2,000	2000	3,000	3,000	3,00
435	500	213	52018	Travel		500	500		0		
0	0	0				0	0		0		
0	0	0		ANEOUS ITEMS		0			0		
4,022	15,000	3,901	52295	Bad Debt Expense		15,000	15,000	15000	0	0	
				Miscellaneous							
			MATEDIA	LS AND SUPPLIES							
1,980	2,000	1,040		Office Supplies		2,000	2,000	1000	2,500	2,500	2,50
120	1,000	8		Medical Supplies		500	500		300	300	30
24	300	6	53540	Janitorial Supplies		300	300		200	200	20
15,156	20,000	17,863	53550	Vehicle Fuels		20,000	20,000		20,000	20,000	20,00
642	1,000	811		Lube Oil		1,500	1,500		1,500	1,500	1,50
15,663	20,000	9,862	53560	Vehicle & Equipment Supplies		15,000	15,000		15,000	15,000	15,00
12,568	18,000	16,052		Uniform Purchases and Wearing A	pparel	18,000	18,000		18,000	18,000	18,00
8,190	20,000	11,264	52580	Books, Subscriptions & Education	F 1'	20,000	20,000		6,000	6,000	6,00
12,528	20,000	15,781	53630	Meter Purchases		20,000	20,000		25,000	25,000	25,00
4,059	3,500	4,480		Operating Supplies		3,500	3,500		6,500	6,500	6,50
13,821	30,000	14,037	53670	Small Tools		20,000	20,000		20,000	20,000	20,00
5,582	7,500	1,059		Traffic Signals & Signs		5,000	5,000		2,000	2,000	2,00
			CAPITAL	OUTI AVS							

									FY20	FY20	FY20
FY17	FY18	FY18				FY19	FY19	PROJECTED	DEPT	MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL				ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
19,368	40,000	4,817	77200	Machinery & Equipment		20,000	20,000	10000	20,000	0	0
0	0	0	77500	Vehicle Replacement		0	0	0	100,000	100,000	100,000
				Replace Unit 820, 2005							
				GMC Pickup	35,000						
				Replace Unit 845, 2004							
				Dump Brush Truck	65,000						
3,578	10,000	1,691	77600	Computer Equipment		5,000	5,000	2000	2,000	2,000	2,000
				Misc. computer equip.							
0	1,000	30	77650	Computer Software		1,000	1,000	500	500	500	500
33,253	50,000	41,496	77720	New Lines & Customers		25,000	25,000	25000	25,000	25,000	25,000
(2,066)	35,000	30,716	77730	Street & Yard Light Upgrades		25,000	25,000	25000	15,000	15,000	15,000
0	0	0	78810	Distribution System Improvements		0	0	0	149,100	149,100	149,100
				Moved from Capital							
1,502,004	1,845,877	1,456,605	ELECTRI	C DISTRIBUTION		1,755,499	1,755,499	1687399	1,985,345	1,983,946	1,983,946

