

# GLASGOW FY21 BUDGET

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# TOWN OF GLASGOW VIRGINIA



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## Community Overview

The Town of Glasgow Virginia, Chartered on February 29<sup>th</sup>, 1892, is one of the southern most communities of the Shenandoah Valley located in Rockbridge County. Nestled against the western slopes of the Blue Ridge Mountains, Glasgow is also where the Maury (North) River joins the James River before flowing through the gorge at Balcony falls. The Norfolk Southern Railroad and CSX Railroad Parallel each other on either side of our town. The town of Glasgow is a short 8-minute drive to the Natural Bridge State Park and approximately 20 minutes from Historic Downtown Lexington.

The Glasgow Citizens are a tenacious group whom have seen the face of environmental and financial adversity. From devastating floods to recessions, the towns people always have a way to overcome the issues.

The Town has the largest employer in Rockbridge County within its limits. Mohawk industries is one of the largest carpet factories in the United States and provides an economic boost for our town, county, and region.

Glasgow as mentioned has access to two rivers. The Maury which runs from Goshen to Glasgow and is the only river in Virginia that never crosses county lines. The Maury flows into the James River just off Jarvis Trail at the Department of Game and Inland Fisheries boat ramp. Seasonal boaters, canoers, and kayakers converge on Glasgow throughout the Spring, Summer, and Fall. The Town is also partnered with the Upper James River Water Trail to better promote and enhance the river experience that we have to offer.

The small town is also recognized as an Appalachian Trail Community. During the warmer months and the through fall of the year the town has many visitors come from the trail and enjoy the natural beauty and the amenities that we have to offer. This includes a hiker shelter with a warm shower and firewood for having campfires. The hikers also frequent our local business for great food and supplies.

Our new Events Pavilion at Locher Field is giving our town the chance to have many more local events including a new concert series starting in 2020. The Glasgow Farmers Market is one of the jewels of our town. The market is managed by the Town, and the volunteers from our local Ruritan club help it succeed.

The town offers natural beauty, outdoor activities, and a down home feel. Our citizens are what make this town thrive and many of our citizens are multigenerational, meaning that their families have settled down here and have no intention of leaving, "Because it is home."

Sincerely,

Malcolm "Shane" Watts  
Mayor of Glasgow



# TOWN OF GLASGOW, VIRGINIA



## ORGANIZATIONAL OVERVIEW

Malcolm “Shane” Watts  
Mayor, 2021

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Town Council:

Andrea Bradley, 2021

Barrett McFaddin, 2021

Aaron Britton, 2020

Andy Ryan, 2020

Sonny Williams, 2020

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Eric Pollitt  
Town Manager  
[epollitt@glasgowvirginia.org](mailto:epollitt@glasgowvirginia.org)

Jane Higginbotham  
Sr. Administrative Assistant  
[jhigginbotham@glasgowvirginia.org](mailto:jhigginbotham@glasgowvirginia.org)

Grace Crickenberger  
Town Attorney

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Angel Poole  
Chief of Police  
[apoole@glasgowvirginia.org](mailto:apoole@glasgowvirginia.org)

Jeff Rankin  
Wastewater Operations  
[jrankin@glasgowvirginia.org](mailto:jrankin@glasgowvirginia.org)

Chris Flint  
Public Works  
[cflint@glasgowvirginia.org](mailto:cflint@glasgowvirginia.org)

- Council manager government
  - Council-manager government combines the strong political leadership (values) of elected officials with the strong professional managerial experience of an appointed manager.
  - All power and authority to set policy rests with an elected governing body, which includes a mayor or chairperson and members of the council, commission, or board. The governing body in turn hires a nonpartisan professional manager who has very broad authority to run the organization.
  - Typically, the mayor/chair serves as presiding officer at meetings and as the ceremonial head of the locality. Often called the “Chief Elected Official”.
  - The Manager is hired to enable the political process (goals, vision and values as set by Council), create an effective organization and receive and give information to the citizens. Often called the “Chief Administrative Official”.
  - An effective manager should be able to implement and communicate Council’s vision for the community and help Council formulate that vision during times when there is a less than perfect consensus among the elected body.
  
- Brief overview of roles and duties for Mayor, Council, and Manager:
  - MAYOR**
    - Formal
    - Preside at all meetings (Charter Section 2)
    - Appoint members of standing committees (Code Section 2-18, 2-26)(first meeting of year, two council members on each)
    - Appoint members of other committees approved by council and as directed by council
    - Call special meetings
    - Informal
    - Represent town before international, federal, state, regional and local entities and functions
    - Represent council in communications with Town Manager
    - Provide leadership by consulting with individual council members and citizens in developing support for projects and issues effecting the town



# TOWN OF GLASGOW, VIRGINIA



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## COUNCIL

- Formal
- Consider and act on all resolutions and ordinances (contracts, budget, grants, land purchases)(Charter Section 11 and 12, Code Sections 2-27)
- Every member must vote unless excused by council
- Appoint the Police Chief, Clerk and Treasurer (Charter Section 5)
- Appoint a Town Manager (Code Section 2-17)
- Issue bonds (2/3 vote)(,Charter Section 4)
- Informal
- Represent their constituents by consulting with them and suggesting action on projects and issues
- Take complaints and notify the appropriate official regarding investigation and resolution
- Provide a formal, professional evaluation of the Town Manager according to his/her contract

## MANAGER

- Formal
  - “General charge and management of the administrative affairs and work of the town ..... shall serve as town clerk, treasurer, and zoning administrator”
  - Informal
  - Hiring and firing of employees
  - Supervising, assigning work, and evaluating
  - Signing contracts and agreements
  - Negotiating (with ultimate approval by council) with grants, land purchase, regional and other interparty agreements, with state and federal officials
  - Investigating, researching and presenting recommendations to the Mayor and Council
  - Providing information to the citizens on town matters
  - Meeting with citizens and resolving complaints
  - Preparing a recommended budget
  - Staffing town committees
- Org chart overview
    - The people of the community elect their Mayor & Council based on the candidate’s preferences and ability to implement public policy. Elections enable voters to select leaders and to hold them accountable for their performance in office.
    - Council hires the manager a subject matter expert in local government management and policy, who then hires employees with the resources available to implement Council’s vision in hopes to achieve its goals
    - The Town currently has two and a half administrative position, two public works positions, one police officer (chief), and one water and wastewater operator. The manager is the direct supervisor of all employees and is responsible for their performance and evaluations.



# TOWN OF GLASGOW, VIRGINIA



- Committee overview
  - Council creates Committees to assist in planning responsibilities while allowing public participation in the policy development and administration process.
  - The Planning Commission is appointed by the Town Council for making critical zoning and planning recommendations on matters related to the orderly growth and development of the town, including site plans, special use permits, re-zonings, and zoning ordinance text amendments. They are also responsible for development of the 5 Year Comprehensive Plan and annual 5 Year Capital Improvement Plan.
  - The Glasgow Community Development Committee is to promote pride and community spirit among residents, enhance the Town's image and attract new residents, businesses and visitors. The Committee plans, sponsors, encourages and promotes various events that will improve the social and economic well-being of residents of Glasgow.
  - Among Glasgow Town Council, there is a desire to establish a Finance Committee of knowledgeable persons to advise the Council and Town Manager. The Committee is to make recommendations to the Council on matters including but not limited to review: Town's financial policies, cash management strategy, and long-term financing recommendations.
  - The Public Safety Committee is to act as an advisory body to the Leadership of the Department of fire, rescue, and emergency services. Responsibility for the leadership, management and delivery of fire, rescue, and emergency services rests with the Chief and Captains of the Departments. These objectives will be achieved through partnership and teamwork of a combination volunteer and career/paid Department, as endorsed and supported by the Council and this Committee.
  - Public Works committee reviews and makes recommendations to the Town Manager and Town Council on public works matters, including; street maintenance, street signs, parks, drainage, street lights, water and sewer, use and maintenance of public buildings & grounds, prioritization of public works improvements, service extensions, engineering services and solid waste.
  - The Town of Glasgow – acting through the Mayor & Council – has authorized the creation of a new ad hoc (temporary) committee to begin exploring relocation options for a new Town Hall. Toward that end, there is a desire to establish an Advisory Committee of knowledgeable persons to help the Mayor and ultimately Council as to what is in the best overall interest of the Town.
  - Community Development Block Grant (CDBG) Project Management Team meets once a month at Scotto's to review the progress of the Grant. The goal of the CDBG Grant is to develop a strategy to rejuvenate the Town's Business district. The Management Team includes community stakeholders and business owners who will be meeting over the next 12 months.
  
- Council's 2019-2021 Strategic Plan and 2020 Retreat Goals
  - In August of 2019, Council adopted a 3 year strategic plan to set goals for staff and create transparency for residents. Furthermore, at Council's 2020 Retreat they set the additional goals for staff in year 2020:
    1. Update the Charter and Codes most utilized by staff on a daily basis i.e. trash, high grass, and nuisance;
    2. Develop a plan for transitioning to a new town hall;
    3. Create a long-term financial sustainability plan for both the water and sewer funds;
    4. Acquire more land for park and recreation expansion purposes;
    5. Increase tax collection rate from roughly 85% to 90% in FY2021 and implement DMV Stop and Debt Set-Off programs to increase delinquent tax collections.

# GLASGOW ORGANIZATIONAL CHART

Voters

Mayor & Council

Town Manager

Sr.  
Administrative  
Assistant

Admin. Asst.

Police Chief

Foreman

Groundman

Chief Operator

# GLASGOW COMMITTEE STRUCTURE



# GLASGOW COMMUNITY DEVELOPMENT COMMITTEE

## Charge and Composition

### 1.) Mission Statement:

The Glasgow Community Development Committee is to promote pride and community spirit among residents, enhance the Town's image and attract new residents, businesses and visitors. The Committee plans, sponsors, encourages and promotes various events that will improve the social and economic well-being of residents of Glasgow. These events include the annual Labor Day Weekend Events, a seasonal Farmers' Market, movies, concerts, and Christmas festivities.

The Committee strives to create a fun atmosphere suitable for all ages with a variety of entertainment options and regularly changed events to advance and preserve community interest. All events are community-wide, open to all residents and are usually free to attend or have a minimal charge associated to help minimize the cost of food or entertainment purchased.

### 2.) Charge to the Committee

The key elements of the Committee's mission include:

- Assuring that events and festivities are coordinated in effective manner;
- Coordinate with other entities within the Town Government, local service organizations, and event organizers;
- To promote community involvement and foster community spirit;
- To serve as an arm of the town to drive community volunteers to areas where needed;
- To identify economic development opportunities related to community development and tourism;
- To encourage the use of public park facilities and identify opportunities for park and recreation facility expansion and upkeep;
- Collaborating with local recreational organizations to promote outdoorsmanship and youth sports;
- Establish a year-long events calendar each year;
- The dedication of public funds intended to help local sponsoring organizations start and establish an event, but the long term goal is for the event to become self-sustaining.

The Community Events Committee may place restrictions or conditions on event assistance awards, or award funds in amounts less than applied for.

Every member of the Committee shall comply with existing state law and the policies and procedures of the Town including but not limited to the conduct and notice of meetings, the Town's Ethics and Guidelines Policy, conflict of interest laws, and the Town Personnel & Financial Policies.



**3.) Composition:**

Members are appointed by Town Council and will serve two (2) year terms. The initial terms of the Committee shall be one member for a one (1) year term, two members for (2) year terms and two members for three (3) year terms.

The Committee shall consist of five (5) members of which:

- Three (3) Citizens-at-Large;
- One (1) of either the Farmer’s Market Manager or Assistant Manager;
- One (1) Council Member.

The Mayor, Police Chief, and one staff-at-large will serve as ex-officio members.

**4.) Meeting Frequency:**

The Committee shall hold regular public meetings at least once a month, be responsible for the creation and posting of all agendas and public record of each meeting in accordance with the prevailing state law. Such records shall be forwarded to the Town Council and Manager.

Issued this \_\_\_\_\_ day of February, 2020.

\_\_\_\_\_ Mayor

\_\_\_\_\_ Clerk

# Glasgow Finance Committee

## Charge and Composition

### 1.) Purpose:

The Town of Glasgow – is to define the parameters and guidelines for which the investable funds of the Town may be invested. Investable funds typically reside in one or more of the primary accounts for the Town of Glasgow – the General Fund, the Water Fund, and the Sewer Fund. The objectives for these three accounts and the manner in which funds in them are invested shall at all times be in compliance with the Code of Virginia, specifically Title 2.2, Chapter 45 – Investment of Public Funds Act.

Toward that end, there is a desire to establish a Finance Committee of knowledgeable persons to advise the Council and Town Manager as to what is in the best overall interest of the community.

### 2.) Charge to the Committee

Designee for oversight of Glasgow’s finances, making recommendations to the Council on matters including but not limited to review:

1. Town’s Financial Policies;
2. Cash Management Strategy and;
3. Long-Term Financing Recommendations

### 3.) Composition:

The Finance Committee is to be comprised of five (5) members who are from or knowledgeable in the following groups and appointed by Council on an annual basis each January:

Two from Town Council

One Staff, being the Town Manager or their designee if approved by Council

Two appointed by, and drawn from the following groups, by the Council:

- Local Business Owner(s)
- Planning Commission
- Citizen At Large with Private Investment Experience and or Knowledge

### 4.) Meeting Frequency:

The Finance Committee shall meet at a minimum four times a year and once every quarter to ensure review of investment returns are conducted on an adequate basis.

Issued this \_\_\_\_ day of September, 2019.

\_\_\_\_\_ Mayor

\_\_\_\_\_ Clerk

# **Glasgow Public Safety and Emergency Services Committee**

## **Charge and Composition**

### **1.) Purpose:**

Is to act as an advisory body to the Leadership of the Department of fire, rescue, and emergency services. Responsibility for the leadership, management and delivery of fire, rescue, and emergency services rests with the Chief and Captains of the Departments.

These objectives will be achieved through partnership and teamwork of a combination volunteer and career/paid Department, as endorsed and supported by the Council and this Committee.

The Committee is responsible for supporting the fire and rescue service delivery model as the primary means of providing high quality and cost-effective service to the citizens of Glasgow.

Toward that end, there is a desire to establish a Public Safety and Emergency Services Committee of knowledgeable persons to advise the Council and Town Manager as to what is in the best overall interest of the community.

### **2.) Charge to the Committee**

Designee for oversight of Glasgow's fire, rescue, and emergency services. The committee will make recommendations to the Council, Fire Department, and Rescue Squad on matters including but not limited to:

- Cost effective service provisions
- Recognition and promotion of the welfare of the general public
- Accountability for service levels and resources in a manner required for all public programs
- Meeting administrative reporting deadlines and requirements
- Fair representation and communication of all views regarding these services

### **3.) Composition:**

The Committee is to be comprised of at a minimum of five (5) voting members. These representatives are members from the departments or knowledgeable in the following groups. The members will be appointed by Council on a biennial basis each January, after new Council members are sworn in. A Representative from Council is to Chair the Committee and the Town Manager shall be the Clerk to the Committee:

Two from Town Council, preferably with public safety experience

One Staff, being the Town Manager or their designee if approved by Council

Two appointed by, and drawn from the following groups, by the Council:

- (1) Town Fire Department(s), preferably President or Chief
- (1) Town Rescue Squad, preferably President or Captain

One citizen at large

**4.) Meeting Frequency:**

The Glasgow Public Safety and Emergency Services Committee shall meet at a minimum four times a year and once every quarter to ensure effective delivery of services.

Issued this \_\_\_\_\_ day of February, 2020.

\_\_\_\_\_ Mayor

\_\_\_\_\_ Clerk

# GLASGOW PUBLIC WORKS & UTILITIES COMMITTEE

## Charge and Composition

### 1.) Mission Statement:

This committee reviews and makes recommendations to the Town Manager and Town Council on public works matters, including; street maintenance, street signs, parks, drainage, street lights, water and sewer, use and maintenance of public buildings & grounds, prioritization of public works improvements, service extensions, engineering services and solid waste.

To protect the safety, health, welfare, and the infrastructure investment of the Town residents, businesses, and visitors by providing quality service recommendations, within available resources and budgets, to the Town Council in a timely and efficient manner, and advise the Town Council on the quality of work being performed by chosen contractors/employees.

### 2.) Charge to the Committee

To serve in an advisory capacity to the Town Manager and Town Council on any and all Public Works / Water & Sewer / Engineering projects, which the Town is involved in, and to review and oversee the status of these projects as referred by the Town Council or the Town Manager.

The key elements of the Committee's mission include

#### **Public Works**

- To evaluate the Town's road, sidewalk, drainage, and park systems, then recommend priorities for their maintenance, repair, extension, and reconstruction;
- To recommend a plan for mowing services and equipment, weed control, invasive species eradication, water drainage issues, or any other needs identified as pertains to roads, easements, ditches, culverts, and right of ways;
- To recommend technical advisory for major projects;
- To identify and recommend potential maintenance needs for streets by inspecting each and every street at least twice annually, specifically in the spring and fall;

#### **Public Utilities**

- To assist and advise the Town Council in the establishment and maintenance of water, sewer, and other future public utility objectives;
- To institute criteria for distribution systems, water quality, water quantity, infrastructure needs, and funding;
- Areas of responsibility shall include developing and advocating policy recommendations to the Town Council and educating Council about the water and sewer programs.

#### **Long-Term Infrastructure Planning**

- To make recommendations to Town Council for projects requesting Capital Reserve Maintenance Fund dollars;
- To annually develop and recommend a street surface management plan to the Planning Commission for the Capital Improvement Plan process;
- To annually review the Town of Glasgow's Comprehensive Plan with the Planning Commission and recommend to the Commission changes and updates, as needed, on matters pertaining to Public Works and Utilities;

**3.) Composition:**

Members are appointed by Town Council and will serve two (2) year terms. The initial terms of the Committee shall be one member for a one (1) year term, one members for (2) year terms.

The Committee shall consist of three (3) members of which:

- Two (2) Councilmembers;
- One (1) Citizen-At-Large.

Public Works and Public Utilities Staff will serve as ex-officio members including the Mayor.

**4.) Meeting Frequency:**

The Committee shall hold regular public meetings at least every other month, be responsible for the creation and posting of all agendas and public record of each meeting in accordance with the prevailing state law. Such records shall be forwarded to the Town Council and Manager.

Issued this day of February, 2020.

\_\_\_\_\_ Mayor

\_\_\_\_\_ Clerk

# **Ad Hoc Glasgow Town Hall Advisory Committee**

## **Composition and Charge**

### **1.) Purpose:**

The Town of Glasgow – acting through the Mayor & Council – has authorized the creation of a new ad hoc (temporary) committee to begin exploring relocation options for a new Town Hall.

Toward that end, there is a desire to establish an Advisory Committee of knowledgeable persons to help the Mayor and ultimately Council as to what is in the best overall interest of the Town.

