



FY 2022 Budget TM Proposed



March 24, 2021 at 7 PM
Town Council Budget Work Session



Budget Background

- Budgets are a point in time fiscal planning tool.
 - Town Council must adopt an Annual Budget by June 30, 2021.
- Historically, the Town's conservative budget practices enhance budget flexibility and lead to positive year-end results.
- Unprecedented COVID emergency has generated more uncertainty than usual in FY20, FY21, and continues in FY22.
 - Restaurants and Gross Receipts tax were particularly vulnerable causing uncertainty in meals tax.
 - Federal funding support available for COVID specific costs and economic stimulus which inflate the FY21 Budget which may not be available in FY22.
 - Some Capital that was deferred in the FY21 Budget needs to be re-instated in the FY22 Budget.
- Departmental staff was reduced from 87 to 85 FTE in FY21.



FY22 Budget Overview

Summary of Changes

SUMMARY OF CHANGES TO THE FY 2022 BUDGET

Operating, CIP, and Total Budget by Fund	FY21 Adopted Budget	FY22 Manager Proposed	Difference *	Y/Y %
GF OPERATING BUDGET	\$11,019,566	\$11,100,117	\$80,551	0.7%
PR OPERATING BUDGET	\$577,179	\$607,112	\$29,933	5.2%
WF OPERATING BUDGET	\$3,414,010	\$3,053,866	(\$360,144)	-10.5%
WWF OPERATING BUDGET	\$4,406,956	\$3,887,525	(\$519,431)	-11.8%
ALL OPERATING FUNDS	\$19,417,711	\$18,648,620	(\$769,091)	-4.0%
GF CIP BUDGET	\$789,400	\$1,183,850	\$394,450	50.0%
PR CIP BUDGET	\$300,000	\$125,000	(\$175,000)	-58.3%
WF CIP BUDGET	\$100,000	\$2,325,000	\$2,225,000	2225.0%
WWF CIP BUDGET	\$430,560	\$150,000	(\$280,560)	-65.2%
ALL CIP FUNDS	\$1,619,960	\$3,783,850	\$2,163,890	133.6%
GF TOTAL BUDGET	\$11,808,966	\$12,283,967	\$475,001	4.0%
PR TOTAL BUDGET	\$877,179	\$732,112	(\$145,067)	-16.5%
WF TOTAL BUDGET	\$3,514,010	\$5,378,866	\$1,864,856	53.1%
WWF TOTAL BUDGET	\$4,837,516	\$4,037,525	(\$799,991)	-16.5%
ALL TOTAL FUNDS	\$21,037,671	\$22,432,470	\$1,394,799	6.6%
GOVT OPERATING FUNDS	\$11,596,745	\$11,707,229	\$110,484	1.0%
UTILITY OPERATING FUNDS	\$7,820,966	\$6,941,391	(\$879,575)	-11.2%

FY22 Budget Summary

- \$22.4M Manager Proposed for 3/17/21
 - +1.4M increase or 7% from FY21 Adopted Budget of \$21.0M
 - (0.8M) or (4%) in Operating
 - +2.2M or 134% in CIP
 - General Fund has a deficit of (\$173K) and the Parks and Rec deficit is (\$116K).
 - Including Availabilities Revenue, Water has a surplus of \$223K and Wastewater surplus is \$385K. Without Availability Revenue, the Water deficit is (\$86K) and Wastewater surplus is \$126K. The March 2021 Utility Debt restructure resulted in \$368K for Water and \$669K for Wastewater cash flow savings in the FY 2022 Budget.
 - Use of Reserves for CIP was \$70K General, \$25K P&R, \$150K Water.

• Note *: Double appropriation of Cash funded CIP due to the use of reserves to fund capital projects.



REVENUE



Revenue Drivers

Governmental

- Tax Rate – Property rates remained the same at \$0.22/100 + \$0.03/100 assessed value for Real Estate and Special Tax District, respectively.
 - Total assessment value increased 3.46%
 - Residential increased by 5.69%
 - Commercial & Industrial decreased (5.92%)
 - Average residential tax bill increase is \$55 for Real Estate and \$8 for Fireman's Field over the prior year
 - Equalized Tax rate is \$0.215/100 (2.28% change)
- Certain Revenue reduced due to COVID

Utilities

- Availabilities of \$309K Water and \$259K Wastewater
- 3% and 5% usage revenue increase for fees in Water and Wastewater, respectively.
- New Utility rate structure per Council's Dec. 2019 approval of the Stantec utility rate study recommendations.
- Average Residential User (per Stantec) with Average bi-monthly usage of 8,000 gallons with the Current 17 Tier Structure Bi-monthly bill was \$217.57 for last year. The Proposed 4 Tier Structure WITH 3% & 5% revenue increase results in a Bi-monthly bill \$228.72. The Bi-Monthly Bill Change increase is \$11.15.