FY17 ACTUAL	FY18 AMENDED	FY18 ACTUAL			FY19 ADOPTED	FY19 AMENDED	PROJECTED FY19	FY20 DEPT REQUEST	FY20 MGR PROPOSED	FY20 COUNCIL ADOPTED
			0000 DEPT	SERVICE						
991,696	0	983,895		Depreciation Expense	0	0	0	0	0	0
0	44,009	44,009		Lease Payments - Principal	0	0	-	0	-	0
0	105,000	105,000		2008 GOB - new lines	0	0	-	0		0
0	163,842	163,842		2020 GOB 19.25M Principal	130,047	130,047		135,625	135,625	135,625
0	100,000	100,000		2012A GO Bonds - Principal	100,000	100,000		105,000	105,000	105,000
0	0	0		2016 Bond - Principal	95,000	95,000		100,000	100,000	100,000
0	55,440	0		2015 Water Loan to L/P	55,994	55,994	55994	56,554	56,554	56,554
8,422	1,584	1,584	89600	Lease Payments - Interest	0	0	0	0	0	0
(8,964)	4,200	9,666		2008 GOB New lines	0	0	0	0	0	0
3,782	15,968	10,762	89610	2010 GOB 19.925M Interest	11,560	11,560	11560	6,896	6,896	6,896
32,254	37,800	39,681	89612	2012A GO Bonds - Interest	35,700	35,700	35700	38,580	38,580	38,580
64,178	90,250	71,020	89616	2016 Bond - Interest	88,350	88,350	88350	84,450	84,450	84,450
				2006 L&P Loan Interest						
				2007 L & P Loan Interest						
2,800	2,251	2,251	89682	2015 Water Loan to L & P Interest	1,697	1,697	1697	1,137	1,137	1,137
				Amortization of 2002 Bond						
				Water fund loan repmt \$600K						
				Water fund loan repmt \$1800K						
0	0	0	89710	Bond Issurance Costs	0	0	0	0	0	0
1,094,167	620,344	1,531,711	DERT	SERVICE	518,348	518,348	518348	528,242	528,242	528,242
1,024,107	020,344	1,551,711	DEBI	SERVICE	310,340	310,340	310340	320,242	320,242	320,242
			9925-DEPI	RECIATION						
			))23-DEI I	Depreciation						
-	-	-	DEPRI	ECIATION	-	-	0	-	-	-
10,943,503	11,178,970	11,370,041	TOTA	L EXPENDITURES	11,083,971	11,083,971	11002056	11,838,021	11,845,707	11,845,707
			9950-TRAI	NSEEDS						
364,700	367,860	367,860		Transfer Elec. to G/F - PILOT	368,700	368,700	368700	394,724	393,772	393,772
0	715,170	0		Transfer to Capital Fund	1,413,529	1,413,529		1,122,218	1,083,767	1,083,767
- O	713,170		87700	Transier to Capitai I und	1,413,327	1,413,327	1337244	1,122,210	1,005,707	1,005,707
364,700	1,083,030	367,860	TRAN	SFERS	1,782,229	1,782,229	1925944	1,516,942	1,477,539	1,477,539
			9990-CON	ΓINGENCY - UNRESERVED		·		·		·
				Contingency - Unreserved						
-	-	- 11 727 001		INGENCY - UNRESERVED	- 12.055.200	-	0	- 12.254.062	-	- 12 222 2 / -
11,308,203	12,262,000	11,737,901	TOTA	L EXPENDITURES & TRANSFERS	12,866,200	12,866,200	12928000	13,354,963	13,323,246	13,323,246

#### TOWN OF CULPEPER Light & Power - Capital FY20 BUDGET

FY17 ACTUAL	FY18 AMENDED	FY18 ACTUAL		FY19 ADOPTED	FY19 AMENDED	PROJECTED FY19	FY20 DEPT REQUEST	FY20 MGR PROPOSED	FY20 COUNCIL ADOPTED
							-		
			GENERAL OBLIGATION BOND						
0	0	0	42151 Loan Proceeds	0	0	0	0	0	(
			RESERVE BALANCES						
0	880,384	0	45600 Reserves - Prior Year Balance	0	343,235	343,235	0	0	(
			Unreserved-transfer from capital fund						
			Reserved-loan proceeds from prior year						
			Reserves - AMR Cost Recovery						
0	-	0	42360 Interest on Investments	0	-		0		
0	-	0	44760 Bulk Feed Installations	0	Ü	0	0	Ü	,
0	205,500	0	44950 Transfer from Reserves	140,000	140,000	140,000	0	0	(
			FUND TRANSFERS						
0	0	0	89960 Transfer to Capital Fund from Operations	0	0	0	0	0	(
				110000					
-	1,085,884	-	TOTAL REVENUES / OTHER SOURCES	140,000	483,235	483,235	-	-	-
121105	200 520	02.050		100.000	1.12.000	1.12.000			
124,185	309,729	82,050	8810-DISTRIBUTION SYSTEM IMPROVEMENTS	100,000	142,000	142,000	0	0	(
			SERVICES - PURCHASED, SHARED, INTERNAL						
			75215 Contract Services						
			75216 Engineering Services						
			CAPITAL OUTLAYS						
			77040 Infrastructure						
			77200 New lines & customers						
			77200 Machinery & Equipment						
121105	200 520	02.050	Moved to Operating	100.000	1.12.000	1.12.000			
124,185	309,729	82,050	DISTRIBUTION SYSTEM IMPROVEMENTS	100,000	142,000	142,000	-	-	-
0	0	0	8815 ELECTRIC SYSTEM UPGRADES	0	0	0	0	0	
0	U	<u> </u>	CAPITAL OUTLAYS	0	U	U	0	0	(
		<del></del>	77200 Mahinery & Equipment						
			7/200 Manthery & Equipment						
0	0	0	ELECTRIC SYSTEM UPGRADES	_	_	_		_	
0	U	<u>_</u>	ELECTRIC STSTEM OF GRADES		-	-		-	
65,438	82,588	31,353	9209 FINANCIAL SYSTEM UPGRADE	0	51,235	51,235	0		
05,450	02,500	31,333	CAPITAL OUTLAYS	-	31,233	31,233	0		
		*	7600 Computer Hardware						
			7650 Computer Software						
		<u> </u>	7555 Computer Softmare						
65,438	82,588	31,353	FINANCIAL SYSTEM UPGRADE	-	51,235	51,235	_		
22,120	52,230	22,220			21,200	,			
0	200,000	0	8900 DISTRIBUTION 4KV SYS CHANGEOUT	0	200,000	200,000	0	0	(
	,		CAPITAL OUTLAYS		,	,,,,,			
			77200 Machinery & Equipment						