### **2.) Composition:**

The Advisory Committee is to be comprised of five (5) representatives who are from - or knowledgeable in - the following groups:

Two from the following:

- Council
- Planning Commission

One appointed by Council, and drawn from the following groups:

- Citizen At Large

### **3.) Charge to the Committee**

1. Review the needs, objectives, and goals including square footage, location, and financial feasibility.
2. Review the Zoning By-law to determine permitted uses and development standards.
3. Review and determine Architectural Standards and deed restrictions – if any – to be a part of the criteria.
4. Consider adjacent Town owned land(s) to determine if any portion, or its entirety, should be included with building addition or potential land purchases.
5. Determine a scoring system to give reasonable weight to issues not only of price but of the beneficial value to the community of any proposed relocation.

### **4.) Time for Completion:**

The intent is to review of all options and prepare a recommendation to Town Council, no later than **December 8<sup>th</sup>, 2020**.

### **5.) Staff Support:**

The Advisory Committee shall receive staff support from the Town Manager and other staff.

Issued this \_\_\_\_\_ day of February, 2020.

**GLASGOW TOWN COUNCIL**

\_\_\_\_\_ Council

\_\_\_\_\_ Council

\_\_\_\_\_ Council

\_\_\_\_\_ Council

\_\_\_\_\_ Council

\_\_\_\_\_ Council

\_\_\_\_\_ Mayor

\_\_\_\_\_ Clerk



# 2019 -2021 Strategic Plan

## Financial

- Public Information Session on the budget process
- Develop a 5 year Capital Improvement Plan
- Develop a Cash Management Strategy

## Economic Development

- CDBG Planning Grant
- VA Main Street
- Community Business Launch
- Bring a food franchise to Town

## Tourism

- Next April have a LOVE sign in 'Locher's Lagoon'
- Camp Ground
- Water and Splash Park

**Financial: Know where it is going, how it gets there, and where are we planning to spend**

**Public Information Session on the budget process**

- GOAL: To inform and educate the public on the Town's budget process and gain a better understanding of government finance

**Develop a 5 year Capital Improvement Plan**

- GOAL: To assess the state of the Town current assets and prioritize what needs to be replaced and determine when it needs replacing

**Cash Management Strategy**

- GOAL: Analyze current cash management plan and develop a strategy that best fits the Town's needs

**Economic Development: Revitalize our downtown business district and create a main street**

**CDBG Planning Grant**

- GOAL: Address the Business District's Needs
- These grants come with a recommendation from the VADHCD. I intend on having them address our commercial / business district downtown
- If DHCD recommends addressing housing first, we can always apply next year to ask for help in our commercial / business district

**VA Main Street Program**

- GOAL: Become an affiliate and utilize the state's resources to come up with a plan and vision for our main St. (130)  
[harry gleason buchanan]

**Community Business Launch Program (CBL)**

- GOAL: By 2021 host a CBL resulting in one successful start-up within 90 days of the program  
[innovation center / gauntlet]

**Food Franchise**


- Hire a consultant to conduct a market study for a food franchise and begin recruiting by end of 2021

**Marketing & Tourism: Optimize the community's assets**

GOAL: By April 2020 have a LOVE Sign in "Locher's Lagoon" (triangle land across from gas station) with help from the VTC grant for \$1,500 reimbursement

GOAL: Research campground locations in Town and develop up 10 camper/RV hook-ups by summer 2020

GOAL: Research splash and water park locations in Town, identifying grant and regional funding partnership opportunities. Develop a plan to implement and launch come summer 2021

COMMUNITY DEVP.				<h1>2020 Meeting CALENDAR</h1>		HOLIDAY						
PLANN COMM						COUNCIL MEETING						
QUARTERLY						TEMPORARY						
FINANCI						CDBG TEAM						
PUBLIC SAFETY						NEW TOWN HALL						
PUB. WRKS & UTI												
DAY	DATE	DESCRIPTION	TIME/LOCATION	Su	M	T	W	Th	F	Sa		
<b>Jan-2020</b>												
Mon	Jan 6	FY21 Operating Budget Kick-Off	Budget Packet Email				1	2	3	4		
Tues	Jan 14	Council Budget Work Session - Revenue Projections	6:00 pm; Library	5	6	7	8	9	10	11		
Wed	Jan 22	Planning Commission Work Session/Meeting	6:00 pm; Town Hall	12	13	14	15	16	17	18		
		CIP Public Hearing/ Recommendation to Council		19	20	21	22	23	24	25		
Thur	Jan 23	2nd CDBG Project Management Team Meeting	6:30pm; Scotto's	26	27	28	29	30	31			
Tue	Jan 28	Finance Committee; Quarterly Meeting	6:00 pm; Town Hall									
<b>Feb-2020</b>												
Wed	Feb 10-21	Council 2 by 2s Budget Preview with Town Manager	TBD; TM Office							1		
Mon	Feb 3	Community Development Committee Meeting	6:00pm; TBD	2	3	4	5	6	7	8		
Thur	Feb 6	Public Education Seminar on Local Government Budgeting	6:00 pm; Library	9	10	11	12	13	14	15		
Tues	Feb 11	Council Regular Meeting - Non-Profit Presentations	6:00 pm; Library	16	17	18	19	20	21	22		
Tues	Feb 11	Council Regular Meeting	7:00 pm; Library	23	24	25	26	27	28	29		
Tues	Feb 25	<b>Town Manager's FY21 Budget Proposal and Revenue/Expenditure Brief</b>	<b>6:00 pm; Library</b>									
<b>Mar-2020</b>												
Mon	Mar 2	Community Development Committee Meeting	6:00pm; TBD									
Tues	<b>Mar 10</b>	<b>Council Budget Work Session</b>	<b>6:00 pm; Library</b>	1	2	3	4	5	6	7		
Tues	Mar 10	Council Regular Meeting	7:00 pm; Library	8	9	10	11	12	13	14		
Wed	Mar 11	Council Regular Meeting - Set Proposed FY21 Budget & CY20 Tax Rates for Advertising (Submission Deadline News Gazette Monday 9th)		15	16	17	18	19	20	21		
Wed	Mar 18	Planning Commission Work Session/Meeting	6:00 pm; Town Hall	22	23	24	25	26	27	28		
Tues	<b>Mar 24</b>	<b>Council Budget Work Session</b>	<b>6:00 pm; Library</b>	29	30	31						
Mon	<b>Mar 30</b>	<b>Council Budget Work Session</b>	<b>6:00 pm; Library</b>									
Mon	Mar 23	Public Works & Utilities Committee Meeting	6:00 pm; Town Hall									
Thur	Mar 26	CDBG Project Management Team Meeting	6:30pm; Scotto's									
<b>Apr-2020</b>												
Mon	Apr 6	Community Development Committee Meeting	6:00pm; TBD				1	2	3	4		
Tues	<b>Apr 14</b>	<b>Council Budget Work Session</b>	<b>6:00 pm; Library</b>	5	6	7	8	9	10	11		
	Apr 14	Council Regular Meeting - Budget Adoption	7:00 pm; Library	12	13	14	15	16	17	18		
Wed	Apr 15	Planning Commission Work Session/Meeting	6:00 pm; Town Hall	19	20	21	22	23	24	25		
Mon	Apr 2	New Town Hall Advisory Committee Meeting	6:00 pm; Town Hall	26	27	28	29	30				
Wed	Apr 22	Public Safety Committee Meeting	6:00 pm; Town Hall									
Thur	Apr 23	CDBG Project Management Team Meeting	6:30pm; Scotto's									
<b>May-2020</b>												
Mon	May 4	Community Development Committee Meeting	6:00pm; TBD						1	2		
Tues	May 12	Council Regular Meeting	7:00 pm; Library	3	4	5	6	7	8	9		
Wed	May 20	Planning Commission Work Session/Meeting	6:00 pm; Town Hall	10	11	12	13	14	15	16		
Mon	May 7	New Town Hall Advisory Committee Meeting	6:00 pm; Town Hall	17	18	19	20	21	22	23		
Wed	May 27	Finance Committee; Quarterly Meeting	6:00 pm; Town Hall	24	25	26	27	28	29	30		
Thur	May 28	CDBG Project Management Team Meeting	6:30pm; Scotto's	31								
<b>Jun-2020</b>												
Mon	Jun 1	Community Development Committee Meeting	6:00pm; TBD		1	2	3	4	5	6		
Tues	Jun 9	Council Regular Meeting	7:00 pm; Library	7	8	9	10	11	12	13		
Wed	Jun 17	Planning Commission Work Session/Meeting	6:00 pm; Town Hall	14	15	16	17	18	19	20		
Mon	Jun 4	New Town Hall Advisory Committee Meeting	6:00 pm; Town Hall	21	22	23	24	25	26	27		
Wed	Jun 24	Public Works & Utilities; Quarterly Meeting	6:00 pm; Town Hall	28	29	30						
Thur	Jun 25	CDBG Project Management Team Meeting	6:30pm; Scotto's									

				Jul-2020						
Mon	Jul 2	New Town Hall Advisory Committee Meeting	6:00 pm; Town Hall				1	2	3	4
Mon	Jul 6	Community Development Committee Meeting	6:00pm; TBD	5	6	7	8	9	10	11
Tues	Jul 14	Council Regular Meeting	7:00 pm; Library	12	13	14	15	16	17	18
Wed	Jul 15	Planning Commission Work Session/Meeting	6:00 pm; Town Hall	19	20	21	22	23	24	25
Wed	Jul 22	Public Safety Committee Meeting	6:00 pm; Town Hall	26	27	28	29	30	31	
Thur	Jul 23	CDBG Project Management Team Meeting	6:30pm; Scotto's							
				Aug-2020						
Mon	Aug 3	Community Development Committee Meeting	6:00pm; TBD							1
Mon	Aug 6	New Town Hall Advisory Committee Meeting	6:00 pm; Town Hall	2	3	4	5	6	7	8
Tues	Aug 11	Council Regular Meeting	7:00 pm; Library	9	10	11	12	13	14	15
Wed	Aug 19	Planning Commission Work Session/Meeting	6:00 pm; Town Hall	16	17	18	19	20	21	22
Wed	Aug 26	Finance Committee; Quarterly Meeting	6:00 pm; Town Hall	23	24	25	26	27	28	29
Thur	Aug 27	CDBG Project Management Team Meeting	6:30pm; Scotto's	30	31					
				Sep-2020						
Mon	Sep 1	Community Development Committee Meeting	6:00pm; TBD			1	2	3	4	5
Mon	Sep 3	New Town Hall Advisory Committee Meeting	6:00 pm; Town Hall	6	7	8	9	10	11	12
Tues	Sep 8	Council Regular Meeting	7:00 pm; Library	13	14	15	16	17	18	19
Mon	Sep 14	Town Manager sends out CIP Requests to Staff and Council Members	8:30 am; Town Hall	20	21	22	23	24	25	26
Wed	Sep 16	Planning Commission Work Session/Meeting - CIP Review	6:00 pm; Town Hall	27	28	29	30			
Wed	Sep 23	Public Works & Utilities; Quarterly Meeting	6:00 pm; Town Hall							
Thur	Sep 24	CDBG Project Management Team Meeting	6:30pm; Scotto's							
				Oct-2020						
Mon	Oct 1	New Town Hall Advisory Committee Meeting	6:00 pm; Town Hall					1	2	3
Mon	Oct 5	Community Development Committee Meeting	6:00pm; TBD	4	5	6	7	8	9	10
Tues	Oct 13	Council Regular Meeting	7:00 pm; Library	11	12	13	14	15	16	17
Wed	Oct 21	Planning Commission Work Session/Meeting - Capital Asset List Update	6:00 pm; Town Hall	18	19	20	21	22	23	24
Wed	Oct 28	Public Safety Committee Meeting	6:00 pm; Town Hall	25	26	27	28	29	30	31
Thur	Oct 22	CDBG Project Management Team Meeting	6:30pm; Scotto's							
				Nov-2020						
Mon	Nov 2	Community Development Committee Meeting	6:00pm; TBD	1	2	3	4	5	6	7
Mon	Nov 5	New Town Hall Advisory Committee Meeting	6:00 pm; Town Hall	8	9	10	11	12	13	14
Tues	Nov 10	Council Regular Meeting	7:00 pm; Library	15	16	17	18	19	20	21
Wed	Nov 18	Planning Commission Work Session/Meeting - CIP Requests Submitted & Presented	6:00 pm; Town Hall	22	23	24	25	26	27	28
Mon	Nov 23	Public Works & Utilities; Quarterly Meeting	6:00 pm; Town Hall	29	30					
Tue	Nov 24	CDBG Project Management Team Meeting	6:30pm; Scotto's							
				Dec-2020						
Mon	Dec 3	New Town Hall Advisory Committee Meeting	6:00 pm; Town Hall			1	2	3	4	5
Mon	Dec 7	Community Development Committee Meeting	6:00pm; TBD	6	7	8	9	10	11	12
Tues	Dec 8	Council Regular Meeting	7:00 pm; Library	13	14	15	16	17	18	19
Wed	Dec 16	Planning Commission Work Session/Meeting - CIP Requests Presented	6:00 pm; Town Hall	20	21	22	23	24	25	26
Wed	Dec 23	Finance Committee; Quarterly Meeting	6:00 pm; Town Hall	27	28	29	30	31		
Tue	Dec 22	CDBG Project Management Team Meeting	6:30pm; Scotto's							



# TOWN OF GLASGOW, VIRGINIA



## MEMORANDUM

Malcolm “Shane” Watts  
Mayor, 2021

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Town Council:  
Andrea Bradley, 2021  
Barrett McFaddin, 2021  
Aaron Britton, 2020  
Andy Ryan, 2020  
Sonny Williams, 2020

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Eric Pollitt  
Town Manager  
[epollitt@glasgowvirginia.org](mailto:epollitt@glasgowvirginia.org)

Jane Higginbotham  
Sr. Administrative Assistant  
[jhigginbotham@glasgowvirginia.org](mailto:jhigginbotham@glasgowvirginia.org)

Grace Crickenberger  
Town Attorney

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Angel Poole  
Chief of Police  
[apoole@glasgowvirginia.org](mailto:apoole@glasgowvirginia.org)

Jeff Rankin  
Wastewater Operations  
[jrankin@glasgowvirginia.org](mailto:jrankin@glasgowvirginia.org)

Chris Flint  
Public Works  
[cflint@glasgowvirginia.org](mailto:cflint@glasgowvirginia.org)

Date: February 21<sup>st</sup>, 2020

From: Eric Pollitt – Town Manager

To: Mayor & Council

Subject: FY 2021 Budget Message

CC: File; Staff

Dear Mayor & Council,

This memorandum is my summary of the FY 2021 Budget for the Town of Glasgow. It is broken down into 4 primary sections: A brief overview of Glasgow’s 3 funds, my method of budget development, the differences between this year and last, and the major policy initiatives and projects for next year.

### I. Glasgow Funds Overview

- The Town of Glasgow has 3 funds which is operates out of: The *General Fund*, *Water Fund*, and *Sewer Fund*. Each fund provides unique services to residents, business owners, and visitors.

#### *General Fund*

- Revenue - The *General Fund* operates primarily based on taxing authority granted from its charter which is recognized by the Commonwealth of Virginia. The *General Fund* also charges miscellaneous fees and collects other sources of revenue.
- The Towns 4 largest sources of revenue are: Real Estate Taxes, Personal Property / Machine & Tools (M&T) Taxes, Sales Taxes, Meals Taxes. These 4 sources make up over 55% of our revenue in FY 2021’s Budget.
- Expenses – As a Chartered Town in Virginia, we have certain obligations we must meet that residents pay for through their Town taxes such as: public property, streets, parks, trash pickup, and law & code enforcement.

#### *Water Fund*

- Revenue - The *Water Fund* operates based on its charges for services to customers as a Business-Type-Activity. In Glasgow, almost 75% of the fund's revenue is from in-town residents. Other sources of revenue come



# TOWN OF GLASGOW, VIRGINIA



from business connections, miscellaneous fees, and the Town's *Sewer Fund* for water consumption which is used to process wastewater.

- Expense – As an enterprise fund with debt obligations, there are 4 categories of expenditures: Personnel, Operations, Debt Service, and Capital Expenses.
- The largest cost driver by far for the *Water Fund* is its debt obligations to our loan agency at 56% to the Virginia Resource Authority. The *Water Fund* pays a little more than \$162,500 a year in debt obligations.
- The remaining costs are as follows: Personnel 18%, Operations 20%, and Capital Expenses 6%.

## *Sewer Fund*

- Revenue - The *Sewer Fund* operates based on its charges for services to customers as a Business-Type-Activity as well. Like the *Water Fund* where a vast majority of its revenue comes from residents at 65%.
- The other primary source of revenue is waste from sources outside the wastewater collection system, known as septage. This stream of revenue makes up 22% of the *Sewer Funds*' sources of revenue. The primary sources of septage are Hamilton, Humphreys, C&S, and Rockbridge PSA.
- Expenses - As an enterprise fund with debt obligations, there are 4 categories of expenditures: Personnel, Operations, Debt Service, and Capital Expenses.
- Over 80% of the costs for the *Sewer Fund* are from its Personnel at 39% and Operations at 42%. This is a little more than \$225,500 a year. The *Sewer Fund*'s DEQ Permit obligations requires our plant to conduct physical chlorine grab tests 3 times a day, at 4 hour intervals. This means sewer plants are expensive to run because of the staffing requirements that come with it and equipment necessary to process wastewater.
- The remaining costs are as follows: Debt Service 12% and Capital Expenses 7%.

## II. Method of Budget Development

### *Revenue Projections*

- At the end of November, I took the average of 5 periods (July - November) and multiplied it out for 12 periods. These projections were provided at the January 2020 Council Meeting.
- I did this for last year FY19 and this year FY20 to compare how close this projection model was to the actuals for FY19. Many were very close or higher, so I applied the same principal to FY20's actuals.
- This is how I came up with our monthly streams of revenue such as sales tax, meals tax, sewer residential, septage, and water residential.
- For Real and Personal Property Taxes, I took the amount we billed out for each set of taxes and projected an 87% collection rate for Real Property and 90% collection for Personal / M&T taxes.
- In FY18 we collected 84% of our Real Property taxes, and this year we are at 87% so far for collections.
- In FY20, we have collected 88% of Personal / M&T Taxes so far, of which Mohawk pays roughly \$54,000. I have us collecting 90% of our Personal / M&T Taxes. With us having DMV Stops in place next year, this will have a stronger effect on those who don't pay right away increasing current year collections.
- By implementing the Debt Set-Off program through the Department of Taxation and DMV Stop program, our delinquent numbers should be higher than projected and future collection rates should increase.



# TOWN OF GLASGOW, VIRGINIA



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- Water and Sewer numbers are based off of Jeff's recommendations and my projects, with the goal to be realistic of what amount of money will be coming in next year and not grossly over or under estimate.

## *Department Head Requests*

- Department templates were sent out to staff for the following budgets: Police, Trash, Buildings & Grounds, Parks & Rec., Water, and Sewer.
- Staff was instructed to request what they needed in the Blue Baseline column and what they wanted next year if I could provide it in the Red Baseline + column.
- I sat down and reviewed their recommendations with them one-on-one.

## *Town Manager Recommendations*

- I did my best to build this budget from the ground up with the zero based budget approach.
- My recommendations for next year are based on expenditure trends this year and what departments requested, meeting our operational and contractual needs while improving efficiency.
- The recommendations are based on what is realistic for what we have spent so far in FY20 and what was spent in FY19 and FY18.
- The detail costs column helps explain what the line item is used for in a department.