Total Budget – Operating Revenue Governmental

Top Revenue

Governmental:

	FY22 Manager Proposed	Incr (Decr) vs Prior Year Adopted Budget	% Change	Notes
Real Estate Property Tax	3.379	0.045 ↑	1.4%	Assesment increased 3.46%
Personal Property Tax	0.655	(0.041) ↓	-5.9%	Net of County Fees/Proration
Meals Tax	2.252	0.061 ↑	2.8%	High degree of uncertainty due to COVID.
Business License	0.836	0.026 ↑	3.2%	Due date is 3/1 & collections have been delayed with COVID in FY21
Sales Tax	1.355	0.047 ↑	3.6%	Increased sales
Misc Other Local Taxes	0.780	(0.016) ↘	-2.0%	(\$30K) Bank Franchise Tax; (\$2K) Cable Peg Grant; +\$16K Cigarette Tax
Permits, Fees, Licenses	0.272	0.021 ↑	8.4%	Right of Way
Fines & Forfeitures	0.095	0.043 ↑	82.5%	\$40K Police revenue; \$3K e-citation
Use of Money & Property - G	0.063	(0.039) ↓	-38.2%	Investment Income
Miscellaneous - G	0.021	(0.015) ↘	-40.9%	(\$15K) Proceeds from Property for vehicles to Damewood in FY21
Inter-Governmental - G	1.147	(0.054) ↓	-4.5%	(\$27K) VA Street; (\$28K) Grants to be addd when awarded
General Fund	10.856	0.078 ↑	0.7%	
GF Reserves and Transfers	0.244	0.003	1.1%	\$70K used in FY22 for CIP & \$173K to balance Budget
Total	11.100	0.081 ↑	0.7%	
Parks & Rec	0.467	(0.045) ↓	-8.8%	Use of Property and Events unfav due to COVID
Reserves and Transfers	0.141	0.075	113.4%	\$25K used in FY22 for CIP & \$116K to balance Budget
Total	0.607	0.030 ↑	5.2%	
GOVERNMENTAL	11.707	0.110 ↗	1.0%	\$81K General; \$30K P&R;



Meals Tax Revenue

	<u>FY18</u>	<u>FY19</u>	<u>FY20*</u>	<u>FY21**</u>	<u>FY22</u>
Budget	1,893,781	2,013,932	2,165,382	2,191,518	2,252,000
Actual	2,047,316	2,206,283	1,906,056		
Estimate				2,208,039	2,252,000
<u>Average Month</u>					
Average	170,610	183,857	158,838	184,003	187,667
Pre-COVID	170,610	183,857	194,000		
<u>vs Budget</u>					
Actual/Estimate vs budget	8.1%	9.6%	-12.0%	0.8%	0.0%
<u>Year over Year (Y/Y)</u>					
Budget Y/Y		6.3%	7.5%	1.2%	2.8%
Actuals/Estimate Y/Y		7.8%	-13.6%	15.8%	2.0%
Average		13,247	-25,019	25,165	3,663

*Meals Tax Holiday in April and May of FY20.

**FY21 Budget was relatively flat with FY19 Actual and FY20 Budget

Items in bold can be found in the FY22 Proposed Budget Book



Total Budget – Operating Revenue Utility

Top Revenue	FY22 Manager Proposed	Incr (Decr) vs Prior Year Adopted Budget	% Change	Notes
Utilities:				
Water Availabilities	0.309	(0.270) ↓	-46.7%	Lower connections in FY22
Water Fees	2.377	0.059 ↑	2.6%	Usage rate revenue increase of 3%
Water Other	0.368	0.068 ↑	22.7%	Misc +\$113K offset by Investment Income (\$46K)
Reserves and Transfers	-	(0.217)	-100.0%	No reserves used in FY22 for CIP or to balance Budget
Total	3.054	(0.360) ↓	-10.5%	
Wastewater Availabilities	0.259	(0.227) ↓	-46.7%	Lower connections in FY22
Wastewater Fees	3.421	0.228 ↑	7.1%	Usage rate increase of 5%
Wastewater Other	0.057	(0.060) ↓	-51.3%	Misc (\$19K) and Investment Income (\$41K)
Reserves and Transfers	0.150	(0.460)	-75.4%	\$150K used for CIP & No reserves used to balance Budget in FY22
Total	3.888	(0.519) ↓	-11.8%	
UTILITIES	6.941	(0.880) ↓	-11.2%	(\$360K) Water; (\$519K) WW
TOTAL OPERATING REVENUE	18.649	(0.769) ↓	-4.0%	\$81K General; \$30K P&R; (\$360K) Water; (\$519K) WW