#### TOWN OF CULPEPER Light & Power - Capital FY20 BUDGET

FY17 ACTUAL	FY18 AMENDED	FY18 ACTUAL	Bushes (Transformand Miss	FY1 ADOP		FY19 AMENDED	PROJECTED FY19	FY20 DEPT REQUEST	FY20 MGR PROPOSED	FY20 COUNCIL ADOPTED
			Purchase of Transformers and Misc Equipment							
0	200,000	0			-	200,000	200,000	-	-	-
07.005	120 700	12.111			10.000		00.000			
85,986	138,500	42,444	8825 LED STREETLIGHTING CAPITAL OUTLAYS	4	10,000	90,000	90,000	0	0	
			77200 Machinery & Equipment							
05.006	120 500	12 111			0.000	00.000	00.000			
85,986	138,500	42,444	LED STREETLIGHTING	40	0,000	90,000	90,000	-	-	-
7,265	309,635	0	08818 OAKLAWN RECONSTRUCTION SERVICES - PURCHASED, SHARED, INTERNAL		0	0	0	0	0	
			75216 Engineering Services CAPITAL OUTLAYS							
			77040 Infrastructure							
			77200 Machinery & Equipment							
7,265	309,635	0	OAKLAWN RECONSTRUCTION		-	-	-	_	-	-
92,127	45,432	34,230	9010 SUBSTATION UPGRADES		0	0	0	0	0	
			SERVICES - PURCHASED SHARED, INTERNAL 75216 Engineering Services							
			CAPITAL OUTLAYS							
			77040 Infrastructure							
			77200 Machinery & Equipment							
92,127	45,432	34,230	SUBSTATION UPGRADES		-	_	-	_	-	
,	,									
			9396 E911 RADIOS CAPITAL OUTLAYS							
			77040 Infrastructure							
0	0	0	E911 RADIOS		-	-	-	-	-	
120.022										
139,930	0	0	9065 - VEHICLE & EQUIPMENT REPLACEMENT CAPITAL OUTLAYS		0	0	0	0	0	
			77500 Vehicle & Equipment Replacement							
139,930	0	0	VEHICLE & EQUIPMENT REPLACEMENT		-	-	-	-	-	
514,931	1,085,884	190,077	sub-total of all capital projects	140	0,000	483,235	483,235	-	-	-

### TOWN OF CULPEPER Light & Power - Capital FY20 BUDGET

										FY20	FY20	FY20
FY17	FY18	FY18					FY19	FY19	PROJECTED	DEPT	MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL					ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
						ENCY - UNRESERVED						
				89990	Con	tingency - Reserved						
				89991								
0	0	0	CON	TINGE	NCY	Y - UNRESERVED	-	-	-	-	-	-
514,931	1,085,884	190,077		TOTAL	L EX	<b>KPENDITURES</b>	140,000	483,235	483,235	-	-	-

#### TOWN OF CULPEPER Cemetery Perpetual Care - Fund Summary FY20 BUDGET

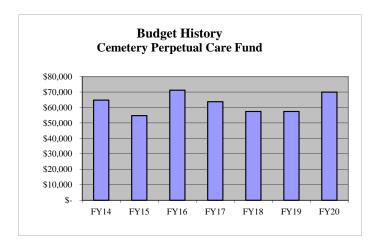
								FY20	FY20	FY20
FY17	FY18	FY18			FY19	FY19	PROJECTED	DEPT	MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL			ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
			OPERA	ATING FUND:						
71,238	870,200	63,779	TOTAL	CEMETERY PERPETUAL CARE FUND REVENUES	927,700	927,700	927,700	1,027,150	1,027,150	1,027,150
-	870,200	-	9990	CONTINGENCY	927,700	927,700	927,700	1,027,150	1,027,150	1,027,150
-	870,200	-	TOTAL	EXPENDITURES	927,700	927,700	927,700	1,027,150	1,027,150	1,027,150

## **CEMETERY PERPETUAL CARE FUND**

### Mission:

To provide a corpus from which interest earnings provide sufficient funds for capital improvements to Fairview Cemetery.