## *2 by 2s with Council & Mayor*

- Once the recommendations were developed, I met with the Mayor & Council members either individually or in groups of 2 to review my recommendations for feedback.
- Minor tweaks were made based on feedback from Council.

## **III. Differences Between This Year and Last**

### *General Fund*

- I am projecting we collect 87% of Real Property, 90% collection for Personal / M&T, while receiving \$6,000 more in sales tax revenue, and \$2,000 more in meals tax revenue.
- The Community Development Committee will be responsible for meeting our fundraising goal of \$7,500 for our first annual concert series 'Rockin the Gorge' this coming year.
- We made over \$800 from one concert last year which is a net number including beer sales.
- The new Town Attorney will be roughly \$4,000 more at \$150 an hour. Council does not have to use all the budgeted monies on the attorney since she bills the Town hourly and not a flat rate like before.
- Council contingency went down from \$26,774 to \$7,500 which still meets our financial policy recommendations. A majority of these funds went to starting a Capital Reserve Maintenance Fund (CRMF) program for the *General Fund* which will fund small projects and be used to replace equipment in town.

### *Water & Sewer*

- I evaluated the personnel cost allocation for each employee and tweaked employees whose costs are allocated to both funds in a manner which balances the funds fairly allowing enough money to operate



# TOWN OF GLASGOW, VIRGINIA



efficiently, meet our debt obligations, while still putting money aside for capital replacement and future projects.

- The *Sewer Fund* is now paying the Town's *Water Fund* for its water consumption which is used to meet its DEQ requirements. The *Sewer Fund* is projected to pay the *Water Fund* \$40,235 next year. This is based off what the *Sewer Fund* would have paid *Water Fund* in FY19 if this policy was applied.

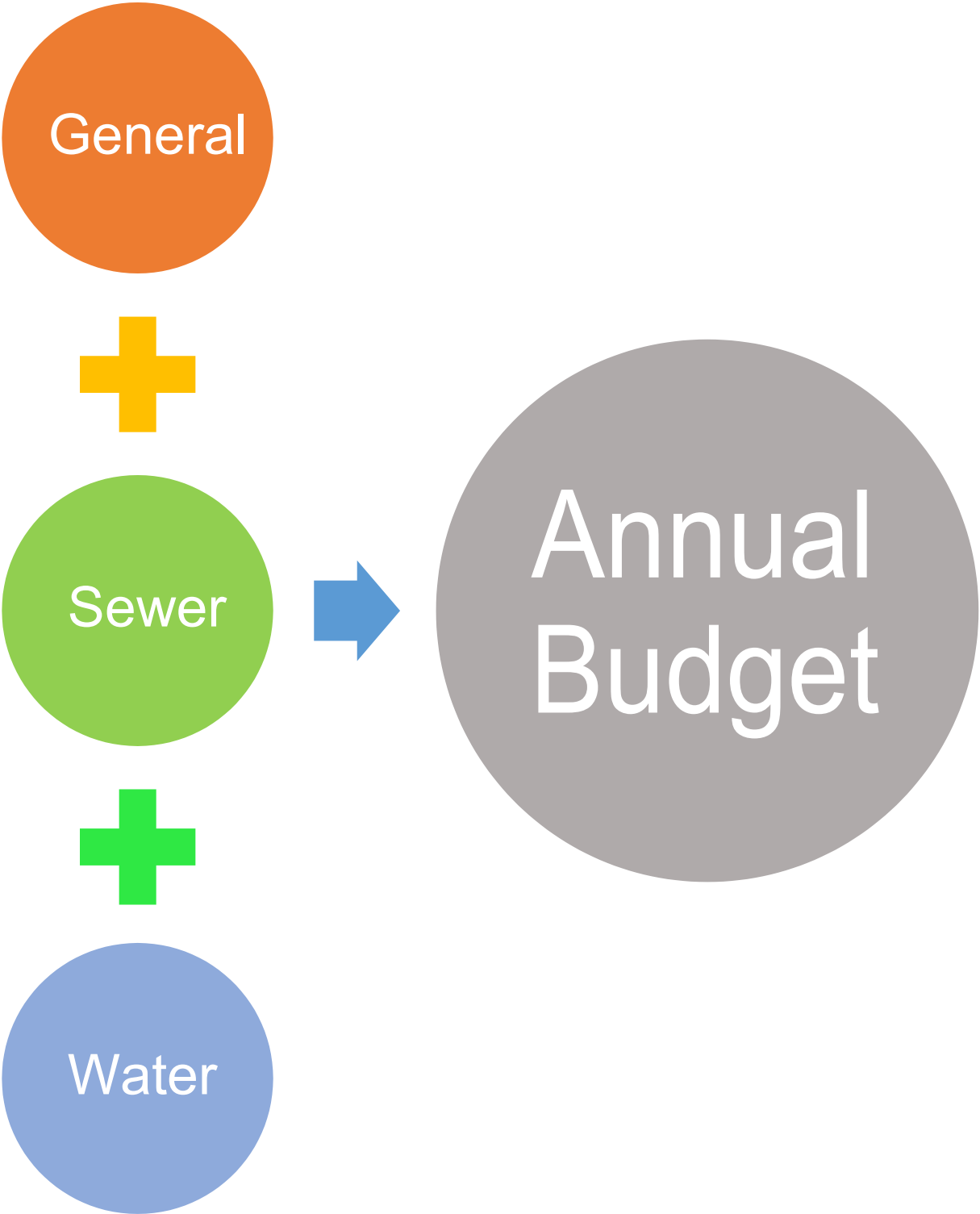
## IV. Major Policy Initiatives and Projects

- i. New Town Attorney with a new perspective on updating ordinances and approaches to legal matters;
- ii. Starting a Capital Reserve Maintenance Fund (CRMF) program for the *General Fund* including recommendations for ADA accessible bathrooms at the Farmer's Market and Hiker's Shelter;
- iii. Contracting of services with our regional planning district for staff support in updating our Comprehensive Plan which is in line with Council Retreat Goals;
- iv. Farmer's Market Manager and money in the budget for one big event for the market;
- v. Canceling the continuance of picking up and hauling off of large trash items not included in weekly pick up, **with the exception of brush**. If Council wants to continue to pay for this service it will need to increase the trash rate from \$4.50 a month to \$9.00 a month;
- vi. Reduction of equipment & vehicle repair costs with creation of Public Works and Utilities Committee;
- vii. Hosting first ever concert series 'Rockin the Gorge' from May until October estimating \$7,500 total or \$1,500 per event;
- viii. Reducing redundant aid to the regional library system since residents pay for the system through Town taxes, eliminating electrical costs and an annual donation, both of which are much more generous than any other Town of our size provides to their regional library.
- ix. Annually evaluating the personnel cost allocation of employees between the 3 funds;
- x. The *Sewer Fund* paying the Town's *Water Fund* for its water consumption.

Please contact me by email or schedule an appointment if you have further questions about the budget.

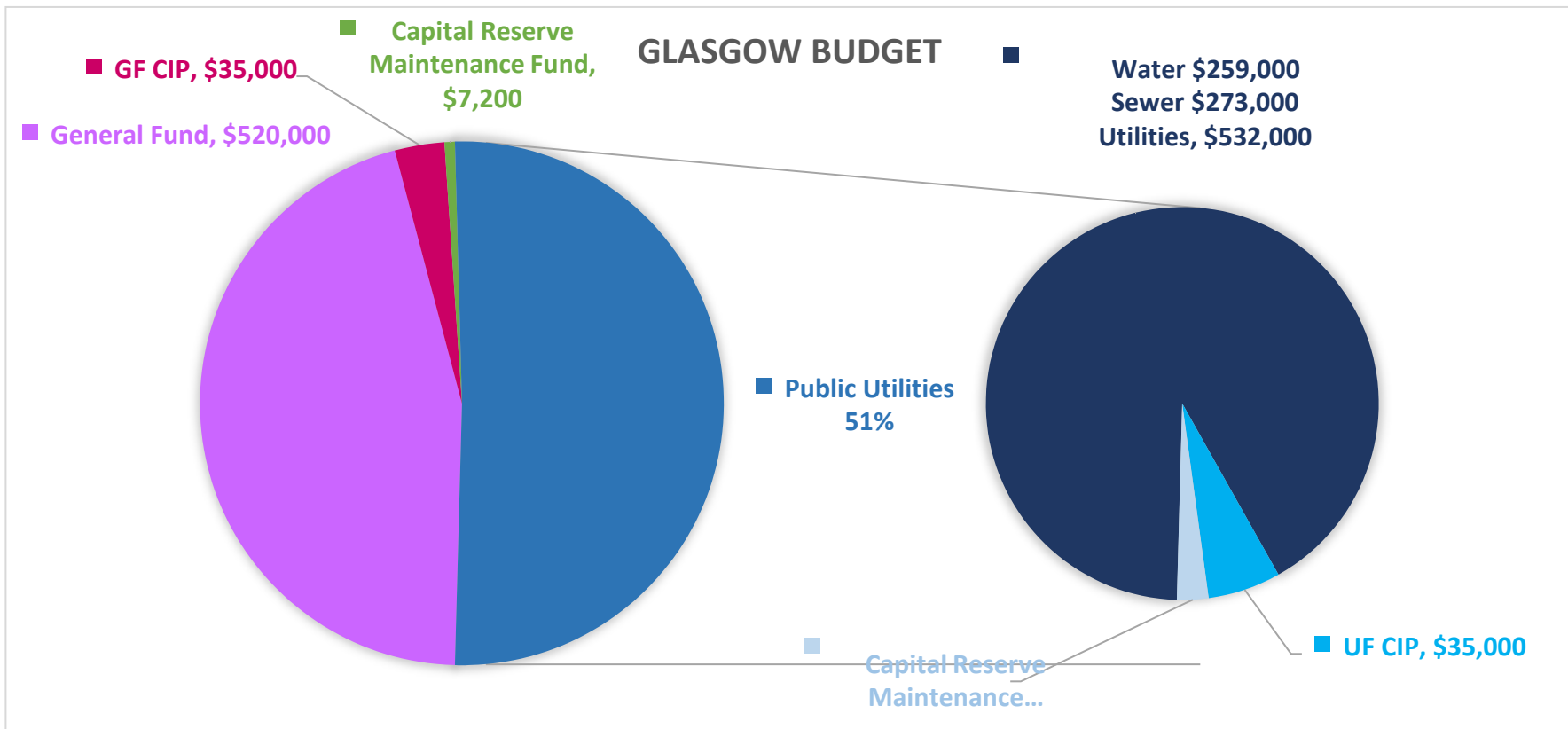
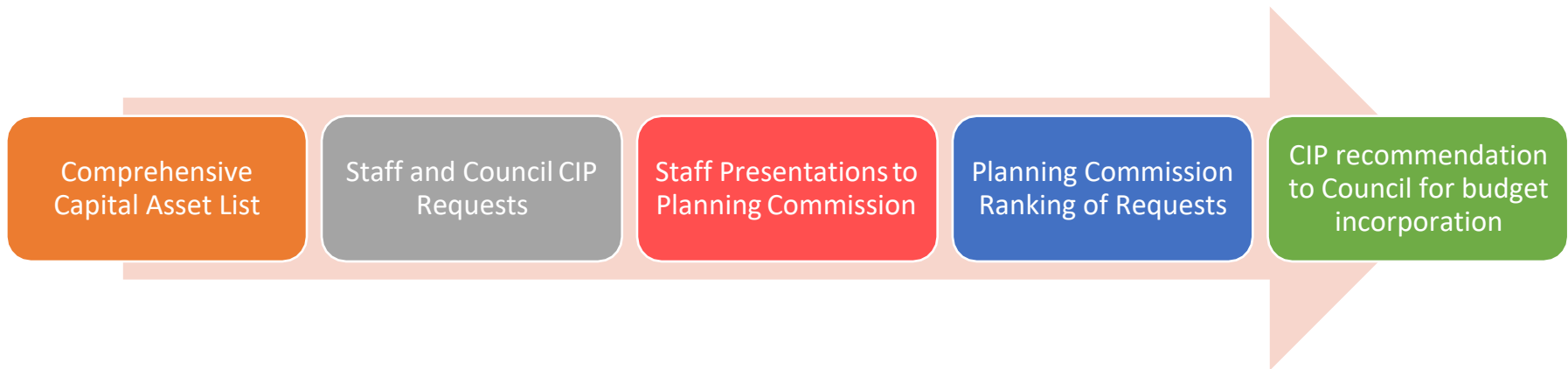


# GLASGOW FUNDS OVERVIEW





# GLASGOW CAPITAL IMPROVEMENT PLAN PROCESS FISCAL YEAR 2021





# TOWN OF GLASGOW, VIRGINIA



## MEMORANDUM PLANNING COMMISSION MINUTES

Ruby Ogden Clark  
Mayor

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Town Council:

Andrea Bradley

Aaron Britton

Greg Hartbarger

Barrett McFaddin

Andy Ryan

Sonny Williams

---

Eric Pollitt  
Town Manager  
[epollitt@glasgowvirginia.org](mailto:epollitt@glasgowvirginia.org)

Jane Higginbotham  
Sr. Administrative Assistant

[jhigginbotham@glasgowvirginia.org](mailto:jhigginbotham@glasgowvirginia.org)

Thomas Simons  
Town Attorney

---

Angel Poole  
Chief of Police  
[apoole@glasgowvirginia.org](mailto:apoole@glasgowvirginia.org)

Jeff Rankin  
Wastewater Operations  
[jrankin@glasgowvirginia.org](mailto:jrankin@glasgowvirginia.org)

Chris Flint  
Public Works  
[cflint@glasgowvirginia.org](mailto:cflint@glasgowvirginia.org)

Date: January 22<sup>nd</sup>, 2020

From: Planning Commission

To: Eric Pollitt – Town Manager

Subject: January 22<sup>nd</sup>, 2020 Planning Commission CIP Memo

CC: Mayor, Council, Jane Higginbotham

Below is a summary of the Planning Commission CIP Memo:

### 1. FY21-25 CIP Workshop Ranking Discussion

#### A. Administrative Vehicle – Dodge Journey

- Versatile vehicle that can be shared with the water and sewer operator
- Is AWD and v6 engine
- Cut down maintenance and repair costs on old explorer

#### B. Zero Turn Mower – John Deere

- Cuts down on annual maintenance and repair costs which was close to \$2,000 last year
- Can get a trade in value of \$3,500 on Farris mower

#### C. Dumpsters

- Would cut costs on renting dumpsters
- Landfill has gone up on tipping fees this year which the Town pays for taking trash and brush

#### D. Well 4 Equipment

- Could be purchased through a grant
- Helps meet VDH requirements

#### E. Oxidation Ditch & Bar Screen Studies

- Grant reimbursable
- Both studies could be implemented the following year through grant or debt
- Projects would extend useful life of system

Aaron Britton - 2021  
Council Representative

Bob Hinkle - 2023  
Chairman

Tom Camden -2022  
Vice Chairman

Eric Pollitt  
Town Manager | Committee Clerk

Marty Diamond - 2020  
Resident

Reese McClanahan - 2019  
Resident

<b>Capital Request</b>	Administrative Vehicle - Dodge Journey
<b>Department</b>	Administration
<b>Cost</b>	\$22,500.00

<b>Master Plan</b>		<b>Score 5</b>
1	3	5
The project is not part of any Master Plan	The project is included in a Master Plan, but may not be a high priority or appropriate citizen engagement on the specific proposal has not yet transpired	The project is included in a Master Plan, is a high priority, and has been well-vetted

<b>Regulation</b>		<b>Score</b>
1	3	5
The project does not address a regulatory compliance issue	The project provides a short-term fix for an existing regulatory compliance issue or for one anticipated in the near future	The project resolves a pressing or longterm regulatory compliance issue

<b>Infrastructure / Public Safety</b>		<b>Score</b>
1	3	5
The safety or infrastructure need for the project is low; or it addresses new or existing infrastructure	it address a serious safety issues that has a limited impact or address a less-serious issues that serves the broader community	it addresses a serious health/public safety issues that has a widespread impact; it addresses existing infrastructure; and the ancillary benefits are well-defined

<b>Seasonal Use</b>		<b>Score 5</b>
1	3	5
1 – Five or fewer months per year	3 – Six to Eleven months per year	5 – Year Round

**Quality of Life / Health & Wellness****3****Score**

1	3	5
The project does not affect the Quality of Life / Health & Wellness for Glasgow community members	The project has a moderate impact on the Quality of Life / Health & Wellness for Glasgow community members	The project greatly impacts the Quality of Life / Health & Wellness for a wide range of Glasgow community members

**Impact on Operational Budget****Score 5**

1	3	5
The project will have a negative effect on the budget It will require additional money to operate	The project will not affect the operating budget as it is cost/ revenue neutral	The project will have a positive effect on the budget It will have significant savings in time, materials and/or maintenance or be revenue generating to more than offset costs

**External Funding 1****Score**

1	3	5
0 - 33% Grant	34 - 66% Grant	67 - 100% Grant
100 - 67% Debt Service	34 - 66% Debt Service	0 - 33% Debt Service

**Timing****Score 5**

1	3	5
The project does not have a critical timing/location component		The project does have a critical timing/location component

**Max Score 40****Total Score 30**

Note: Funding split 50 / 25 / 25 between 3 funds  
General, Water, and Sewer

<b>Capital Request</b>	Zero Turn Mower
<b>Department</b>	Public Works
<b>Cost</b>	\$11,500.00

**Master Plan**

**Score 5**

1	3	5
The project is not part of any Master Plan	The project is included in a Master Plan, but may not be a high priority or appropriate citizen engagement on the specific proposal has not yet transpired	The project is included in a Master Plan, is a high priority, and has been well-vetted

**Regulation**

**Score 5**

1	3	5
The project does not address a regulatory compliance issue	The project provides a short-term fix for an existing regulatory compliance issue or for one anticipated in the near future	The project resolves a pressing or longterm regulatory compliance issue

**Infrastructure / Public Safety**

**3**

**Score**

1	3	5
The safety or infrastructure need for the project is low; or it addresses new or existing infrastructure	it address a serious safety issues that has a limited impact or address a less-serious issues that serves the broader community	it addresses a serious health/public safety issues that has a widespread impact; it addresses existing infrastructure; and the ancillary benefits are well-defined

**Seasonal Use**

**3**

**Score**

1	3	5
1 – Five or fewer months per year	3 – Six to Eleven months per year	5 – Year Round

**Quality of Life / Health & Wellness****Score 5**

1	3	5
The project does not affect the Quality of Life / Health & Wellness for Glasgow community members	The project has a moderate impact on the Quality of Life / Health & Wellness for Glasgow community members	The project greatly impacts the Quality of Life / Health & Wellness for a wide range of Glasgow community members

**Impact on Operational Budget****Score 5**

1	3	5
The project will have a negative effect on the budget It will require additional money to operate	The project will not affect the operating budget as it is cost/ revenue neutral	The project will have a positive effect on the budget It will have significant savings in time, materials and/or maintenance or be revenue generating to more than offset costs

**External Funding 1****Score**

1	3	5
0 - 33% Grant	34 - 66% Grant	67 - 100% Grant
100 - 67% Debt Service	34 - 66% Debt Service	0 - 33% Debt Service