Fees: Average Residential User (per Stantec) with Avg bi-monthly usage of 8,000 gallons with the Current 17 Tier Structure Bi-monthly bill was \$217.57 for last year. The Proposed 4 Tier Structure WITH 3% & 5% revenue increase results in a Bi-monthly bill \$228.72. The Bi-Monthly Bill Change increase is \$11.15.



Revenue Equivalents

Governmental

- Each 1 cent change in the Real Estate tax rate is equivalent to ~\$154K
 - An additional 1-cent increase in the real property tax rate would cost a homeowner for the average residence assessment of \$442,446 to be approximately \$44 (forty-four dollars) annually or 12 cents per day.
- Each 1 percent change in the Meals tax rate is equivalent to ~\$450K

Utilities

- 1 percent increase in fees for Water is ~\$24K and Wastewater is ~\$34K
- Residential Connection Fee for 5/8" meter:
 - 25,754 for Water
 - 21,600 for Wastewater



EXPENDITURES



Budget Assumptions

- Minimal non-wage enhancements
- Cost Center vs. Expense Line Item
- Employee Related Expense
 - +3% Salary enhancement
 - Health Insurance
 - No change in Health Insurance Program percent coverage
 - (1%) Health Insurance decrease
 - Salary Lapse of \$75K in Police Department
 - FTE
 - Assumes two frozen positions saving \$150K in Police Department
 - This may be revisited as deemed necessary
 - Training Budget down slightly



Budget Assumptions (continued)

➤ Non-wage Expense

- Proposed budget maintains current service levels with the exception of Parks and Recreation pre-COVID programs
- Reductions in Non-wage
- Defer Operating Projects, Capital Asset Replacement, and CIP where possible
- Capital Asset Replacement (CARP)
 - Fleet – One new vehicle for Water



Budget Assumptions – Non-wage

➤ Transfers

- Transfers are used to show use of fund reserves to support capital projects or other Council directed inter-fund support.

- Capital Improvement Program - Minimal Cash Funded CIP in FY22

➤ Contingencies are relatively flat

- Unexpected needs, emergency costs, & Council-directed priorities
- Unspent budget replenishes fund balance. It is best to maintain around the same amount each year.
 - FY21 Adopted Budget amounts are \$107K, \$12K, \$124K, and \$144K for General, Parks and Rec, Water, and Sewer, respectively.
 - FY22 Contingency amounts are \$105K, \$15K, \$125K, and \$145K for General, Parks and Rec, Water, and Sewer, respectively.
 - They range from 1% in the General Fund to 4% in the Utility Funds of the Operating Budget. Public Works primarily uses it to address emergencies and equipment failure for aging plant.



Budget Assumptions (continued)

➤ Chargeback

- An accounting estimate used to allocate indirect costs incurred by General Fund to support activities of the Utility Enterprise Funds. The Utility Funds direct personnel costs are limited to plant/treatment operators. However, other functions critical to operation and management of the utility system are allocated via the Chargeback estimate.
 - Current “Limited Allocation”: Assigned FTEs to be Allocated from the GF to the Utility Funds. Then, multiplied their compensation times 50% for Water & 50% for Wastewater. The result is a chargeback of \$1,008,476 (\$504,238 Water & \$504,238). This method is included in the Budget Book.
 - “Full Allocation” is based upon time estimates provided by Department Managers.
 - Metrics used to allocate time were: Budget-Operating/CIP, Actuals, Bills, Equally, FTE, None, or Other
 - Multiplied employees compensation by the percentages calculated from the Metrics used.
 - The result of this option is a much larger chargeback from the General to the Utilities funds.