## **Budget and Staff Resources:**



Budget & Staffing Summary											
	FY18	FY19	FY19	FY20	FY20	FY20					
ategory	<u>Actual</u>	<u>Adopted</u>	<u>Projected</u>	Dept Request	Mgr Proposed	<u>Adopted</u>					
authorized Persons		<u> </u>									
vnandituras											
xpenditures Personnel	-	_	_	-	-	-					
•	- 63,779	- 57,500	- 57,500	70,000	- 70,000	- 70,000					
			57,500		70,000	70,000					

# **Major Highlights for FY20:**

Total Budget Increase

\$

12,500

One hundred percent (100%) of the revenue generated from the sales of grave spaces is allocated to the Perpetual Care Fund, with no expenditures.

#### TOWN OF CULPEPER Cemetery Perpetual Care - Operating FY20 BUDGET

									FY20	EX/20	FY20
FY17	FY18	FY18				FY19	FY19	PROJECTED	DEPT	FY20 MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL				ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
ACTUAL	AMENDED	ACTUAL				ADOLLED	AMENDED	FII	REQUEST	I KOI OSED	ADOLLED
			RESE	RVE BA	ALANCES						
0	819,100	0			Reserves	870,200	870,200	870,200	957,150	957,150	957,150
							·			,	
			REVI	NUE FI	ROM USE OF MONEY						
2,128	1,100	10,889		42360	Interest on Investments	7,500	7,500	7,500	20,000	20,000	20,000
			MISC	ELLAN							
69,110	50,000	52,890			Cemetery Lot Sales	50,000	50,000	50,000	50,000	50,000	50,000
0	0	0		42504	Contributions	0	0	0	0	0	0
71,238	870,200	63,779	TOTA	L REV	ENUES / OTHER SOURCES	927,700	927,700	927,700	1,027,150	1,027,150	1,027,150
										-	
			0000	~~~	· · · · · · · · · · · · · · · · · · ·					-	
0	070 200		9990 (		IGENCY	027 700	027 700	027 700	1.027.150	1 027 150	1 027 150
0	870,200	0		89990	Contingency	927,700	927,700	927,700	1,027,150	1,027,150	1,027,150
0	870,200	0	CON	     TINGEN	CCV	927,700	927,700	927,700	1,027,150	1,027,150	1,027,150
0	670,200		CON	HIGEN		921,100	921,700	921,700	1,027,130	1,027,130	1,027,130
_	870,200	_		TOTAL	L EXPENDITURES	927,700	927,700	927,700	1,027,150	1,027,150	1,027,150
	,					1 - 1,100	,	1 - 1,100	,,	,,	,:=,,==

# TOWN OF CULPEPER Parking Authority - Fund Summary FY20 BUDGET

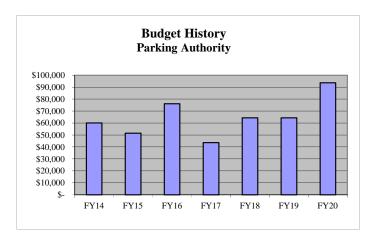
									FY20	FY20	FY20
FY17	FY18	FY18				FY19	FY19	PROJECTED	DEPT	MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL				ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
			OPE	ERATIN	IG FUND:						
41,490	87,695	49,093	TOT	TAL PA	RKING AUTHORITY FUND REVENUES	64,410	64,410	64,410	95,000	93,634	93,634
76,106	87,695	43,688		8700	PARKING AUTHORITY	64,410	64,410	64,410	95,000	93,634	93,634
-	-	-		9990	CONTINGENCY	-	-				-
76,106	87,695	43,688	TOT	TAL EX	PENDITURES	64,410	64,410	64,410	95,000	93,634	93,634
_						_				_	

## **PARKING AUTHORITY**

### Mission:

To provide convenient, safe, secure and an aestetically pleasing parking experience. The Authority shall continually maintain, improve, and increase parking opportunities to meet the unique challenges that exist as a result of growth and development in Town.

## **Budget and Staff Resources:**



		Budget &	Staffing S	ummary		
	FY18	FY19	FY19	FY20	FY20	FY20
Category	<u>Actual</u>	Adopted	Projected	Dept Request	Mgr Proposed	Adopted
Authorized Persons	-	-	<u>-</u>	-	-	-
Expenditures Personnel	_	_	_	_	_	_
Operating	43,688	64,410	64,410	95,000	93,634	93,634
Capital Outlay	<u> </u>	<del></del> .	<u> </u>	<u>-</u>		<u> </u>
Total Expenditures	43,688	64,410	64,410	95,000	93,634	93,634

## **Major Highlights for FY20:**

Total Budget increase

\$

29,224

- Budget increase primarily due to an increase in repair and maintenance.