**Timing 1****Score**

1		5
The project does not have a critical timing/location component		The project does have a critical timing/location component

**Max Score 40****Total Score 28**



<b>Capital Request</b>	Dumpsters
<b>Department</b>	Public Works
<b>Cost</b>	\$9,500.00

<b>Master Plan</b>		<b>3</b>	<b>Score</b>
<b>1</b>	<b>3</b>	<b>5</b>	
The project is not part of any Master Plan	The project is included in a Master Plan, but may not be a high priority or appropriate citizen engagement on the specific proposal has not yet transpired	The project is included in a Master Plan, is a high priority, and has been well-vetted	

<b>Regulation</b>		<b>3</b>	<b>Score</b>
<b>1</b>	<b>3</b>	<b>5</b>	
The project does not address a regulatory compliance issue	The project provides a short-term fix for an existing regulatory compliance issue or for one anticipated in the near future	The project resolves a pressing or longterm regulatory compliance issue	

<b>Infrastructure / Public Safety</b>		<b>3</b>	<b>Score</b>
<b>1</b>	<b>3</b>	<b>5</b>	
The safety or infrastructure need for the project is low; or it addresses new or existing infrastructure	it address a serious safety issues that has a limited impact or address a less-serious issues that serves the broader community	it addresses a serious health/public safety issues that has a widespread impact; it addresses existing infrastructure; and the ancillary benefits are well-defined	

<b>Seasonal Use</b>		<b>Score 5</b>
<b>1</b>	<b>3</b>	<b>5</b>
1 – Five or fewer months per year	3 – Six to Eleven months per year	5 – Year Round

**Quality of Life / Health & Wellness****3****Score**

1	3	5
The project does not affect the Quality of Life / Health & Wellness for Glasgow community members	The project has a moderate impact on the Quality of Life / Health & Wellness for Glasgow community members	The project greatly impacts the Quality of Life / Health & Wellness for a wide range of Glasgow community members

**Impact on Operational Budget****Score 5**

1	3	5
The project will have a negative effect on the budget It will require additional money to operate	The project will not affect the operating budget as it is cost/ revenue neutral	The project will have a positive effect on the budget It will have significant savings in time, materials and/or maintenance or be revenue generating to more than offset costs

**External Funding 1****Score**

1	3	5
0 - 33% Grant	34 - 66% Grant	67 - 100% Grant
100 - 67% Debt Service	34 - 66% Debt Service	0 - 33% Debt Service

**Timing 1****Score**

1	3	5
The project does not have a critical timing/location component		The project does have a critical timing/location component

**Max Score 40****Total Score 24**

<b>Capital Request</b>	Well 4 Equipment
<b>Department</b>	Water
<b>Cost</b>	\$4,750.00

**Master Plan**

**Score 5**

1	3	5
The project is not part of any Master Plan	The project is included in a Master Plan, but may not be a high priority or appropriate citizen engagement on the specific proposal has not yet transpired	The project is included in a Master Plan, is a high priority, and has been well-vetted

**Regulation**

**Score 5**

1	3	5
The project does not address a regulatory compliance issue	The project provides a short-term fix for an existing regulatory compliance issue or for one anticipated in the near future	The project resolves a pressing or longterm regulatory compliance issue

**Infrastructure / Public Safety**

**Score 5**

1	3	5
The safety or infrastructure need for the project is low; or it addresses new or existing infrastructure	it address a serious safety issues that has a limited impact or address a less-serious issues that serves the broader community	it addresses a serious health/public safety issues that has a widespread impact; it addresses existing infrastructure; and the ancillary benefits are well-defined

**Seasonal Use**

**Score 5**

1	3	5
1 – Five or fewer months per year	3 – Six to Eleven months per year	5 – Year Round

**Quality of Life / Health & Wellness****Score 5**

1	3	5
The project does not affect the Quality of Life / Health & Wellness for Glasgow community members	The project has a moderate impact on the Quality of Life / Health & Wellness for Glasgow community members	The project greatly impacts the Quality of Life / Health & Wellness for a wide range of Glasgow community members

**Impact on Operational Budget****3****Score**

1	3	5
The project will have a negative effect on the budget It will require additional money to operate	The project will not affect the operating budget as it is cost/ revenue neutral	The project will have a positive effect on the budget It will have significant savings in time, materials and/or maintenance or be revenue generating to more than offset costs

**External Funding****Score 5**

1	3	5
0 - 33% Grant	34 - 66% Grant	67 - 100% Grant
100 - 67% Debt Service	34 - 66% Debt Service	0 - 33% Debt Service

**Timing 1****Score**

1		5
The project does not have a critical timing/location component		The project does have a critical timing/location component

**Max Score 40****Total Score 34**

<b>Capital Request</b>	Oxidation Ditch Study
<b>Department</b>	Sewer
<b>Cost</b>	\$17,500.00

**Master Plan**

**Score 5**

1	3	5
The project is not part of any Master Plan	The project is included in a Master Plan, but may not be a high priority or appropriate citizen engagement on the specific proposal has not yet transpired	The project is included in a Master Plan, is a high priority, and has been well-vetted

**Regulation**

**3**

**Score**

1	3	5
The project does not address a regulatory compliance issue	The project provides a short-term fix for an existing regulatory compliance issue or for one anticipated in the near future	The project resolves a pressing or longterm regulatory compliance issue

**Infrastructure / Public Safety**

**Score 5**

1	3	5
The safety or infrastructure need for the project is low; or it addresses new or existing infrastructure	it address a serious safety issues that has a limited impact or address a less-serious issues that serves the broader community	it addresses a serious health/public safety issues that has a widespread impact; it addresses existing infrastructure; and the ancillary benefits are well-defined

**Seasonal Use**

**Score 5**

1	3	5
1 – Five or fewer months per year	3 – Six to Eleven months per year	5 – Year Round

**Quality of Life / Health & Wellness****Score 5**

1	3	5
The project does not affect the Quality of Life / Health & Wellness for Glasgow community members	The project has a moderate impact on the Quality of Life / Health & Wellness for Glasgow community members	The project greatly impacts the Quality of Life / Health & Wellness for a wide range of Glasgow community members

**Impact on Operational Budget****3****Score**

1	3	5
The project will have a negative effect on the budget It will require additional money to operate	The project will not affect the operating budget as it is cost/ revenue neutral	The project will have a positive effect on the budget It will have significant savings in time, materials and/or maintenance or be revenue generating to more than offset costs

**External Funding****3****Score**

1	3	5
0 - 33% Grant	34 - 66% Grant	67 - 100% Grant
100 - 67% Debt Service	34 - 66% Debt Service	0 - 33% Debt Service

**Timing 1****Score**

1	3	5
The project does not have a critical timing/location component		The project does have a critical timing/location component

**Max Score 40****Total Score 30**

<b>Capital Request</b>	Bar Screen Study
<b>Department</b>	Sewer
<b>Cost</b>	\$17,500.00

<b>Master Plan</b>		<b>Score 5</b>
1	3	5
The project is not part of any Master Plan	The project is included in a Master Plan, but may not be a high priority or appropriate citizen engagement on the specific proposal has not yet transpired	The project is included in a Master Plan, is a high priority, and has been well-vetted

<b>Regulation</b>		<b>Score</b>
1	3	5
The project does not address a regulatory compliance issue	The project provides a short-term fix for an existing regulatory compliance issue or for one anticipated in the near future	The project resolves a pressing or longterm regulatory compliance issue

<b>Infrastructure / Public Safety</b>		<b>Score 5</b>
1	3	5
The safety or infrastructure need for the project is low; or it addresses new or existing infrastructure	it address a serious safety issues that has a limited impact or address a less-serious issues that serves the broader community	it addresses a serious health/public safety issues that has a widespread impact; it addresses existing infrastructure; and the ancillary benefits are well-defined

<b>Seasonal Use</b>		<b>Score 5</b>
1	3	5
1 – Five or fewer months per year	3 – Six to Eleven months per year	5 – Year Round

**Quality of Life / Health & Wellness****Score 5**

1	3	5
The project does not affect the Quality of Life / Health & Wellness for Glasgow community members	The project has a moderate impact on the Quality of Life / Health & Wellness for Glasgow community members	The project greatly impacts the Quality of Life / Health & Wellness for a wide range of Glasgow community members

**Impact on Operational Budget****Score 5**

1	3	5
The project will have a negative effect on the budget It will require additional money to operate	The project will not affect the operating budget as it is cost/ revenue neutral	The project will have a positive effect on the budget It will have significant savings in time, materials and/or maintenance or be revenue generating to more than offset costs

**External Funding****3****Score**

1	3	5
0 - 33% Grant	34 - 66% Grant	67 - 100% Grant
100 - 67% Debt Service	34 - 66% Debt Service	0 - 33% Debt Service

**Timing 1****Score**

1		5
The project does not have a critical timing/location component		The project does have a critical timing/location component

**Max Score 40****Total Score 32**

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**FY2021-2025 CAPITAL IMPROVEMENT PLAN REQUEST**

**Town of Glasgow**

<b>Section 1 - PROJECT INFORMATION</b>								
<b>Project Title:</b>	<b>Administration Vehicle</b>					<b>Department/ Agency Ranking :</b>	<b>2</b>	
<b>Department/ Agency:</b>	<b>Administration &amp; Council</b>			<b>Contact Person:</b>	<b>Eric Pollitt</b>			
<b>Funding Category:</b>	<input type="checkbox"/> New Project (FY21-25)	<input type="checkbox"/> Existing Project (FY20-23)	<input type="checkbox"/> FY20 Project (Add'l Funding)					
<b>Applicable Comprehensive Plan Chapter(s):</b>	<input type="checkbox"/> 1. Natural Environment	<input type="checkbox"/> 4. Transportation	<input type="checkbox"/> 7. Parks and Recreation	<input type="checkbox"/> 10. Education				
	<input type="checkbox"/> 2. Land Use & Community Design	<input type="checkbox"/> 5. Economic Development	<input type="checkbox"/> 9. Human Services	<input type="checkbox"/> 11. Public Safety				
	<input type="checkbox"/> 3. Infrastructure	<input type="checkbox"/> 6. Historic Preservation	<input type="checkbox"/> 12. Financial Sustainability					
<b>Section 2 - PROJECT COSTS</b>								
<b>Expenditure Category</b>	<b>Prospective Vendor (if known)</b>	<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>	<b>FY21-25 Total</b>	
Engineering & Planning							<b>\$0</b>	
Construction							<b>\$0</b>	
Equipment	Dodge Journey	\$22,500					<b>\$22,500</b>	
Land Acquisition							<b>\$0</b>	
Other (specify)							<b>\$0</b>	
Other (specify)							<b>\$0</b>	
<b>TOTALS</b>		<b>\$22,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$22,500</b>	
<b>Section 3 - PROJECTED OPERATIONAL COSTS &amp; REVENUES</b>								
<b>Additional Anticipated Operational Expenses</b>		<b>FY2021</b>	<b>FY2022</b>	<b>FY2023</b>	<b>FY2024</b>	<b>FY2025</b>	<b>FY21 - 25 Total</b>	
Additional Staff Salary							<b>\$0</b>	
Benefits	Calculated at 25% of Staff Salary	\$0	\$0	\$0	\$0	\$0	<b>\$0</b>	
Vehicle							<b>\$0</b>	
Vehicle Insurance			\$ 500	\$ 500	\$ 500	\$ 500	<b>\$2,000</b>	
Utilities							<b>\$0</b>	
Furniture and Fixtures							<b>\$0</b>	
Equipment							<b>\$0</b>	
Contractual costs							<b>\$0</b>	
Other (specify)	maintenance		\$ 500	\$ 500	\$ 500	\$ 500	<b>\$2,000</b>	
<b>Total Operational Costs</b>		<b>\$0</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$ 1,000</b>	<b>\$4,000</b>	
<b>Total Anticipated Operational Revenues</b>							<b>\$ 0</b>	

Project Title :

**Administration Vehicle**

Section 4 - PROJECT DESCRIPTIONS OR SPECIAL EXPLANATIONS

FY 2021:

FY 2022:

A vehicle for Administrative travel purposes. Mayor & Council could use the vehicle for professional development purposes such as regional meetings, conferences, and trainings. Contract number E194-80552.

FY 2023:

FY 2024 :

FY 2025:

**FY2021-2025 CAPITAL IMPROVEMENT PLAN REQUEST**

Town of Glasgow

Section 1 - PROJECT INFORMATION								
<b>Project Title:</b>	<b>Playground Equipment</b>					<b>Department/Agency Ranking:</b>	<b>1</b>	
<b>Department/Agency:</b>	<b>Parks &amp; Recreation</b>			<b>Contact Person:</b>	<b>Chris Flint</b>			
<b>Funding Category:</b>	<input checked="" type="checkbox"/> New Project (FY -2)	<input type="checkbox"/> Existing Project (FY -2)	<input type="checkbox"/> FY0 Project (Add'l Funding)					
<b>Applicable Comprehensive Plan Chapter(s):</b>	<input checked="" type="checkbox"/> 1. Natural Environment	<input type="checkbox"/> 4. Transportation	<input checked="" type="checkbox"/> 7. Parks and Recreation	<input type="checkbox"/> 10. Education				
	<input type="checkbox"/> 2. Land Use & Community Design	<input type="checkbox"/> 5. Economic Development	<input type="checkbox"/> 8. Housing	<input type="checkbox"/> 11. Public Safety				
	<input checked="" type="checkbox"/> 3. Infrastructure	<input type="checkbox"/> 6. Historic Preservation	<input type="checkbox"/> 9. Human Services	<input type="checkbox"/> 12. Financial Sustainability				
Section 2 - PROJECT COSTS								
Expenditure Category	Prospective Vendor (if known)	FY20 <sub>21</sub>	FY20 <sub>22</sub>	FY20 <sub>23</sub>	FY20 <sub>24</sub>	FY20 <sub>25</sub>	FY <sub>1-5</sub> Total	
Engineering & Planning							\$ 0	
Construction							\$ 0	
Equipment	Playground Equipment			\$ 10,000			\$ 10,000	
Land Acquisition							\$ 0	
Other (specify)							\$ 0	
Other (specify)							\$ 0	
<b>TOTALS</b>		<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 10,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 10,000</b>	
Section 3 - PROJECTED OPERATIONAL COSTS & REVENUES								
Additional Anticipated Operational Expenses		FY20 <sub>21</sub>	FY20 <sub>22</sub>	FY20 <sub>23</sub>	FY20 <sub>24</sub>	FY20 <sub>25</sub>	FY <sub>1-5</sub> Total	
Additional Staff Salary							\$ 0	
Benefits	Calculated at 25% of Staff Salary	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	
Vehicle							\$ 0	
Vehicle Insurance							\$ 0	
Utilities							\$ 0	
Furniture and Fixtures							\$ 0	
Equipment							\$ 0	
Contractual costs							\$ 0	
Other (specify)							\$ 0	
<b>Total Operational Costs</b>		<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	
<b>Total Anticipated Operational Revenues</b>							<b>\$ 0</b>	

Project Title: **Playground Equipment**

**Section 4 - PROJECT DESCRIPTIONS OR SPECIAL EXPLANATIONS**

FY 2021:

FY 2022:

FY 2023:

Replacing metal playground equipment with plastic equipment. Will also be in compliance with modern safety standards.

FY 2024:

FY 2025:

**FY2021-2025 CAPITAL IMPROVEMENT PLAN REQUEST**

**Town of Glasgow**

Section 1 - PROJECT INFORMATION								
<b>Project Title:</b>	<b>Mower</b>					<b>Department/ Agency Ranking :</b>	<b>1</b>	
<b>Department/ Agency:</b>	<b>Buildings &amp; Grounds</b>			<b>Contact Person:</b>	<b>Chris Flint</b>			
<b>Funding Category:</b>	<input type="checkbox"/> New Project (FY21-25)	<input type="checkbox"/> Existing Project (FY20-23)	<input type="checkbox"/> FY20 Project (Add'l Funding)					
<b>Applicable Comprehensive Plan Chapter(s):</b>	<input type="checkbox"/> 1. Natural Environment	<input type="checkbox"/> 4. Transportation	<input type="checkbox"/> 7. Parks and Recreation	<input type="checkbox"/> 10. Education				
	<input type="checkbox"/> 2. Land Use & Community Design	<input type="checkbox"/> 5. Economic Development	<input type="checkbox"/> 9. Human Services	<input type="checkbox"/> 11. Public Safety				
	<input type="checkbox"/> 3. Infrastructure	<input type="checkbox"/> 6. Historic Preservation	<input type="checkbox"/> 12. Financial Sustainability					
Section 2 - PROJECT COSTS								
Expenditure Category	Prospective Vendor (if known)	FY2021	FY2022	FY2023	FY2024	FY2025	FY21-25 Total	
Engineering & Planning							\$ 0	
Construction							\$ 0	
Equipment	John Deere - 930z Zeroturn	\$11,500					\$11,500	
Land Acquisition							\$ 0	
Other (specify)							\$ 0	
Other (specify)							\$ 0	
<b>TOTALS</b>		<b>\$11,500</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$11,500</b>	
Section 3 - PROJECTED OPERATIONAL COSTS & REVENUES								
Additional Anticipated Operational Expenses		FY2021	FY2022	FY2023	FY2024	FY2025	FY21 - 25 Total	
Additional Staff Salary							\$ 0	
Benefits	Calculated at 25% of Staff Salary	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	
Vehicle							\$ 0	
Vehicle Insurance							\$ 0	
Utilities							\$ 0	
Furniture and Fixtures							\$ 0	
Equipment							\$ 0	
Contractual costs							\$ 0	
Other (specify)							\$ 0	
<b>Total Operational Costs</b>		<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	
<b>Total Anticipated Operational Revenues</b>							<b>\$ 0</b>	

Project Title : **Mower**

Section 4 - PROJECT DESCRIPTIONS OR SPECIAL EXPLANATIONS

FY 2021:

We need to replace the diesel mower. We have had trouble keeping the current grass mowed with this mower. This would also help cut down on maintenance & repair costs. This last year we spent roughly \$1,500 in maintenance costs.