Enhancements - Proposed

DEPARTMENT REQUEST		DESCRIPTION	FTE	Personnel	Operating & Maintenance	Capital Asset Replacement (CARP)	Revenue	Net Budget Impact
In accordance with fiscal guidance set by Town Council, the Town Manager directed departments to submit budget enhancement requests required to meet critical operating needs and Town Council priorities. The following is an overview of incremental enhancements proposed in the FY22 Budget with an annualized total of \$0.2 million.								
All	3.0% Index Rate Adjustment	The Town Manager requests a Performance Management budget of 3%. This budget will be allocated based on a new performance appraisal instrument that provides for a 1% increase for cost of living and up to an additional 4% for merit. It is the intent of the Town Manager to request a larger budget in the future to also use these funds to help with many necessary market adjustments.	0.0	187,079	\$0	\$0	\$0	187,079
Subtotal			0.0	\$187,079	\$0	\$0	\$0	\$187,079
DEPARTMENT REQUEST		DESCRIPTION	FTE	Personnel	Operating & Maintenance	Capital Asset Replacement (CARP)	Revenue	Net Budget Impact
PW Water	CARP-Leased Vehicles	New lease for F-350 with snow plow. Replacement of existing vehicle #314 which is a 2013 F-250 with 116,000 miles. This was deferred from FY21 to FY22. It is a service truck for transporting chemicals around to well facilities. We are equipping this truck with a lift gate to pick up the chemical barrels. Our truck with the lift gate now has high miles and the lift gate is old and needs replaced. Needed to maintain current service level.	0.0	\$0	\$0	\$14,900	\$0	\$14,900
Subtotal		PW Water	0.0	\$0	\$0	\$14,900	\$0	\$14,900
TOTAL			0.0	\$187,079	\$0	\$14,900	\$0	\$201,979

- \$187K Salary Enhancement and \$15K for one vehicle in the Water Department.



FY22 Proposed Budget Op Expenditures Governmental

<u>Top Expense</u>	FY22 Manager Proposed	Incr (Decr) vs Prior Year Adopted Budget	% Change	Notes
Administration	1.651	0.124 ↗	8.2%	Comp incr; Includes Internal Service and Legal
Finance & Financial Administration	1.192	0.009 ↗	0.7%	Salary, Munis 5% annual incr
Information Technology	0.530	0.013 ↗	2.4%	Salary
Police	2.671	(0.157) ↓	-5.6%	(\$225K) Salary Lapse/Freeze
Fire & Rescue	0.121	0.001 ↗	1.1%	Anticipated 3.75% increase in funding
Public Works-Adm/Maint	1.333	0.002 ↗	0.2%	
Streets	0.737	(0.027) ↓	-3.6%	Town primarily (\$20K) Paving
Town Hall	0.151	0.008 ↗	5.9%	
Maintenance Facility	0.096	(0.011) ↓	-10.4%	
Refuse	0.590	- ↓	0.0%	Flat
CARES/CRF	-	- ↓		n/a for FY22
EngPlanDev	1.207	(0.009) ↓	-0.8%	
Legislative & Advisory	0.140	0.005 ↗	3.8%	
General Fund Departmental	10.418	(0.042) ↓	-0.4%	
Non-Departmental	0.683	0.122 ↗	21.8%	\$63K Debt; \$70K Cash CIP for Software modules
<i>per NY Report</i>	11.100	0.081 ↗	0.7%	
<i>Y/Y % - Excluding Adj & Transfers</i>		4.2%		
P&R Ops & Maint	0.460	0.002 ↗	0.5%	
P&R Non-Departmental	0.147	0.028 ↗	23.4%	\$25K Cash CIP
<i>per NY Report</i>	0.607	0.030 ↗	5.2%	
GOVERNMENTAL	11.707	0.110 ↗	1.0%	
<i>Y/Y % - Excluding Adj & Transfers</i>		14.3%		



FY22 Proposed Budget Op Expenditures Governmental

<u>Top Expense</u>	FY22 Manager Proposed	Incr (Decr) vs Prior Year Adopted Budget	% Change	Notes
Water Ops & Maint	2.344	(0.143) ↓	-5.7%	(\$40K) Compensation, (60K) Plant, (42) Fin Admin
Water Non-Departmental	0.710	(0.218) ↓	-23.5%	Debt savings
<i>per NY Report</i>	3.054	(0.360) ↓	-10.5%	
<i>Y/Y % - Excluding Adj & Transfers</i>		-2.4%		
Wastewater Ops & Maint	2.237	(0.064) ↓	-2.8%	(\$9K) Compensation, (\$14K) Meter, (\$42K) Fin Admin
Wastewater Non-Departmental	1.651	(0.455) ↓	-21.6%	Debt savings
<i>per NY Report</i>	3.888	(0.519) ↓	-11.8%	
<i>Y/Y % - Excluding Adj & Transfers</i>		1.2%		
UTILITIES	6.941	(0.880) ↓	-11.2%	
TOTAL OPERATING EXPENSE	18.649	(0.769) ↓	-4.0%	