#### 'In FY20 the Parking Authority will:

- Support and assist the Town Council constructing and mangaing additional parking sites for the downtown
- Implement the Recommended parking lot management plan, as developed by staff and the parking Authority, including improvements to existing parking lots and alleyways.
- Continue to improve enforcement of parking violations

# TOWN OF CULPEPER Parking Authority - Operating FY20 BUDGET

EX/18	EW/10	TO 1 0			DV10	EX/10	PDO TECTED	FY20	FY20	FY20
FY17 ACTUAL	FY18 AMENDED	FY18 ACTUAL			FY19 ADOPTED	FY19 AMENDED	PROJECTED FY19	DEPT REQUEST	MGR PROPOSED	COUNCIL ADOPTED
ACTUAL	AMENDED	ACTUAL			ADOPTED	AMENDED	F 1 19	REQUEST	PROPOSED	ADOPTED
			RESERVE E	RAI ANCES						
				Reserves						
		-	43000	Reserves						
			FINES AND	FORFEITURES						
3,632	4,000	3,873		Parking Fines	5,000	5,000	5,000	6,000	6,000	6,000
- ,	,					- ,	- /	.,		.,,
			CHARGES I	FOR SERVICES						
37,213	40,000	44,290	47260	Parking - Leased Spaces	40,000	40,000	40,000	50,000	50,000	50,000
300	0	0	47262	Parking Lot Rental	0	0	0	500	500	500
30	240	0	47264	Parking - On Street Permits	100	100	100	100	100	100
0	0	10		Parking - Duplicate Tags	0	0	0	0	0	0
315	0	920		Parking - One Day Pass	0	0	0	0	0	0
0	0	0	45550	Miscellaneous	0	0	0	0	0	0
			GRANT/RE	VENUE FROM GOVT						
				Grant-Local Govt						
0	43,455	0	44960	Transfer from General Fund Reserves	19,310	19,310	19,310	38,400	37,034	37,034
41,490	87,695	49,093	TOTAL REV	VENUES / OTHER SOURCES	64,410	64,410	64,410	95,000	93,634	93,634
			8700-PARKI	NG AUTHORITY						
0					0	0	0	0	0	
				PURCHASED, SHARED, INTERNAL						
31,341	32,845	3,574		R&M - Misc. / Other	10,000	10,000	10,000	40,000	40,000	40,000
34,122	42,000	29,317	53250	Maintenance Service Contract	42,000	42,000	42,000	42,000	42,000	42,000
				Contract with Public Works						
8,544	9,560	8,241		Rental of Street Lights	9,560	9,560	9,560	10,000	8,634	8,634
505	1,050	448		Printing and Binding	1,000	1,000	1,000	1,000	1,000	1,000
				Advertising						
				Parking Authority Recovery Services						
0	0	0			0	0	0	0	0	0
			OTHER CH							
				Electrical Services						
53	700	312		Postal Services	300	300	300	400	400	400
1,540	1,540	1,546		Public Official Liability	1,550	1,550	1,550	1,600	1,600	1,600
0	0	0		Lease-Parking Spaces (Ann Wingfield)	0	0	0	0	0	0
				Lodging				^		
0	0	0	52015	Meals	0		0	0		0
0	0	0			0	0	0	0	0	0
				NEOUS ITEMS						
~	~	250		Dues & Assoc. Memberships		~		~		~
0	0	250		Bad Debt Expense	0	0	0	0	0	0
				Office Supplies						
	^			Books, Subscriptions & Education			^			
0	0	0	52660	Operating Supplies	0	0	0	0	0	0
76 106	87,695	43,688	PARKING A	LITHODITY	64,410	64,410	64,410	95,000	93,634	02.624
76,106	81,093	43,088	FARRING A	THOMI I	04,410	04,410	04,410	93,000	93,034	93,634

# TOWN OF CULPEPER Parking Authority - Operating FY20 BUDGET

									FY20	FY20	FY20
FY17	FY18	FY18				FY19	FY19	PROJECTED	DEPT	MGR	COUNCIL
ACTUAL	AMENDED	ACTUAL				ADOPTED	AMENDED	FY19	REQUEST	PROPOSED	ADOPTED
			9990 CONTINGENCY								
				9990	Contingency						
-	-	-	CONTINGENCY			-	-	-	-	-	
76,106	87,695	43,688	TOTAL EXPENDITURES			64,410	64,410	64,410	95,000	93,634	93,634