FY 2022 :

FY 2023:

FY 2024 :

FY 2025:

**FY2021-2025 CAPITAL IMPROVEMENT PLAN REQUEST**

Town of Glasgow

<b>Section 1 - PROJECT INFORMATION</b>								
<b>Project Title:</b>	<b>Dumpster</b>					<b>Department/Agency Ranking:</b>	<b>2</b>	
<b>Department/Agency:</b>	<b>Buildings &amp; Grounds</b>			<b>Contact Person:</b>	<b>Chris Flint</b>			
<b>Funding Category:</b>	<input type="checkbox"/> New Project (FY -2)		<input checked="" type="checkbox"/> Existing Project (FY -2)		<input type="checkbox"/> FY0 Project (Add'l Funding)			
<b>Applicable Comprehensive Plan Chapter(s):</b>	<input checked="" type="checkbox"/> 1. Natural Environment		<input type="checkbox"/> 4. Transportation		<input type="checkbox"/> 7. Parks and Recreation		<input type="checkbox"/> 10. Education	
	<input type="checkbox"/> 2. Land Use & Community Design		<input type="checkbox"/> 5. Economic Development		<input type="checkbox"/> 8. Housing		<input type="checkbox"/> 11. Public Safety	
	<input type="checkbox"/> 3. Infrastructure		<input type="checkbox"/> 6. Historic Preservation		<input type="checkbox"/> 9. Human Services		<input type="checkbox"/> 12. Financial Sustainability	
<b>Section 2 - PROJECT COSTS</b>								
<b>Expenditure Category</b>	<b>Prospective Vendor (if known)</b>	<b>FY20<sub>21</sub></b>	<b>FY20<sub>22</sub></b>	<b>FY20<sub>23</sub></b>	<b>FY20<sub>24</sub></b>	<b>FY20<sub>25</sub></b>	<b>FY<sub>21-25</sub> Total</b>	
Engineering & Planning							<b>\$ 0</b>	
Construction							<b>\$ 0</b>	
Equipment	C&S Dumpsters (2)	\$ 9,500					<b>\$ 9,500</b>	
Land Acquisition							<b>\$ 0</b>	
Other (specify)							<b>\$ 0</b>	
Other (specify)							<b>\$ 0</b>	
<b>TOTALS</b>		<b>\$ 9,500</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 9,500</b>	
<b>Section 3 - PROJECTED OPERATIONAL COSTS &amp; REVENUES</b>								
<b>Additional Anticipated Operational Expenses</b>		<b>FY20<sub>21</sub></b>	<b>FY20<sub>22</sub></b>	<b>FY20<sub>23</sub></b>	<b>FY20<sub>24</sub></b>	<b>FY20<sub>25</sub></b>	<b>FY<sub>21-25</sub> Total</b>	
Additional Staff Salary							<b>\$ 0</b>	
Benefits	Calculated at 25% of Staff Salary	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	<b>\$ 0</b>	
Vehicle							<b>\$ 0</b>	
Vehicle Insurance							<b>\$ 0</b>	
Utilities							<b>\$ 0</b>	
Furniture and Fixtures							<b>\$ 0</b>	
Equipment							<b>\$ 0</b>	
Contractual costs							<b>\$ 0</b>	
Other (specify)							<b>\$ 0</b>	
<b>Total Operational Costs</b>		<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	
<b>Total Anticipated Operational Revenues</b>							<b>\$ 0</b>	

Project Title: **Dumpster**

**Section 4 - PROJECT DESCRIPTIONS OR SPECIAL EXPLANATIONS**

FY 2021 :  
Currently rent a 30 yard roll off dumpster from C&S. We take this to the landfill a few times a month. This is filled with both extra trash and wood / brush. Since we rent this monthly and haul trash and brush monthly it would be more cost effective to buy a dumpster.

FY 2022 :

FY 2023 :

FY 2024 :

FY 2025 :



**FY2021-2025 CAPITAL IMPROVEMENT PLAN REQUEST**

**Town of Glasgow**

**Section 1 - PROJECT INFORMATION**

<b>Project Title:</b>	<b>Bush Hog</b>			<b>Department/ Agency Ranking :</b>	<b>2</b>		
<b>Department/ Agency:</b>	<b>Buildings &amp; Grounds</b>		<b>Contact Person:</b>	<b>Chris Flint</b>			
<b>Funding Category:</b>	<input type="checkbox"/> New Project (FY21-25)	<input type="checkbox"/> Existing Project (FY20-23)	<input type="checkbox"/> FY20 Project (Add'l Funding)				
<b>Applicable Comprehensive Plan Chapter(s):</b>	<input type="checkbox"/> 1. Natural Environment	<input type="checkbox"/> 4. Transportation	<input type="checkbox"/> 7. Parks and Recreation		<input type="checkbox"/> 10. Education		
	<input type="checkbox"/> 2. Land Use & Community Design	<input type="checkbox"/> 5. Economic Development	<input type="checkbox"/> 9. Human Services		<input type="checkbox"/> 11. Public Safety		
	<input type="checkbox"/> 3. Infrastructure	<input type="checkbox"/> 6. Historic Preservation	<input type="checkbox"/> 12. Financial Sustainability				

**Section 2 - PROJECT COSTS**

Expenditure Category	Prospective Vendor (if known)	FY2021	FY2022	FY2023	FY2024	FY2025	FY21-25 Total
Engineering & Planning							\$0
Construction							\$0
Equipment	Bush Hog - Brush Bull 72		\$3,500				\$3,500
Land Acquisition							\$0
Other (specify)							\$0
Other (specify)							\$0
<b>TOTALS</b>		<b>\$0</b>	<b>\$3,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,500</b>

**Section 3 - PROJECTED OPERATIONAL COSTS & REVENUES**

Additional Anticipated Operational Expenses	FY2021	FY2022	FY2023	FY2024	FY2025	FY21 - 25 Total
Additional Staff Salary						\$0
Benefits	Calculated at 25% of Staff Salary	\$0	\$0	\$0	\$0	\$0
Vehicle						\$0
Vehicle Insurance						\$0
Utilities						\$0
Furniture and Fixtures						\$0
Equipment						\$0
Contractual costs						\$0
Other (specify)						\$0
<b>Total Operational Costs</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Anticipated Operational Revenues</b>						<b>\$0</b>

Project Title :

**Bush Hog**

Section 4 - PROJECT DESCRIPTIONS OR SPECIAL EXPLANATIONS

FY 2021:

FY 2022 :

FY 2023:

FY 2024 :

FY 2025:

**FY2021-2025 CAPITAL IMPROVEMENT PLAN REQUEST**

**Town of Glasgow**

Section 1 - PROJECT INFORMATION							
<b>Project Title:</b>	<b>Service Truck</b>				<b>Department/ Agency Ranking :</b>		<b>3</b>
<b>Department/ Agency:</b>	<b>Buildings &amp; Grounds</b>		<b>Contact Person:</b>	<b>Chris Flint</b>			
<b>Funding Category:</b>	<input type="checkbox"/> New Project (FY21-25)	<input type="checkbox"/> Existing Project (FY20-23)	<input type="checkbox"/> FY20 Project (Add'l Funding)				
<b>Applicable Comprehensive Plan Chapter(s):</b>	<input type="checkbox"/> 1. Natural Environment	<input type="checkbox"/> 4. Transportation	<input type="checkbox"/> 7. Parks and Recreation		<input type="checkbox"/> 10. Education		
	<input type="checkbox"/> 2. Land Use & Community Design	<input type="checkbox"/> 5. Economic Development	<input type="checkbox"/> 9. Human Services		<input type="checkbox"/> 11. Public Safety		
	<input type="checkbox"/> 3. Infrastructure	<input type="checkbox"/> 6. Historic Preservation	<input type="checkbox"/> 12. Financial Sustainability				
Section 2 - PROJECT COSTS							
Expenditure Category	Prospective Vendor (if known)	FY2021	FY2022	FY2023	FY2024	FY2025	FY21-25 Total
Engineering & Planning							\$0
Construction							\$0
Equipment	F450 - blade & dump body			\$65,000			\$65,000
Land Acquisition							\$0
Other (spe cify)							\$0
Other (spe cify)							\$0
<b>TOTALS</b>		<b>\$0</b>	<b>\$0</b>	<b>\$65,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$65,000</b>
Section 3 - PROJECTED OPERATIONAL COSTS & REVENUES							
Additional Anticipated Operational Expenses		FY2021	FY2022	FY2023	FY2024	FY2025	FY21 - 25 Total
Additional Staff Salary							\$0
Benefits	Calculated at 25% of Staff Salary	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle							\$0
Vehicle Insurance							\$0
Utilities							\$0
Furniture and Fixtures							\$0
Equipment							\$0
Contractual costs							\$0
Other (specify)							\$0
<b>Total Operational Costs</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Anticipated Operational Revenues</b>							<b>\$0</b>

Project Title :

**Service Truck**

Section 4 - PROJECT DESCRIPTIONS OR SPECIAL EXPLANATIONS

FY 2021:

FY 2022 :

FY 2023:

This is to replace the white service truck. This would have a plow and dump body for snow plowing. This truck would have enough power and is versatile enough for us to eventually surplus and not replace the dump truck.

FY 2024 :

FY 2025:

**FY2021-2025 CAPITAL IMPROVEMENT PLAN REQUEST**

Town of Glasgow

<b>Section 1 - PROJECT INFORMATION</b>							
<b>Project Title:</b>	<b>Town Hall</b>				<b>Department/Agency Ranking:</b>		<b>4</b>
<b>Department/Agency:</b>	<b>Administration</b>			<b>Contact Person:</b>	<b>Eric Pollitt</b>		
<b>Funding Category:</b>	<input type="checkbox"/> New Project (FY -2)	<input type="checkbox"/> Existing Project (FY -2)		<input type="checkbox"/> FY0 Project (Add'l Funding)			
<b>Applicable Comprehensive Plan Chapter(s):</b>	<input type="checkbox"/> 1. Natural Environment	<input type="checkbox"/> 4. Transportation		<input type="checkbox"/> 7. Parks and Recreation		<input type="checkbox"/> 10. Education	
	<input type="checkbox"/> 2. Land Use & Community Design	<input type="checkbox"/> 5. Economic Development		<input type="checkbox"/> 8. Housing		<input type="checkbox"/> 11. Public Safety	
	<input checked="" type="checkbox"/> 3. Infrastructure	<input type="checkbox"/> 6. Historic Preservation		<input type="checkbox"/> 9. Human Services		<input type="checkbox"/> 12. Financial Sustainability	
<b>Section 2 - PROJECT COSTS</b>							
<b>Expenditure Category</b>	<b>Prospective Vendor (if known)</b>	<b>FY20<sub>21</sub></b>	<b>FY20<sub>22</sub></b>	<b>FY20<sub>23</sub></b>	<b>FY20<sub>24</sub></b>	<b>FY20<sub>25</sub></b>	<b>FY<sub>1-5</sub> Total</b>
Engineering & Planning							\$ 0
Construction	5,500 sqt ft				\$ 1,250,000		\$ 1,250,000
Equipment							\$ 0
Land Acquisition							\$ 0
Other (specify)							\$ 0
Other (specify)							\$ 0
<b>TOTALS</b>		<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 1,250,000</b>	<b>\$ 0</b>	<b>\$ 1,250,000</b>
<b>Section 3 - PROJECTED OPERATIONAL COSTS &amp; REVENUES</b>							
<b>Additional Anticipated Operational Expenses</b>		<b>FY20<sub>21</sub></b>	<b>FY20<sub>22</sub></b>	<b>FY20<sub>23</sub></b>	<b>FY20<sub>24</sub></b>	<b>FY20<sub>25</sub></b>	<b>FY<sub>1-5</sub> Total</b>
Additional Staff Salary							\$ 0
Benefits	Calculated at 25% of Staff Salary	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Vehicle							\$ 0
Vehicle Insurance							\$ 0
Utilities							\$ 0
Furniture and Fixtures							\$ 0
Equipment							\$ 0
Contractual costs							\$ 0
Other (specify)							\$ 0
<b>Total Operational Costs</b>		<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Total Anticipated Operational Revenues</b>							<b>\$ 0</b>

Project Title: **Town Hal**

**Section 4 - PROJECT DESCRIPTIONS OR SPECIAL EXPLANATIONS**

FY 2021:

FY 2022:

FY 2023:

FY 2024:

FY 2025:

**FY2021-2025 CAPITAL IMPROVEMENT PLAN REQUEST**

Town of Glasgow

**Section 1 - PROJECT INFORMATION**

<b>Project Title:</b>	<b>Well 4 Building</b>			<b>Department/Agency Ranking:</b>	<b>1</b>
<b>Department/Agency:</b>	<b>Water</b>	<b>Contact Person:</b>	<b>Jeff</b>		
<b>Funding Category:</b>	<input type="checkbox"/> New Project (FY21-25)	<input type="checkbox"/> Existing Project (FY20-23)	<input checked="" type="checkbox"/> FY20 Project (Add'l Funding)		
<b>Applicable Comprehensive Plan Chapter(s):</b>	<input type="checkbox"/> 1. Natural Environment	<input type="checkbox"/> 4. Transportation	<input type="checkbox"/> 7. Parks and Recreation	<input type="checkbox"/> 10. Education	
	<input type="checkbox"/> 2. Land Use & Community Design	<input type="checkbox"/> 5. Economic Development	<input type="checkbox"/> 8. Housing	<input type="checkbox"/> 11. Public Safety	
	<input checked="" type="checkbox"/> 3. Infrastructure	<input type="checkbox"/> 6. Historic Preservation	<input type="checkbox"/> 9. Human Services	<input type="checkbox"/> 12. Financial Sustainability	

**Section 2 - PROJECT COSTS**

Expenditure Category	Prospective Vendor (if known)	FY2021	FY2022	FY2023	FY2024	FY2025	FY21-25 Total
Engineering & Planning	CHA		\$ 5,000				\$ 5,000
Construction	Well 4		\$ 20,000				\$ 20,000
Equipment							\$ 0
Land Acquisition							\$ 0
Other (specify)							\$ 0
Other (specify)							\$ 0
<b>TOTALS</b>		<b>\$ 0</b>	<b>\$ 25,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 25,000</b>

**Section 3 - PROJECTED OPERATIONAL COSTS & REVENUES**

Additional Anticipated Operational Expenses	FY2021	FY2022	FY2023	FY2024	FY2025	FY21-25 Total
Additional Staff Salary		\$ 0				\$ 0
Benefits	Calculated at 25% of Staff Salary	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Vehicle						\$ 0
Vehicle Insurance						\$ 0
Utilities						\$ 0
Furniture and Fixtures						\$ 0
Equipment						\$ 0
Contractual costs						\$ 0
Other (specify)						\$ 0
<b>Total Operational Costs</b>		<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Total Anticipated Operational Revenues</b>						<b>\$ 0</b>

Project Title:

**Well 4 Building**

**Section 4 - PROJECT DESCRIPTIONS OR SPECIAL EXPLANATIONS**

FY 2021:

CHA: Study of well 4 cinder block wall deterioration.

FY 2022:

Repairing of well 4 wall.

FY 2023:

FY 2024:

FY 2025:



**FY2021-2025 CAPITAL IMPROVEMENT PLAN REQUEST**

Town of Glasgow

**Section 1 - PROJECT INFORMATION**

<b>Project Title:</b>	<b>Well 4 Equipment</b>			<b>Department/Agency Ranking:</b>	<b>2</b>
<b>Department/Agency:</b>	<b>Water</b>	<b>Contact Person:</b>	<b>Jeff</b>		
<b>Funding Category:</b>	<input type="checkbox"/> New Project (FY21-25)	<input type="checkbox"/> Existing Project (FY20-23)	<input checked="" type="checkbox"/> FY20 Project (Add'l Funding)		
<b>Applicable Comprehensive Plan Chapter(s):</b>	<input type="checkbox"/> 1. Natural Environment	<input type="checkbox"/> 4. Transportation	<input type="checkbox"/> 7. Parks and Recreation	<input type="checkbox"/> 10. Education	
	<input type="checkbox"/> 2. Land Use & Community Design	<input type="checkbox"/> 5. Economic Development	<input type="checkbox"/> 8. Housing	<input type="checkbox"/> 11. Public Safety	
	<input checked="" type="checkbox"/> 3. Infrastructure	<input type="checkbox"/> 6. Historic Preservation	<input type="checkbox"/> 9. Human Services	<input type="checkbox"/> 12. Financial Sustainability	

**Section 2 - PROJECT COSTS**

Expenditure Category	Prospective Vendor (if known)	FY2021	FY2022	FY2023	FY2024	FY2025	FY21-25 Total
Engineering & Planning	CHA						<b>\$0</b>
Construction	Well 4		<b>\$ 4,750</b>				<b>\$ 4,750</b>
Equipment							<b>\$0</b>
Land Acquisition							<b>\$0</b>
Other (specify)							<b>\$0</b>
Other (specify)							<b>\$0</b>
<b>TOTALS</b>		<b>\$0</b>	<b>\$ 4,750</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$ 4,750</b>

**Section 3 - PROJECTED OPERATIONAL COSTS & REVENUES**

Additional Anticipated Operational Expenses	FY2021	FY2022	FY2023	FY2024	FY2025	FY21-25 Total
Additional Staff Salary						<b>\$0</b>
Benefits	Calculated at 25% of Staff Salary	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Vehicle						<b>\$0</b>
Vehicle Insurance						<b>\$0</b>
Utilities						<b>\$0</b>
Furniture and Fixtures						<b>\$0</b>
Equipment						<b>\$0</b>
Contractual costs						<b>\$0</b>
Other (specify)						<b>\$0</b>
<b>Total Operational Costs</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Anticipated Operational Revenues</b>						<b>\$0</b>

Project Title:

**Well 4 Equipment**

**Section 4 - PROJECT DESCRIPTIONS OR SPECIAL EXPLANATIONS**

FY 2021:

FY 2022:

Replace Fluoride Softener. We can get reimbursed with a grant through VDH.

FY 2023:

FY 2024:

FY 2025:

**FY2021-2025 CAPITAL IMPROVEMENT PLAN REQUEST**

Town of Glasgow

**Section 1 - PROJECT INFORMATION**

<b>Project Title:</b>	<b>Public Utility Vehicle</b>			<b>Department/Agency Ranking:</b>	<b>3</b>
<b>Department/Agency:</b>	<b>Water &amp; Sewer</b>	<b>Contact Person:</b>	<b>Jeff Rankin</b>		
<b>Funding Category:</b>	<input type="checkbox"/> New Project (FY21-25)	<input type="checkbox"/> Existing Project (FY20-23)	<input type="checkbox"/> FY20 Project (Add'l Funding)		
<b>Applicable Comprehensive Plan Chapter(s):</b>	<input type="checkbox"/> 1. Natural Environment	<input checked="" type="checkbox"/> 4. Transportation	<input type="checkbox"/> 7. Parks and Recreation	<input type="checkbox"/> 10. Education	
	<input type="checkbox"/> 2. Land Use & Community Design	<input type="checkbox"/> 5. Economic Development	<input type="checkbox"/> 8. Housing	<input type="checkbox"/> 11. Public Safety	
	<input type="checkbox"/> 3. Infrastructure	<input type="checkbox"/> 6. Historic Preservation	<input type="checkbox"/> 9. Human Services	<input type="checkbox"/> 12. Financial Sustainability	

**Section 2 - PROJECT COSTS**

Expenditure Category	Prospective Vendor (if known)	FY2021	FY2022	FY2023	FY2024	FY2025	FY21-25 Total
Engineering & Planning							\$0
Construction							\$0
Equipment	Ford F150	\$ 35,000					\$ 35,000
Land Acquisition							\$0
Other (specify)							\$0
Other (specify)							\$0
<b>TOTALS</b>		<b>\$ 35,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 35,000</b>

**Section 3 - PROJECTED OPERATIONAL COSTS & REVENUES**

Additional Anticipated Operational Expenses	FY2021	FY2022	FY2023	FY2024	FY2025	FY21-25 Total
Additional Staff Salary						\$0
Benefits	Calculated at 25% of Staff Salary	\$0	\$0	\$0	\$0	\$0
Vehicle						\$0
Vehicle Insurance	VACORP	\$ 250	\$ 250	\$ 250	\$ 250	\$ 1,250
Utilities						\$0
Furniture and Fixtures						\$0
Equipment						\$0
Contractual costs						\$0
Other (specify)						\$0
<b>Total Operational Costs</b>	<b>\$ 250</b>	<b>\$ 250</b>	<b>\$ 250</b>	<b>\$ 250</b>	<b>\$ 250</b>	<b>\$ 1,250</b>
<b>Total Anticipated Operational Revenues</b>						<b>\$0</b>

Project Title:

**Public Utility Vehicle**

**Section 4 - PROJECT DESCRIPTIONS OR SPECIAL EXPLANATIONS**

FY 2021:

Ford Explorer is 2004 and over 110,000 miles on it. Future maintenance and repair costs will be astronomical once transmission, brakes, etc. need to be replaced.