Capital Outlay

Capital Asset Replacement Plan (CARP)
and
Capital Improvement Plan (CIP)



Capital Outlay

Asset Type		Fiscal Yea	Budget 2021	Proposed 2022	Projection 2023	Projection 2024	Projection 2025	Projection 2026
General Fund								
	Leased Vehicles - Existing		123,067	123,200	122,167	138,066	102,371	-
	Leased Vehicles - New		-	-	92,956	125,385	242,727	253,044
	Equipment							
	HVAC			-	180,000	90,000		
	VAC-CON		19,000	19,000				
	General Fund Total		142,067	142,200	395,123	353,451	345,098	253,044
Parks & Rec Fund								
	HVAC			-	90,000			
	Fireman's Field 5 Yr County Service Agreement		-	-	75,000	75,000	75,000	75,000
	Parks & Rec Fund Total		-	-	165,000	75,000	75,000	75,000
Water Fund								
	Leased Vehicles - Existing		5,000	4,600	4,552	2,276	-	-
(a)	Leased Vehicles - New		-	14,900	14,900	20,438	20,438	35,927
	HVAC			-	-	30,000	-	-
	VAC-CON		19,000	19,000	-	-	-	-
	Water Fund Total		24,000	38,500	19,452	52,714	20,438	35,927
Wastewater Fund								
	Leased Vehicles - Existing		6,000	5,200	5,152	2,576	-	-
	Leased Vehicles - New		-	-	-	15,789	22,119	22,119
	HVAC		-	-	150,000	30,000	-	-
	VAC-CON		19,000	19,000	-	-	-	-
	Inflow & Infiltration		60,000	60,000	60,000	60,000	60,000	60,000
	Equipment		25,000	15,000				
	Wastewater Fund Total		110,000	99,200	215,152	108,365	82,119	82,119
Total			276,067	279,900	794,727	589,530	522,655	446,090
Leased Vehicles only (excl Vac_Con)			134,067	147,900	239,727	304,530	387,655	311,090
Notes: (a) Enhancements.								



Deferred Vehicles

- 9 Vehicles were originally scheduled for replacement in FY19-FY22 that have not been replaced
- Of the 9, there were only 2 enhancement requests (See pages 21-21 of Budget Book).
 - Town Manager approved one for Water
 - Town Manager deferred one for PW Maintenance



FY22 CIP

	FY22	by Funding Source						
FY22 CIP Budget by Fund	Total	VDOT	NVTA	Cash	Proffers	Grant	County	USDA Loan

GENERAL FUND

ERP Software Phase 2	70,200			70,200				
Hatcher Avenue Sidewalk Improvements	675,080	323,494	194,576		157,010	0		
Street Lighting - N Maple Ave/LVHS	200,000						200,000	
Main & Maple Intersection Imp Phase 2	66,070	52,856	13,214					
32nd & Main Intersection Improvements	172,500		172,500					
TOTAL GENERAL FUND - CIP	1,183,850	376,350	380,290	70,200	157,010	0	200,000	0

SPECIAL PARKS & RECREATION FUND (P&R)

Sue Kane Nature Park Multi-Use Trail (###)	125,000			25,000		100,000	0	0
TOTAL P&R FUND - CIP	125,000	0	0	25,000	0	100,000	0	0

WATER FUND

Hirst Reservoir Improvements (31495230)	1,445,000							1,445,000
WTP to Town Water Main Replacement Ph 1	400,000							400,000
Reservoir to WTP Raw Water Main	480,000							480,000
TOTAL WATER FUND - CIP	2,325,000	0	0	0	0	0	0	2,325,000

WASTEWATER FUND

12th Street Sewer Rehabilitation (32496###)	150,000			150,000				
TOTAL WASTEWATER FUND - CIP	150,000	0	0	150,000	0	0	0	0

TOTAL CIP	3,783,850	376,350	380,290	245,200	157,010	100,000	200,000	2,325,000
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While proposed Capital Improvements increased 134% to a budget of \$3.784M across all funds, these expenditures are largely offset by State, County, and private sector funds \$1,213,650 from VDOT, NVTA, County CIP Grants and Developer Proffers. The proposed CIP Budget also includes \$2,325,000 in Phase 1 costs associated with water infrastructure improvements which will be financed through the 40-year low interest USDA loan.