FY 2022:

FY 2023:

FY 2024:

FY 2025:



Project Title:

**Oxidation Ditch # 2**

**Section 4 - PROJECT DESCRIPTIONS OR SPECIAL EXPLANATIONS**

FY 2021:

CHA: Study of oxidation ditch, and influent bar screen.

FY 2022:

CHA Study of oxidation ditch. Project cost includes new shafts, disk, gear drive, motor, chain housing, chain and labor. Look at SECAP for funding 50/50 Grant /Loan 10 yr (3.25 % rate estimate).

FY 2023:

FY 2024:

FY 2025:

**FY2021-2025 CAPITAL IMPROVEMENT PLAN REQUEST**

Town of Glasgow

**Section 1 - PROJECT INFORMATION**

<b>Project Title:</b>	<b>Influent Bar Screen</b>			<b>Department/Agency Ranking:</b>	<b>5</b>
<b>Department/Agency:</b>	<b>Wastewater</b>	<b>Contact Person:</b>	<b>Jeff</b>		
<b>Funding Category:</b>	<input checked="" type="checkbox"/> New Project (FY21-25)	<input type="checkbox"/> Existing Project (FY20-23)	<input type="checkbox"/> FY20 Project (Add'l Funding)		
<b>Applicable Comprehensive Plan Chapter(s):</b>	<input type="checkbox"/> 1. Natural Environment	<input type="checkbox"/> 4. Transportation	<input type="checkbox"/> 7. Parks and Recreation	<input type="checkbox"/> 10. Education	
	<input type="checkbox"/> 2. Land Use & Community Design	<input type="checkbox"/> 5. Economic Development	<input type="checkbox"/> 8. Housing	<input type="checkbox"/> 11. Public Safety	
	<input checked="" type="checkbox"/> 3. Infrastructure	<input type="checkbox"/> 6. Historic Preservation	<input type="checkbox"/> 9. Human Services	<input type="checkbox"/> 12. Financial Sustainability	

**Section 2 - PROJECT COSTS**

Expenditure Category	Prospective Vendor (if known)	FY2021	FY2022	FY2023	FY2024	FY2025	FY21-25 Total
Engineering & Planning	CHA	\$ 35,000					\$ 35,000
Construction			\$ 25,000				\$ 25,000
Equipment	Influent Bar Screen		\$ 125,000				\$ 125,000
Land Acquisition							\$ 0
Other (specify)							\$ 0
Other (specify)							\$ 0
<b>TOTALS</b>		<b>\$ 35,000</b>	<b>\$ 150,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 185,000</b>

**Section 3 - PROJECTED OPERATIONAL COSTS & REVENUES**

Additional Anticipated Operational Expenses	FY2021	FY2022	FY2023	FY2024	FY2025	FY21-25 Total	
Additional Staff Salary	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	
Benefits	Calculated at 25% of Staff Salary	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	
Vehicle	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	
Vehicle Insurance	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	
Utilities	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	
Furniture and Fixtures	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	
Equipment	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	
Contractual costs	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	
Other (specify)	Waste Removal Estimate	\$ 0	\$ 0	\$ 3,000	\$ 3,000	\$ 3,000	\$ 9,000
<b>Total Operational Costs</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ 9,000</b>	
<b>Total Anticipated Operational Revenues</b>		<b>\$ 35,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 35,000</b>	

Project Title:

**Influent Bar Screen**

**Section 4 - PROJECT DESCRIPTIONS OR SPECIAL EXPLANATIONS**

FY 2021:

CHA: Study of oxidation ditch, and influent bar screen.

FY 2022:

CHA Study of study of influent bar screen. Project cost includes new automatic bar screen skimmer and labor. Look at SECAP for funding 50/50 Grant /Loan 10 yr (3.25% interest estimate).

FY 2023:

FY 2024:

FY 2025:



**FY2021-2025 CAPITAL IMPROVEMENT PLAN REQUEST**

Town of Glasgow

**Section 1 - PROJECT INFORMATION**

<b>Project Title:</b>	<b>Public Utility Vehicle</b>			<b>Department/Agency Ranking:</b>	<b>3</b>
<b>Department/Agency:</b>	<b>Water &amp; Sewer</b>	<b>Contact Person:</b>	<b>Jeff Rankin</b>		
<b>Funding Category:</b>	<input type="checkbox"/> New Project (FY21-25)	<input type="checkbox"/> Existing Project (FY20-23)	<input type="checkbox"/> FY20 Project (Add'l Funding)		
<b>Applicable Comprehensive Plan Chapter(s):</b>	<input type="checkbox"/> 1. Natural Environment	<input checked="" type="checkbox"/> 4. Transportation	<input type="checkbox"/> 7. Parks and Recreation	<input type="checkbox"/> 10. Education	
	<input type="checkbox"/> 2. Land Use & Community Design	<input type="checkbox"/> 5. Economic Development	<input type="checkbox"/> 8. Housing	<input type="checkbox"/> 11. Public Safety	
	<input type="checkbox"/> 3. Infrastructure	<input type="checkbox"/> 6. Historic Preservation	<input type="checkbox"/> 9. Human Services	<input type="checkbox"/> 12. Financial Sustainability	

**Section 2 - PROJECT COSTS**

Expenditure Category	Prospective Vendor (if known)	FY2021	FY2022	FY2023	FY2024	FY2025	FY21-25 Total
Engineering & Planning							\$0
Construction							\$0
Equipment	Ford F150	\$ 35,000					\$ 35,000
Land Acquisition							\$0
Other (specify)							\$0
Other (specify)							\$0
<b>TOTALS</b>		<b>\$ 35,000</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 35,000</b>

**Section 3 - PROJECTED OPERATIONAL COSTS & REVENUES**

Additional Anticipated Operational Expenses	FY2021	FY2022	FY2023	FY2024	FY2025	FY21-25 Total
Additional Staff Salary						\$0
Benefits	Calculated at 25% of Staff Salary	\$0	\$0	\$0	\$0	\$0
Vehicle						\$0
Vehicle Insurance	VACORP	\$ 250	\$ 250	\$ 250	\$ 250	\$ 1,250
Utilities						\$0
Furniture and Fixtures						\$0
Equipment						\$0
Contractual costs						\$0
Other (specify)						\$0
<b>Total Operational Costs</b>	<b>\$ 250</b>	<b>\$ 250</b>	<b>\$ 250</b>	<b>\$ 250</b>	<b>\$ 250</b>	<b>\$ 1,250</b>
<b>Total Anticipated Operational Revenues</b>						<b>\$0</b>

Project Title:

**Public Utility Vehicle**

**Section 4 - PROJECT DESCRIPTIONS OR SPECIAL EXPLANATIONS**

FY 2021:

Ford Explorer is 2004 and over 110,000 miles on it. Future maintenance and repair costs will be astronomical once transmission, brakes, etc. need to be replaced.

FY 2022:

FY 2023:

FY 2024:

FY 2025:

**FY2021-2025 CAPITAL IMPROVEMENT PLAN REQUEST**

**Town of Glasgow**

**Section 1 - PROJECT INFORMATION**

<b>Project Title:</b>	<b>Rebuilding Rehab</b>			<b>Department/ Agency Ranking :</b>	<b>1</b>
<b>Department/ Agency:</b>	<b>Buildings &amp; Grounds</b>	<b>Contact Person:</b>	<b>Chris Flint &amp; Eric Pollitt</b>		
<b>Funding Category:</b>	<input type="checkbox"/> New Project (FY21-25)	<input type="checkbox"/> Existing Project (FY20-23)	<input type="checkbox"/> FY20 Project (Add'l Funding)		
<b>Applicable Comprehensive Plan Chapter(s):</b>	<input type="checkbox"/> 1. Natural Environment <input type="checkbox"/> 2. Land Use & Community Design <input type="checkbox"/> 3. Infrastructure	<input type="checkbox"/> 4. Transportation <input type="checkbox"/> 5. Economic Development <input type="checkbox"/> 6. Historic Preservation	<input type="checkbox"/> 7. Parks and Recreation <input type="checkbox"/> 8. Housing <input type="checkbox"/> 9. Human Services	<input type="checkbox"/> 10. Education <input type="checkbox"/> 11. Public Safety <input type="checkbox"/> 12. Financial Sustainability	

**Section 2 - PROJECT COSTS**

Expenditure Category	Prospective Vendor (if known)	FY2021	FY2022	FY2023	FY2024	FY2025	FY21-25 Total
Engineering & Planning							\$0
Construction	Building Rehab and 2 Bathrooms	\$4,000					\$4,000
Equipment							\$0
Land Acquisition							\$0
Other (specify)							\$0
Other (specify)							\$0
<b>TOTALS</b>		<b>\$4,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,000</b>

**Section 3 - PROJECTED OPERATIONAL COSTS & REVENUES**

Additional Anticipated Operational Expenses	FY2021	FY2022	FY2023	FY2024	FY2025	FY21-25 Total
Additional Staff Salary						\$0
Benefits	Calculated at 25% of Staff Salary	\$0	\$0	\$0	\$0	\$0
Vehicle						\$0
Vehicle Insurance						\$0
Utilities	Water & Sewer	\$70	\$70	\$70	\$70	\$350
Furniture and Fixtures						\$0
Equipment						\$0
Contractual costs						\$0
Other (specify)						\$0
<b>Total Operational Costs</b>	<b>\$70</b>	<b>\$70</b>	<b>\$70</b>	<b>\$70</b>	<b>\$70</b>	<b>\$350</b>
<b>Total Anticipated Operational Revenues</b>						<b>\$0</b>

Project Title :

**Rebuilding Rehab**

**Section 4 - PROJECT DESCRIPTIONS OR SPECIAL EXPLANATIONS**

FY 2021:

Replace the siding, floors, and add 2 ADA accessible bathrooms. This eliminates annual porter-john rental costs for events. The \$70 operation is the bill to run the water and sewer. This provides possibility for expansion as well for a fridge and food service for events. Makes it more appealing for vendors. LOWE's has indicated interest in donating materials for this project as well.

FY 2022 :

FY 2023:

FY 2024 :

FY 2025:

**FY2021-2025 CAPITAL IMPROVEMENT PLAN REQUEST**

**Town of Glasgow**

**Section 1 - PROJECT INFORMATION**

<b>Project Title:</b>	<b>Farmer's Market Bathrooms</b>			<b>Department/ Agency Ranking :</b>	<b>2</b>
<b>Department/ Agency:</b>	<b>Buildings &amp; Grounds</b>	<b>Contact Person:</b>	<b>Chris Flint &amp; Eric Pollitt</b>		
<b>Funding Category:</b>	<input type="checkbox"/> New Project (FY21-25)	<input type="checkbox"/> Existing Project (FY20-23)	<input type="checkbox"/> FY20 Project (Add'l Funding)		
<b>Applicable Comprehensive Plan Chapter(s):</b>	<input type="checkbox"/> 1. Natural Environment <input type="checkbox"/> 2. Land Use & Community Design <input type="checkbox"/> 3. Infrastructure	<input type="checkbox"/> 4. Transportation <input type="checkbox"/> 5. Economic Development <input type="checkbox"/> 6. Historic Preservation	<input type="checkbox"/> 7. Parks and Recreation <input type="checkbox"/> 8. Housing <input type="checkbox"/> 9. Human Services	<input type="checkbox"/> 10. Education <input type="checkbox"/> 11. Public Safety <input type="checkbox"/> 12. Financial Sustainability	

**Section 2 - PROJECT COSTS**

Expenditure Category	Prospective Vendor (if known)	FY2021	FY2022	FY2023	FY2024	FY2025	FY21-25 Total
Engineering & Planning							\$0
Construction	2 ADA Bathrooms at FM	\$3,000					\$3,000
Equipment							\$0
Land Acquisition							\$0
Other (spe cify)							\$0
Other (spe cify)							\$0
<b>TOTALS</b>		<b>\$3,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$3,000</b>

**Section 3 - PROJECTED OPERATIONAL COSTS & REVENUES**

Additional Anticipated Operational Expenses	FY2021	FY2022	FY2023	FY2024	FY2025	FY21 - 25 Total
Additional Staff Salary						\$0
Benefits	Calculated at 25% of Staff Salary	\$0	\$0	\$0	\$0	\$0
Vehicle						\$0
Vehicle Insurance						\$0
Utilities						\$0
Furniture and Fixtures						\$0
Equipment						\$0
Contractual costs						\$0
Other (specify)						\$0
<b>Total Operational Costs</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Anticipated Operational Revenues</b>						<b>\$0</b>

Project Title :

**Farmer's Market Bathrooms**

**Section 4 - PROJECT DESCRIPTIONS OR SPECIAL EXPLANATIONS**

FY 2021:

This project is to cut down on annual porter-john rental costs for the Farmer's Market. It will provide a more pleasant overall experience at the market going to a bathroom versus going into a porter-john. Where do the handicap go to the restroom at the Farmer's Market? Building this bathroom will pay for itself in 2 years.

FY 2022 :

FY 2023:

FY 2024 :

FY 2025:

**FY2021-2025 CAPITAL IMPROVEMENT PLAN REQUEST**

**Town of Glasgow**

**Section 1 - PROJECT INFORMATION**

<b>Project Title:</b>	<b>Hiker's Shelter Bathrooms</b>			<b>Department/ Agency Ranking :</b>	<b>3</b>
<b>Department/ Agency:</b>	<b>Buildings &amp; Grounds</b>	<b>Contact Person:</b>	<b>Chris Flint &amp; Eric Pollitt</b>		
<b>Funding Category:</b>	<input type="checkbox"/> New Project (FY21-25)	<input type="checkbox"/> Existing Project (FY20-23)	<input type="checkbox"/> FY20 Project (Add'l Funding)		
<b>Applicable Comprehensive Plan Chapter(s):</b>	<input type="checkbox"/> 1. Natural Environment <input type="checkbox"/> 2. Land Use & Community Design <input type="checkbox"/> 3. Infrastructure	<input type="checkbox"/> 4. Transportation <input type="checkbox"/> 5. Economic Development <input type="checkbox"/> 6. Historic Preservation	<input type="checkbox"/> 7. Parks and Recreation <input type="checkbox"/> 8. Housing <input type="checkbox"/> 9. Human Services	<input type="checkbox"/> 10. Education <input type="checkbox"/> 11. Public Safety <input type="checkbox"/> 12. Financial Sustainability	

**Section 2 - PROJECT COSTS**

Expenditure Category	Prospective Vendor (if known)	FY2021	FY2022	FY2023	FY2024	FY2025	FY21-25 Total
Engineering & Planning							\$0
Construction	2 Bathrooms at Hiker's Shelter	\$2,500					\$2,500
Equipment							\$0
Land Acquisition							\$0
Other (specify)							\$0
Other (specify)							\$0
<b>TOTALS</b>		<b>\$2,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,500</b>

**Section 3 - PROJECTED OPERATIONAL COSTS & REVENUES**

Additional Anticipated Operational Expenses	FY2021	FY2022	FY2023	FY2024	FY2025	FY21-25 Total
Additional Staff Salary						\$0
Benefits	Calculated at 25% of Staff Salary	\$0	\$0	\$0	\$0	\$0
Vehicle						\$0
Vehicle Insurance						\$0
Utilities						\$0
Furniture and Fixtures						\$0
Equipment						\$0
Contractual costs						\$0
Other (specify)						\$0
<b>Total Operational Costs</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Anticipated Operational Revenues</b>						<b>\$0</b>

Project Title :

**Hiker's Shelter Bathrooms**

**Section 4 - PROJECT DESCRIPTIONS OR SPECIAL EXPLANATIONS**

FY 2021:

This project is to cut down on annual porter-john rental costs for the Hiker's Shelter It will provide a more pleasant overall experience at the shelter going to a bathroom versus going into a porter-john. Building this bathroom will pay for itself in 1 year.

FY 2022 :

FY 2023:

FY 2024 :

FY 2025:



**FY2021-2025 CAPITAL IMPROVEMENT PLAN REQUEST**

Town of Glasgow

<b>Section 1 - PROJECT INFORMATION</b>								
<b>Project Title:</b>	<b>Water Fountain Park</b>					<b>Department/Agency Ranking:</b>	<b>2</b>	
<b>Department/Agency:</b>	<b>Parks &amp; Recreation</b>			<b>Contact Person:</b>	<b>Chris Flint</b>			
<b>Funding Category:</b>	<input checked="" type="checkbox"/> New Project (FY -2)	<input type="checkbox"/> Existing Project (FY -2)	<input type="checkbox"/> FY0 Project (Add'l Funding)					
<b>Applicable Comprehensive Plan Chapter(s):</b>	<input checked="" type="checkbox"/> 1. Natural Environment	<input type="checkbox"/> 4. Transportation	<input checked="" type="checkbox"/> 7. Parks and Recreation	<input type="checkbox"/> 10. Education				
	<input type="checkbox"/> 2. Land Use & Community Design	<input type="checkbox"/> 5. Economic Development	<input type="checkbox"/> 8. Housing	<input type="checkbox"/> 11. Public Safety				
	<input checked="" type="checkbox"/> 3. Infrastructure	<input type="checkbox"/> 6. Historic Preservation	<input type="checkbox"/> 9. Human Services	<input type="checkbox"/> 12. Financial Sustainability				
<b>Section 2 - PROJECT COSTS</b>								
<b>Expenditure Category</b>	<b>Prospective Vendor (if known)</b>	<b>FY20<sub>21</sub></b>	<b>FY20<sub>22</sub></b>	<b>FY20<sub>23</sub></b>	<b>FY20<sub>24</sub></b>	<b>FY20<sub>25</sub></b>	<b>FY<sub>1-2</sub> Total</b>	
Engineering & Planning							<b>\$ 0</b>	
Construction							<b>\$ 0</b>	
Equipment	Water Fountain	\$ 2,500					<b>\$ 2,500</b>	
Land Acquisition							<b>\$ 0</b>	
Other (specify)							<b>\$ 0</b>	
Other (specify)							<b>\$ 0</b>	
<b>TOTALS</b>		<b>\$ 2,500</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 2,500</b>	
<b>Section 3 - PROJECTED OPERATIONAL COSTS &amp; REVENUES</b>								
<b>Additional Anticipated Operational Expenses</b>		<b>FY20<sub>21</sub></b>	<b>FY20<sub>22</sub></b>	<b>FY20<sub>23</sub></b>	<b>FY20<sub>24</sub></b>	<b>FY20<sub>25</sub></b>	<b>FY<sub>1-2</sub> Total</b>	
Additional Staff Salary							<b>\$ 0</b>	
Benefits	Calculated at 25% of Staff Salary	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	<b>\$ 0</b>	
Vehicle							<b>\$ 0</b>	
Vehicle Insurance							<b>\$ 0</b>	
Utilities							<b>\$ 0</b>	
Furniture and Fixtures							<b>\$ 0</b>	
Equipment							<b>\$ 0</b>	
Contractual costs							<b>\$ 0</b>	
Other (specify)							<b>\$ 0</b>	
<b>Total Operational Costs</b>		<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	<b>\$ 0</b>	
<b>Total Anticipated Operational Revenues</b>							<b>\$ 0</b>	

Project Title: **Water Fountain Park**

**Section 4 - PROJECT DESCRIPTIONS OR SPECIAL EXPLANATIONS**

FY 2021:  
Replace the old water fountain at the park / ball field. Needs to be ADA accessible too. Will be controlled with a lock.

FY 2022:

FY 2023:

FY 2024:

FY 2025:

**FY2021-2025 CAPITAL IMPROVEMENT PLAN REQUEST**

Town of Glasgow

**Section 1 - PROJECT INFORMATION**

<b>Project Title:</b>	<b>Basketball Court Rehab</b>			<b>Department/Agency Ranking:</b>	
<b>Department/Agency:</b>	<b>P&amp;R</b>	<b>Contact Person:</b>	<b>Eric Pollitt / Chris Flint</b>		
<b>Funding Category:</b>	<input type="checkbox"/> New Project (FY21-25)	<input type="checkbox"/> Existing Project (FY20-23)	<input type="checkbox"/> FY20 Project (Add'l Funding)		
<b>Applicable Comprehensive Plan Chapter(s):</b>	<input type="checkbox"/> 1. Natural Environment	<input type="checkbox"/> 4. Transportation	<input checked="" type="checkbox"/> 7. Parks and Recreation	<input type="checkbox"/> 10. Education	
	<input type="checkbox"/> 2. Land Use & Community Design	<input type="checkbox"/> 5. Economic Development	<input type="checkbox"/> 8. Housing	<input type="checkbox"/> 11. Public Safety	
	<input type="checkbox"/> 3. Infrastructure	<input type="checkbox"/> 6. Historic Preservation	<input type="checkbox"/> 9. Human Services	<input type="checkbox"/> 12. Financial Sustainability	

**Section 2 - PROJECT COSTS**

Expenditure Category	Prospective Vendor (if known)	FY2021	FY2022	FY2023	FY2024	FY2025	FY21-25 Total
Engineering & Planning							\$0
Construction							\$0
Equipment	2 Basketball Hoops	\$ 2,150					\$ 2,150
Land Acquisition							\$0
Other (specify)	Resealing & Painting	\$ 2,250					\$ 2,250
Other (specify)							\$0
<b>TOTALS</b>		<b>\$ 4,400</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$ 4,400</b>

**Section 3 - PROJECTED OPERATIONAL COSTS & REVENUES**

Additional Anticipated Operational Expenses	FY2021	FY2022	FY2023	FY2024	FY2025	FY21-25 Total
Additional Staff Salary						\$0
Benefits	Calculated at 25% of Staff Salary	\$0	\$0	\$0	\$0	\$0
Vehicle						\$0
Vehicle Insurance						\$0
Utilities						\$0
Furniture and Fixtures						\$0
Equipment						\$0
Contractual costs						\$0
Other (specify)						\$0
<b>Total Operational Costs</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Anticipated Operational Revenues</b>						<b>\$0</b>

Project Title:

**Basketball Court Rehab**

**Section 4 - PROJECT DESCRIPTIONS OR SPECIAL EXPLANATIONS**

FY 2021:

\$2,150 - 1 new backboard and rim + 1 new pole, adjustable height, backboard and rim

\$2,250 - resealing of court, then materials and supplies for painting lines on court & logo (cardinal) in the center

FY 2022:

FY 2023:

FY 2024:

FY 2025:



## FY21 BUDGET

**As of: February 25, 2020**

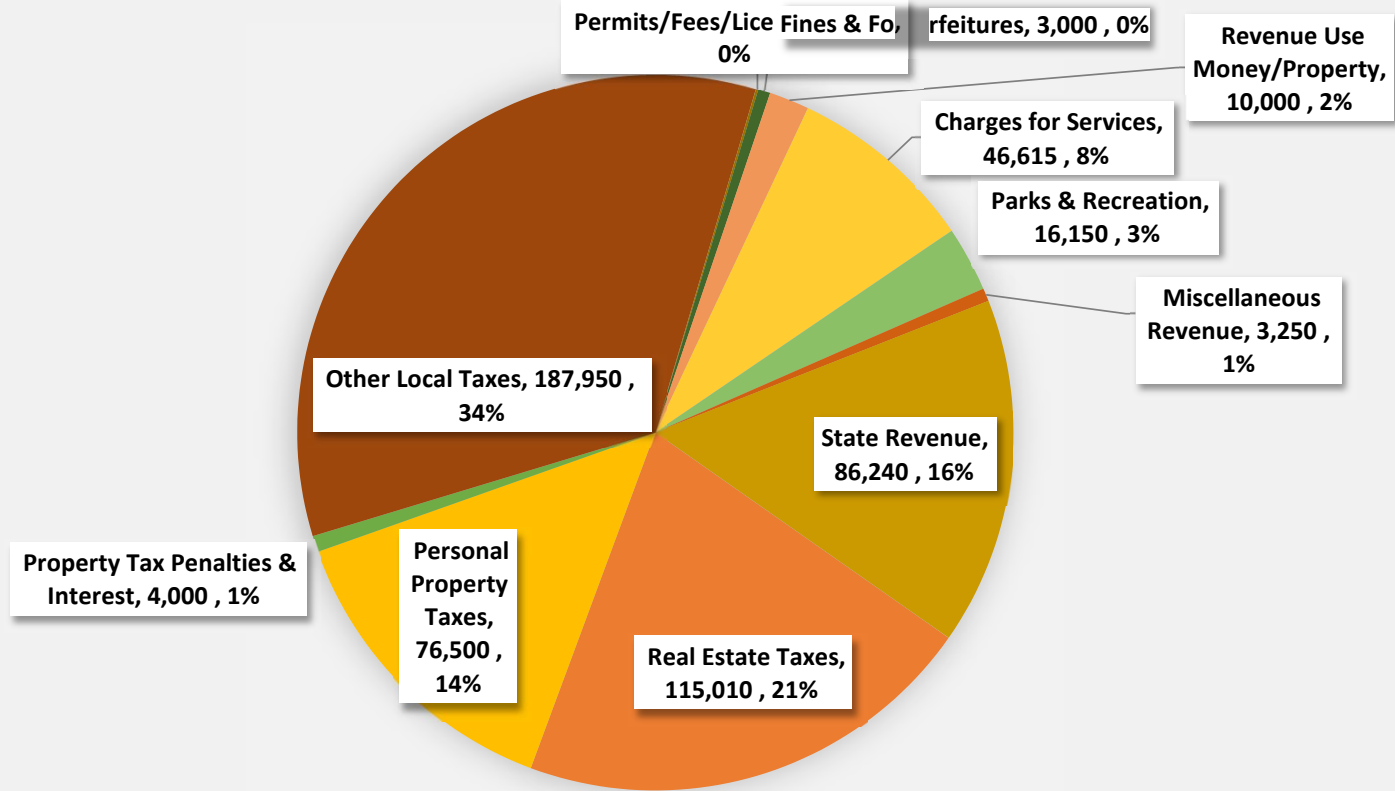
	FY20 Council Adopted	FY21 Dept Request	FY21 Town Manager
Real Estate (Residential)	\$0.185	\$0.185	\$0.185
Mobile Homes	\$0.850	\$0.850	\$0.850
Real Estate (Public Utilities)	\$0.185	\$0.185	\$0.185
Personal Property (Residential)	\$0.850	\$0.850	\$0.850
Personal Property (Public Utilities)	\$0.850	\$0.850	\$0.850
Refuse (Trash Pick-Up)	\$4.50	\$4.50	\$4.50
<b>Revenues over Expenditures</b>	<b>\$0</b>	<b>(\$63,610)</b>	<b>\$0</b>

Revenue			
<b>Total Real Estate Taxes</b>	<b>\$113,000</b>	<b>\$115,010</b>	<b>\$115,010</b>
<b>Total Personal Property Taxes</b>	<b>\$76,475</b>	<b>\$76,500</b>	<b>\$76,500</b>
<b>Total Property Tax Penalties &amp; Interest</b>	<b>\$3,500</b>	<b>\$4,000</b>	<b>\$4,000</b>
<b>Total Other Local Taxes</b>	<b>\$176,200</b>	<b>\$187,950</b>	<b>\$187,950</b>
<b>Total Permits/Fees/Licenses</b>	<b>\$600</b>	<b>\$600</b>	<b>\$600</b>
<b>Total Fines &amp; Forfeitures</b>	<b>\$5,000</b>	<b>\$3,000</b>	<b>\$3,000</b>
<b>Total Revenue Use Money/Property</b>	<b>\$9,000</b>	<b>\$10,000</b>	<b>\$10,000</b>
<b>Total Charges for Services</b>	<b>\$45,815</b>	<b>\$46,615</b>	<b>\$46,615</b>
<b>Total Parks &amp; Recreation</b>	<b>\$1,800</b>	<b>\$16,150</b>	<b>\$16,150</b>
<b>Total Miscellaneous Revenue</b>	<b>\$3,000</b>	<b>\$3,250</b>	<b>\$3,250</b>
<b>Total State Non-Categorical Aid</b>	<b>\$21,462</b>	<b>\$21,462</b>	<b>\$21,462</b>
<b>Total State Categorical Aid</b>	<b>\$64,779</b>	<b>\$64,778</b>	<b>\$64,778</b>
<b>Total Federal Categorical Aid</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Fund Balance Carryover</b>	<b>\$4,364</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Revenue</b>	<b>\$524,995</b>	<b>\$549,315</b>	<b>\$549,315</b>

Expenditures			
<b>COUNCIL, LEGAL, &amp; TRANSFER</b>	<b>\$43,046</b>	<b>\$79,835</b>	<b>\$44,555</b>
<b>ADMINISTRATION &amp; FINANCE</b>	<b>\$203,777</b>	<b>\$241,430</b>	<b>\$236,905</b>
<b>FARMER'S MARKET</b>	<b>\$5,076</b>	<b>\$8,800</b>	<b>\$8,640</b>
<b>POLICE</b>	<b>\$54,071</b>	<b>\$52,440</b>	<b>\$52,925</b>
<b>FIRE &amp; RESCUE</b>	<b>\$35,000</b>	<b>\$35,000</b>	<b>\$35,000</b>
<b>TRASH</b>	<b>\$32,000</b>	<b>\$34,000</b>	<b>\$27,000</b>
<b>BUILDINGS &amp; GROUNDS</b>	<b>\$118,114</b>	<b>\$126,100</b>	<b>\$116,405</b>
<b>PARKS &amp; RECREATION</b>	<b>\$15,550</b>	<b>\$16,550</b>	<b>\$18,530</b>
<b>LIBRARY</b>	<b>\$8,900</b>	<b>\$10,320</b>	<b>\$820</b>
<b>COMMUNITY DONATIONS</b>	<b>\$9,461</b>	<b>\$8,450</b>	<b>\$8,535</b>
<b>Total Expenditures</b>	<b>\$524,995</b>	<b>\$612,925</b>	<b>\$549,315</b>

## General Fund Revenue Summary

Real Estate Taxes	Personal Property Taxes	Property Tax Penalties & Interest	Other Local Taxes
Permits/Fees/Licenses	Fines & Forfeitures	Revenue Use Money/Property	Charges for Services
Parks & Recreation	Miscellaneous Revenue	State Revenue	



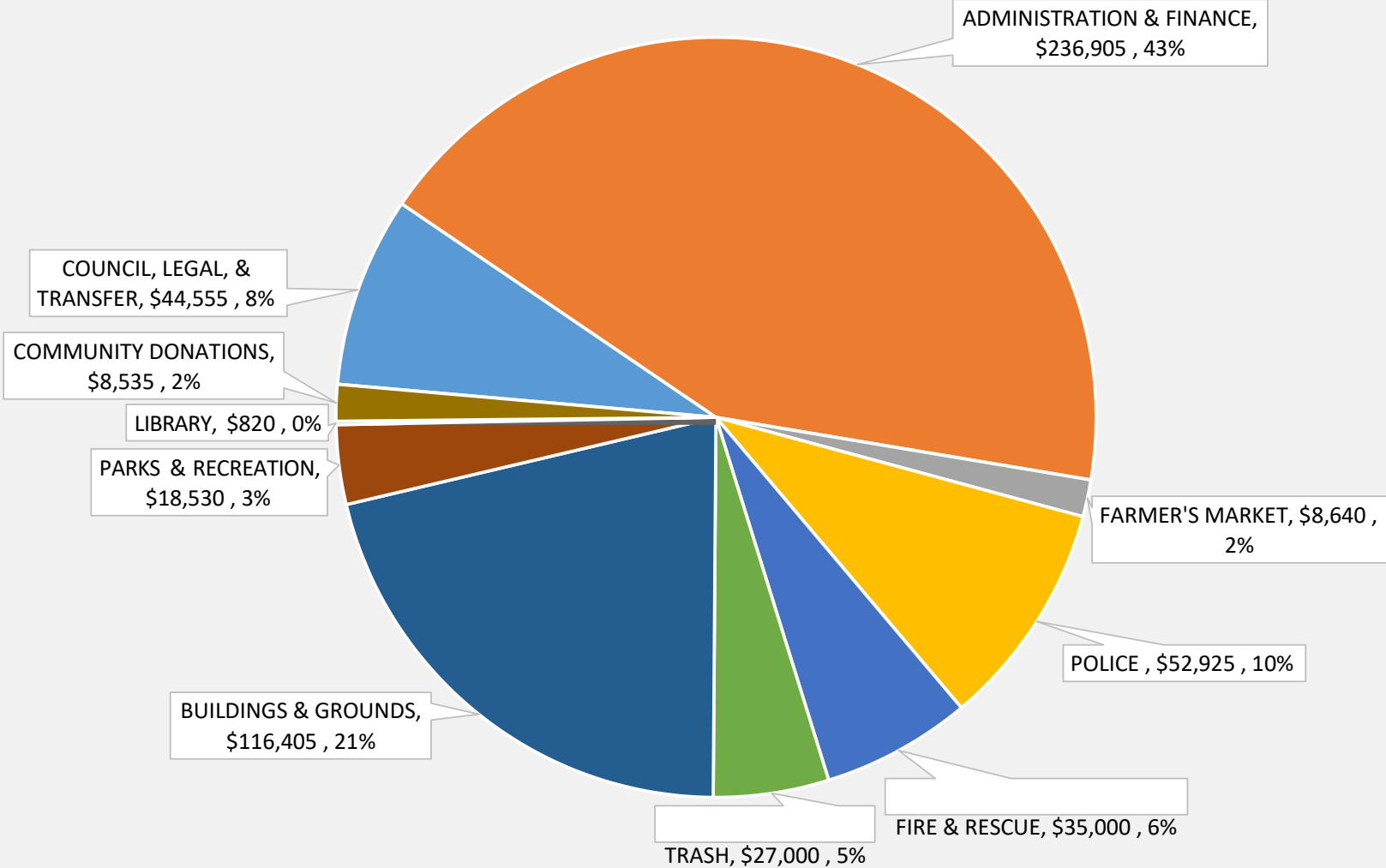
## GENERAL FUND REVENUES

Updated 2.19.2020	FY18	FY19	FY20	FY21
Revenue Detail	ACTUAL	ACTUAL	BUDGET	BUDGET
<b>01 - Real Estate Taxes</b>				
Delinquent Taxes - Real Estate	5,307	13,111	5,000	5,000
CURRENT Real Estate Taxes	104,606	106,291	108,000	100,060
CURRENT Pub. Service Corp.	-	-	-	9,950
Roll back taxes for real estate	-	-	-	-
Tax rebates per commissioner	-	-	-	-
<b>Total Real Estate Taxes</b>	<b>109,913</b>	<b>119,402</b>	<b>113,000</b>	<b>115,010</b>
<b>02 - Personal Property Taxes</b>				
Delinquent Taxes - Personal Property	7,538	7,000	2,000	4,250
CURRENT Personal Property Taxes	70,874	70,577	74,475	72,250
<b>Total Personal Property Taxes</b>	<b>78,412</b>	<b>77,577</b>	<b>76,475</b>	<b>76,500</b>
<b>03 - Property Tax Penalties &amp; Interest</b>				
RE & PP Tax Penalty	2,377	4,860	2,500	3,000
RE & PP Tax Interest	-	1,412	1,000	1,000
<b>Total Property Tax Penalties &amp; Interest</b>	<b>2,377</b>	<b>6,272</b>	<b>3,500</b>	<b>4,000</b>
<b>04 - Other Local Taxes</b>				
Business License	20,093	19,402	15,000	18,250
Business License Late Fee	400	288	200	200
Local sales and use taxes	77,542	72,625	84,000	90,000
Meals Tax	31,379	25,553	30,000	32,000
Utility Tax	29,022	22,079	30,000	30,250
Motor vehicle licenses	16,916	17,307	17,000	17,250
<b>Total Other Local Taxes</b>	<b>175,352</b>	<b>157,254</b>	<b>176,200</b>	<b>187,950</b>
<b>05 - Permits/Fees/Licenses</b>				
Dog Tags - County	578	545	500	500
Permits / Fees	85	50	100	100
<b>Total Permits/Fees/Licenses</b>	<b>663</b>	<b>595</b>	<b>600</b>	<b>600</b>
<b>06 - Fines &amp; Forfeitures</b>				
Fines & Forfeitures	6,636	3,612	5,000	3,000
<b>Total Fines &amp; Forfeitures</b>	<b>6,636</b>	<b>3,612</b>	<b>5,000</b>	<b>3,000</b>
<b>07 - Revenue Use Money/Property</b>				
Interest on Investments	3,058	7,503	9,000	10,000
<b>Total Revenue Use Money/Property</b>	<b>3,058</b>	<b>7,503</b>	<b>9,000</b>	<b>10,000</b>
<b>08 - Other Revenues / Charges for Services</b>				
Trash Fees	17,603	17,637	25,500	26,000
Snow Removal	18,025	17,414	10,000	10,000
Book Sales	45	0	-	-
Farmers Market	100	0	-	300
Notary Fees & Copies	25	0	-	-
Landscape & Mowing	0	0	-	-
Garbage Non Profit	612	413	-	-
Insurance Refunds	0	0	-	-
Cell Tower Lease	9,867	8,596	10,315	10,315
Zoning Permits	210	0	-	-
<b>Total Charges for Services</b>	<b>46,613</b>	<b>44,060</b>	<b>45,815</b>	<b>46,615</b>
<b>09 - Parks &amp; Recreation</b>				
Music in the Park	0	1,134	0	7,500
Park Reservations	505	125	300	150
Softball Fees	1,480	700	1,500	0
Community Event Revenue	0	0	0	4,000
Toys for Tots Donations	0	0	0	2,000
Parks & Rec Donations	550	0	0	2,500
<b>Total Parks &amp; Recreation</b>	<b>2,535</b>	<b>1,959</b>	<b>1,800</b>	<b>16,150</b>
<b>10 - Miscellaneous Revenue</b>				
Community Watch Donations	50	0	0	0
Other Donations	1,200	0	0	0
Return Check Fee	450	400	0	250
Misc Income	858	3,329	3,000	3,000
Demolition Fees	0	0	0	0
<b>Total Miscellaneous Revenue</b>	<b>2,558</b>	<b>3,729</b>	<b>3,000</b>	<b>3,250</b>

<b>450 - Non-Revenue Sources</b>				
Reserve - Grant Contingency	-	-	-	-
Use of Fund Balance - General Fund	-	-	-	-
Transfer from Sewer Fund	-	-	-	-
Transfer from Water Fund	-	-	-	-
<b>Total Non-Revenue Sources</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total revenue from local sources</b>	<b>428,117</b>	<b>421,963</b>	<b>434,390</b>	<b>463,075</b>
<b>32200 - State Non-Categorical Aid</b>				
PPTRA	21,462	21,462	21,462	21,462
<b>Total State Non-Categorical Aid</b>	<b>21,462</b>	<b>21,462</b>	<b>21,462</b>	<b>21,462</b>
<b>32300 - State Categorical Aid</b>				
Law Enforcement Fund	25,020	19,458	25,944	25,943
Communication tax	19,140	13,527	18,000	18,000
Fire Program Fund	10,000	-	10,000	10,000
Car Rental Tax	706	379	700	700
Mobile Home Tax	225	3,033	135	135
Rolling Stock	3	10,351	10,000	10,000
Other COVA	109	-	-	-
<b>Total State Categorical Aid</b>	<b>55,203</b>	<b>46,748</b>	<b>64,779</b>	<b>64,778</b>
<b>Total State Revenue</b>	<b>76,665</b>	<b>68,210</b>	<b>86,241</b>	<b>86,240</b>
<b>330 - Federal Categorical Aid</b>				
<b>Total Federal Categorical Aid</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>340 - Fund Balance Carryover</b>				
Carryover Previous Fiscal Year	-	-	4,364	-
<b>Total Fund Balance Carryover</b>	<b>-</b>	<b>-</b>	<b>4,364</b>	<b>-</b>
<b>Total Revenue - Fund 100</b>	<b>504,782</b>	<b>490,173</b>	<b>520,631</b>	<b>549,315</b>



# General Fund Expense Summary





# GLASGOW FY21 BUDGET DEPARTMENT NARRATIVE



## Section 1 - DEPARTMENT INFORMATION

<b>Department:</b>	Council, Legal, & Transfer
<b>Contact:</b>	Eric S. Pollitt, Town Manager

## Section 2 - MISSION STATEMENT

Under this form of government, the elected governing body is responsible for establishing policy, passing ordinances, voting appropriations, and developing an overall vision for the town.