FTE



FTE

- There are 7 vacancies as of 3/17/21
 - 6 in Police for 4 Corporals and 2 Officers
 - 1 Water Utility Tech

- FTE for Budget, Actuals, and Vacancies are issued Quarterly as part of the Quarterly Budget Status Report which is placed on the website by month-end of the month following a quarter-end (i.e., Jan, Apr, Jul, Oct)



FTE

Department		FY22 Proposed Budget	Actuals 12/31/20	Actuals 3/17/21	Vacant @ 3/17
ADMINISTRATION	Total FTE	8.20	8.20	8.20	0.00
	Head Count	10	10	10	0
FINANCE	Total FTE	9.70	9.70	9.70	0.00
	Head Count	12	12	12	0
INFORMATION TECHNOLOGY	Total FTE	3.00	3.00	3.00	0.00
	Head Count	3	3	3	0
POLICE DEPARTMENT	Total FTE	23.00	16.00	17.00	6.00
	Head Count	23	16	17	6
PUBLIC WORKS - ADMIN	Total FTE	2.00	2.00	2.00	0.00
	Head Count	2	2	2	0
PUBLIC WORKS - MAINTENANCE	Total FTE	10.00	10.00	10.00	0.00
	Head Count	10	10	10	0
ENGINEERING, PLANNING & DEVELOPMENT	Total FTE	9.00	8.00	9.00	0.00
	Head Count	9	8	9	0
TOTAL GENERAL FUND	Full Time Equivalent	64.90	56.90	58.90	6.00
	Actual Head Count	69.00	61.00	63.00	6.00
PARKS & RECREATION	Total FTE	2.00	2.00	2.00	0.00
	Head Count	2	2	2	0
TOTAL PARKS & REC. FUND	Full Time Equivalent	2.00	2.00	2.00	0.00
	Actual Head Count	2.00	2.00	2.00	0.00
WATER	Total FTE	9.00	8.00	8.00	1.00
	Head Count	9	8	8	1
WASTEWATER	Total FTE	9.00	9.00	9.00	0.00
	Head Count	9	9	9	0
TOTAL UTILITIES	Full Time Equivalent	18.00	17.00	17.00	1.00
	Actual Head Count	18	17	17	1
TOTAL STAFF	Full Time Equivalent	84.90	75.90	77.90	7.00
	Actual Head Count	89	80	82	7
FTE Change		0.00			

(a) Vacancies as of 3/17/21: (4) Corporals, (2) Officers

(b) Water Utility Tech



Contractor Overview

- No contractors working in lieu of an employee
- Departments
 - Utilize contractors/consultants for various Operating Projects
 - e.g., Personnel Manual for Human Resources, Planning for Economic Development
 - Finance contracts Auditors, Financial Advisors, and Bond/Financing related Agents
 - IT for maintenance and support
 - Engineering uses contractors/consultants for CIP and Task Orders.
 - Parks & Rec contracts them to assist with events.
 - Water Department uses on-call service technicians to respond to maintenance needs that staff is not able to conduct. This work is conducted on an as-needed, basis and includes: Instrumentation repair, Third calibration services (for regulatory oversight purposes), SCADA repair and upgrades, Well pump installations and rehabilitations, and Generator maintenance and repair.
 - Wastewater Department uses them for Membrane SCADA, Plant SCADA, Compressor Services, Generator Service, Instrumentation, Biosolids Disposal, and Lab Equip Calibrations.



NEXT STEPS



Meetings - FY22 Budget

<u>Date 7PM</u>	<u>Meeting/ Work Session</u>	<u>PH</u>	<u>Topics for Discussion/Action</u>
✓ Wed 12/16	Special Mtg / Budget WS	-	• CIP Prioritization
✓ Tue 1/26	Regular TC WS	-	• Financing Discussion - Re-Structure / Credit Rating
✓ Wed 3/17	Special Mtg/ Budget WS	-	• Town Manager presents proposed FY22 Budget
✓ Tue 3/23	Regular TC WS	PH	• Public Hearing for “2021 Property Tax Rates ”, if needed
Wed 3/24	Special Mtg/ Budget WS	-	• FY22 Proposed Budget
Wed 4/7	Special Mtg/ Budget WS	-	• FY22 Proposed Budget , if needed
Tue 4/13	Regular TC Meeting	✓ 3/23 PH	• Town Council to Adopt “2021 Property Tax Rates ” (Real Estate Tax Rate, Fireman’s Field Tax District, Personal Property Tax Rate and PPTRA) • FY22 Budget and Master Tax & Fee Public Hearing
Wed 4/21	Special Mtg/ Budget WS	-	• FY22 Proposed Budget , if needed
Wed 5/5	Special Mtg/ Budget WS	-	• Reserved for Proposed Budget , if needed
Tue 5/11	Regular TC Meeting	4/13	• Town Council to Adopt FY 2022 Budget and Master Tax & Fee Schedule
Wed 6/16	Special Mtg/ Budget WS	4/13	• Fall Back date to Adopt FY 2022 Budget and Master Tax & Fee Schedule

Legend: S/BWS=Special Meeting / Budget Work Session

Regular TC = Regular Town Council meeting on 2nd Tuesday of the month

Regular TC WS = Regular TC Work Session on the 4th Tuesday of the month



Next Steps and Recommendation

- Determine information and meetings needed to assist with Budget Adoption during the May 11, 2021 meeting



FY22 Proposed Budget - Governmental

GOVERNMENTAL	REVENUE		EXPENSE
Real Estate Property Tax	3,379,418	Administration	1,651,400
Personal Property Tax	655,000	Finance & Financial Administration	1,191,970
Meals Tax	2,252,200	Information Technology	529,615
Business License	835,605	Police	2,671,203
Sales Tax	1,355,130	Fire & Rescue	120,500
Misc Other Local Taxes	780,480	Public Works-Adm/Maint	1,333,142
Permits, Fees, Licenses	272,360	Streets	736,700
Fines & Forfeitures	95,100	Town Hall	150,650
Use of Money & Property	63,000	Maintenance Facility	96,060
Miscellaneous	21,100	Refuse	590,000
Inter-Governmental	1,147,089	CARES/CRF	-
General Fund	10,856,482	EngPlanDev	1,206,775
Reserves-CIP	70,200	Legislative & Advisory	139,582
Reserves	173,435	General Fund Departmental	10,417,597
General Fund Total	11,100,117	Debt	1,306,867
		Other Non-Departmental	(624,347)
		Total	11,100,117
Parks & Rec	466,550	P&R Ops & Maint	460,246
Reserves-CIP	25,000	Cash CIP	25,000
Reserves	115,562	Debt	106,866
P&R Total	607,112	Other Non-Departmental	15,000
		Total	607,112
GOVERNMENTAL	11,707,229	GOVERNMENTAL	11,707,229



FY22 Proposed Budget – Utilities & Total

UTILITIES		REVENUE	EXPENSE
Water Availabilities	309,048	Water Ops & Maint	2,343,941
Water Fees	2,377,317	Debt	305,804
Water Other	367,501	Other Non-Departmental	181,540
Reserves-CIP	-	Cash CIP	-
Reserves	-	Surplus	222,581
Water Total	3,053,866	Total	3,053,866
Wastewater Availabilities	259,200	Wastewater Ops & Maint	2,236,550
Wastewater Fees	3,421,424	Debt	859,269
Wastewater Other	56,901	Other Non-Departmental	256,296
Reserves-CIP	150,000	Cash CIP	150,000
Reserves	-	Surplus	385,410
Wastewater Total	3,887,525	Total	3,887,525
UTILITIES	6,941,391	UTILITIES	6,941,391
TOTAL		REVENUE	EXPENSE
TOTAL OPERATING REVENUE	18,648,620	TOTAL OPERATING EXPENSE	18,648,620
<u>Cash Funded CIP</u>			
CIP Revenue - G	1,183,850	CIP Revenue - G	1,183,850
CIP Revenue - P&R	125,000	CIP Revenue - P&R	125,000
CIP Revenue - W	2,325,000	CIP Revenue - W	2,325,000
CIP Revenue - WW	150,000	CIP Revenue - WW	150,000
TOTAL CIP from Reserves	3,783,850	TOTAL CIP from Reserves	3,783,850
TOTAL REVENUE	22,432,470	TOTAL OPERATING EXPENSE	22,432,470