The Council appoints a professional town manager to oversee the daily operations of the Town government and implement the policies they establish. The Town Manager is apolitical and appointed by Council to serve the town for an indefinite term.

The Town Manager implements town policy as determined by the Mayor and Town Council. The Town Manager is charged with advising the Town Council with regard to the financial condition of the town, its future needs, and all matters related to its proper administration.

Town Attorney / Legal Services Provides professional and timely legal representation and advice to the Town Council. Majority of time and resources address legal review and/or preparation of Council agenda items.

## Section 3 - DESCRIPTION OF FUNDING NEEDS (Briefly describe how funding would be used. Bullets preferred.)

- \*Council salary and professional development throughout the year
- \*Council Contingency meeting financial policies
- \*Legal services through Natkin and Crickenberger P.C.
- \*Transfers to the Capital Improvement Plan (CIP) and Capital Reserve Maintenance Fund (CRMF)

## Section 4 - SERVICE PROVISION DATA (If Applicable, service numbers associated with budget .)

- \*Council represents over 1,100 residents

**DEPARTMENT INFORMATION**

**Section 5 - LAST FISCAL YEAR'S ACCOMPLISHMENTS** (Please list any completed projects.)

\*Hired new Town Manager

**Section 6 - CURRENT FISCAL YEAR'S GOALS** (Brief status overview of this year's goals.)

- \*Construction of new events pavilion - done
- \*Revamping of old website - done
- \*Implemented delinquent tax collection program with TACS - done
- \*Improved communication and transparency with new website and Facebook page - done
- \*Hosted 9 events this fiscal year as of February 20, 2020 - done
- \*Completed stormwater retention pond project - done
- \*Switched to Corner Stone Bank saving residents over \$2,400 a year in fees -done
- \*Hosted first Council Retreat - done

**Section 7 - NEXT YEAR'S GOALS** (Goals for this budget next year.)

- \*Implementing delinquent tax programs through DMV and Department of Taxation - in progress
- \*Update Charter and frequently impacted ordinances such as trash, high grass, nuisance, and zoning - in progress
- \*Work with new Town Hall Advisory Committee to identify options for new Town Hall
- \*Increase tax collection rate to 90%
- \*Implement Council Adopted Capital Improvement Plan
- \*Update Town Comprehensive Plan
- \*Long-term Financial Sustainability Plan for Water and Sewer Funds - done

**Section 8 - ADDITIONAL INFORMATION**

\*Created 4 new committees in last 12 months and revamped the Parks and Recreation Committee into the Community Development Committee

	D	E	H	I	L	M	N	O	R	S
1	<b>COUNCIL, LEGAL, &amp; TRANSFER</b>									
2	<b>OBJECT</b>	<b>ACCOUNT</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>FY21</b>	<b>FY21</b>	<b>DETAIL</b>	
3	<b>CODE</b>	<b>DESCRIPTION</b>	<b>ACTUALS</b>	<b>ACTUALS</b>	<b>ADOPTED</b>	<b>BASELINE</b>	<b>BASELINE+</b>	<b>TWN MGR</b>	<b>COST</b>	<b>EXPENDITURE DETAIL</b>
4	<b>TOTAL</b>		<b>15,173</b>	<b>15,248</b>	<b>43,046</b>	<b>44,765</b>	<b>79,835</b>	<b>44,555</b>		
5										
6	<b>PERSONNEL SUB-TOTAL</b>		<b>4,522</b>	<b>4,468</b>	<b>4,522</b>	<b>4,525</b>	<b>4,525</b>	<b>4,525</b>		
7	11000	FULL-TIME SALARIES & WAGES	0	0	0	0	0	0		
8	11000	PART-TIME	4,200	4,150	4,200	4,200	4,200	4,200		6 Council and Mayor \$50 a meeting
9	12000	OVERTIME	0	0	0	0	0	0		
10	21000	FICA	322	318	322	325	325	325		
19										
20	<b>OPERATIONS SUB-TOTAL</b>		<b>1,146</b>	<b>1,781</b>	<b>28,274</b>	<b>18,340</b>	<b>24,810</b>	<b>10,630</b>		
22	36000	ADVERTISING	0	0	0	1,000	1,000	1,000		Annual State advertising requirements budgets, rates, etc.
23	55100	MEALS / MILEAGE / LODGING ETC.	0	0	0	500	500	500		MISC COUNCIL MEETINGS WITH FOOD PROVIDED
24	55400	CONVENTION & EDUC	74	65	200	430	510	430	160	VML Elected Officials Training (\$40 per person; 3 Council & Mayor)
25									350	VML Mayors Institute (\$250 Registration; \$100 Guest)
26	58100	DUES & MEMBERSHIP	53	827	800	1,200	1,200	1,200	170	Rockbridge Chamber Membership
27									250	UVA Virginia Institute of Government
28									737	VML
29									35	Virginia Farmers Market Association
30	60110	UNIFORMS			0	210	600	0	210	(EST. \$35 PER POLO x 6)
31									390	(EST. \$65 PER BUTTON DOWN)
32	92610	CONTINGENCY	0	0	26,774	15,000	21,000	7,500		
33										
34										
35										
36										
37										
38	<b>LEGAL SERVICES SUB-TOTAL</b>		<b>9,505</b>	<b>8,999</b>	<b>10,250</b>	<b>14,400</b>	<b>30,000</b>	<b>14,400</b>		
39	31500	LEGAL SVCS - TOWN ATTORNEY	9,246	8,476	9,250	3,600	18,000	3,600		12 MEETINGS A YEAR \$150 AN HOUR FOR 2 HOURS AVERAGE
40	31600	LEGAL SVCS - OTHER	259	523	1,000	10,800	12,000	10,800	10,800	\$150 AN HOUR FOR WORK 6 HOURS A MONTH AVERAGE
41										
42	<b>CAPITAL FUND TRANSFER-TOTAL</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>7,500</b>	<b>20,500</b>	<b>15,000</b>		
43	75000	CAPITAL IMPROVEMENT PROJECTS	0	0	0	0	0	0		
44		CAPITAL RESERVE MAINTENACE	0	0	0	7,500	20,500	15,000		



# GLASGOW FY21 BUDGET DEPARTMENT NARRATIVE



## Section 1 - DEPARTMENT INFORMATION

<b>Department:</b>	Administration & Finance
<b>Contact:</b>	Eric S. Pollitt, Town Manager

## Section 2 - MISSION STATEMENT

Selected primarily on the basis of executive and administrative qualifications, the Town Manager directs and supervises the administration of all departments, offices and agencies of the Town, except as otherwise provided in the Town's Charter.

The Town Manager provides oversight for all town departments and operations, liaison with community agencies and other local government jurisdictions, serving on regional boards and commissions, supervision for executive level functions of strategic planning/performance management and community relations.

Administrative staff provides support to the Town Council including preparation for and participation in Council meetings and research and analysis of Council initiatives. The Town Manager must propose and submit an annual budget to the Town Council and, once it is approved, is responsible for its implementation.

## Section 3 - DESCRIPTION OF FUNDING NEEDS (Briefly describe how funding would be used. Bullets preferred.)

\*Community Development Provides for the management and administrative support for all of the Community Development department's operation. Provides for the maintenance of the Comprehensive Plan, including master plans and amendments to the Comprehensive Plan. Provides for the administration of the Zoning Ordinance, including appeals and variances, zoning inspections, zoning enforcement, proffer management, business clearances, building permit support, sign permits, temporary event permits, development right determinations, and for interpretations of the zoning ordinance.

\*Human Resources / Personnel Ensures compliance with federal, state and county employment regulations and provides training on workplace safety.

\*Finance is to provide responsibility to the citizens and taxpayers to ensure that financial resources are collected, safe-guarded, maximized and dispersed in a fiscally judicious manner. The function of this division is to oversee Budget Administration, Financial Accounting Processes, Treasury Office, Collections, Payroll Administration, Revenue Management, Utility Services, Debt Management, Risk Management, Procurement & Purchasing Services, and Financial Reporting.

**Section 4 - SERVICE PROVISION DATA (If Applicable, service numbers associated with budget .)**

Operate over \$1 million budget for over 1,100 residents

**DEPARTMENT INFORMATION**

**Section 5 - LAST FISCAL YEAR'S ACCOMPLISHMENTS (Please list any completed projects.)**

\*Acquisition of land for new eve

**Section 6 - CURRENT FISCAL YEAR'S GOALS (Brief status overview of this year's goals.)**

- \*Developed first Capital Improvement Plan with Planning Commission - done
- \*CDBG Planning Grant for Business District - completed initial activities and awarded next steps
- \*Adopted Town Financial Policies - done
  
- \*Implementing delinquent tax programs through DMV and Department of Taxation - in progress
- \*Update Charter and frequently impacted ordinances such as trash, high grass, nuisance, and zoning - in progress
- \*Long-term Financial Sustainability Plan for Water and Sewer Funds - done

**Section 7 - NEXT YEAR'S GOALS (Goals for this budget next year.)**

- \*Work with new Town Hall Advisory Committee to identify options for new Town Hall
- \*Increase tax collection rate to 90%
- \*Implement Council Adopted Capital Improvement Plan
- \*Update Town Comprehensive Plan
- \*Make over \$10,000 in cash investments through the Local Government Investment Pool

**Section 8 - ADDITIONAL INFORMATION**

Carry out the CDBG Grant for our business district in Town, with the results of an economic restructuring plan for our community

	D	E	H	I	L	M	N	O	R	S
1	<b>ADMINISTRATION &amp; FINANCE</b>									
2	<b>OBJECT</b>	<b>ACCOUNT</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>FY21</b>	<b>FY21</b>	<b>DETAIL</b>	
3	<b>CODE</b>	<b>DESCRIPTION</b>	<b>ACTUALS</b>	<b>ACTUALS</b>	<b>ADOPTED</b>	<b>BASELINE</b>	<b>BASELINE+</b>	<b>TWN MGR</b>	<b>COST</b>	<b>EXPENDITURE DETAIL</b>
4	<b>TOTAL</b>		<b>225,748</b>	<b>225,752</b>	<b>203,777</b>	<b>219,110</b>	<b>241,430</b>	<b>236,905</b>		
5										
6	<b>PERSONNEL SUB-TOTAL</b>		<b>152,414</b>	<b>161,953</b>	<b>139,761</b>	<b>156,130</b>	<b>156,130</b>	<b>156,130</b>		
7	11000	FULL-TIME SALARIES & WAGES	108,831	111,727	98,779	106,650	106,650	106,650		
8	11000	PART-TIME	0	0	0	0	0	0		
9	12000	OVERTIME	3,383	5,926	1,078	2,700	2,700	2,700		
10	21000	FICA	8,254	9,000	7,639	7,940	7,940	7,940		
11	22300	VRS	0	470	222	225	225	225		
12	22400	VRS LIFE INSURANCE	994	1,040	1,262	1,265	1,265	1,265		
13	23000	MEDICAL INSURANCE	12,843	14,815	10,935	17,500	17,500	17,500		
14	23500	DENTAL INSURANCE	732	825	825	825	825	825		
15	27000	WORKER'S COMPENSATION	6,926	6,900	6,600	6,600	6,600	6,600		
16	31150	PROBABILITY-LIABILITY-AUTO INSC	10,451	11,250	11,000	11,000	11,000	11,000		
17	24002	ER MANDATORY CONTRIBUTION			58	60	60	60		
18	24003	ER CASH MATCH			1,015	1,015	1,015	1,015		
19	***	UNEMPLOYMENT	0	0	0	0	0	0		
20	24004	DISABILITY	0	0	348	350	350	350		
21										
22	<b>OPERATIONS SUB-TOTAL</b>		<b>73,334</b>	<b>63,799</b>	<b>64,016</b>	<b>62,980</b>	<b>85,300</b>	<b>80,775</b>		
23	27300	REFUND PAYABLE	0	0	0	100	100	100	0	REFUNDS FOR PARK RESERVATIONS
24	31200	ACCOUNTING & AUDITING SERVICES	24,366	17,880	16,600	16,000	16,000	16,000	8,000	MARY EARHART
25									8,000	RFC
26	31300	CONTRACT SERVICES	1,385	0	0	0	15,000	12,500		CSPDC ASSISTANCE COMPREHENSIVE PLAN UPDATE
27	31400	QS1 SOFTWARE LEASE	6,182	10,456	10,416	11,200	11,200	11,200	10,300	CURRENT CONTRACT
28									900	QS1 TAX SOFTWARE
29	33150	IT REPAIRS & MAINTENANCE SERVCS	3,553	2,245	3,000	3,000	3,000	3,000		
30									80	PIXEL PROSHOP (WEBSITE DRONE Pics & Video)
31									810	VIRGINIA TECHNOLOGY SERVICES
33	35000	PRINTING & BINDING	2,773	2,674	2,800	2,800	2,800	2,800		TAX MAILINGS
34	36000	ADVERTISING	1,050	2,014	1,500	750	750	750		JOB AND MISC. PUBLIC ADVERTISING REQUIREMENTS
35									380	MEETING LOCATION CHANGES, TAX DEADLINE NOTICES
36										CAR DECALS, PUBLIC HEARINGS,
37	51100	ELECTRICAL SERVICES	2,233	2,140	2,200	2,200	2,200	2,200		TOWN HALL
38	51300	WATER & SEWER EXPENSE	756	756	1,000	1,000	1,000	820		WATER & SEWER AT TH
39	52100	POSTAGE	4,697	4,404	5,000	7,000	7,000	7,000		
40	52300	TELECOMMUNICATIONS	6,602	6,000	4,450	4,000	4,500	4,000	2,400	CELLPHONE STIPEND (\$50 MONTH x 4 EMPLOYEES)
41										VA UTILITY PROTECTION SERVICES (MISS UTILITY)
42										CENTURY LINK FAXING
43	54000	EQUIPMENT RENTALS	2,617	2,438	2,000	4,000	4,000	4,000		COPIER LEASE & SERVICING (AMERICA FINAN. & ODIS)

	D	E	H	I	L	M	N	O	R	S
1	<b>ADMINISTRATION &amp; FINANCE</b>									
2	<b>OBJECT</b>	<b>ACCOUNT</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>FY21</b>	<b>FY21</b>	<b>DETAIL</b>	
3	<b>CODE</b>	<b>DESCRIPTION</b>	<b>ACTUALS</b>	<b>ACTUALS</b>	<b>ADOPTED</b>	<b>BASELINE</b>	<b>BASELINE+</b>	<b>TWN MGR</b>	<b>COST</b>	<b>EXPENDITURE DETAIL</b>
4	<b>TOTAL</b>		<b>225,748</b>	<b>225,752</b>	<b>203,777</b>	<b>219,110</b>	<b>241,430</b>	<b>236,905</b>		
5										
44	55100	MEALS / MILEAGE / LODGING ETC.	1,953	14	500	2,000	2,500	2,250		STAFF REIMBURSEMENT TO MEETINGS, CONFERENCES, AND TRAININGS / PROFESSIONAL DEVELOPMENT
45	55400	CONVENTION & EDUCATION	435	51	1,000	1,300	1,500	1,500	375	VML-VLGMA WINTER CONF.per TM CONTRACT
46									380	VML ANNUAL CONFERENCE (3 days
47									425	VIRGINIA ECON DEVP CONFERENCE (2 days includes meals)
48	58000	MISC.	2,186	784	200	200	200	200		
49	58100	DUES & MEMBERSHIP	501	391	400	455	500	455	250	per contract TOWN MANAGER VLGMA MEMBERSHIP
50									80	LEXINGTON JAYCEES
51									125	SAM'S CLUB (1 \$45 AND 2 \$40)
52	58300	BANK SERVICE FEES	0	1,760	2,050	200	250	250		BB&T CHARGES FOR SERVICES
53	58400	IT SUBSCRIPTIONS	0	0	0	1,500	2,000	3,200		WEBSITE SUBSCRIPTION
54										EMAIL SUBSCRIPTION
55										MICORSOFT OFFICE (\$ PER YEAR/MONTH)
56										ADOBE (\$ PER YEAR/MONTH)
57										Cyber Security
58	58700	DOG TAGS	520	252	400	275	300	300		
59	60010	OFFICE SUPPLIES	8,915	6,760	7,000	3,500	7,000	5,000		
60	60146	MATERIALS AND SUPPLIES - TH	2,610	2,750	3,500	1,500	3,500	3,250	1,540	UNIFIRST BAD CONTRACT TILL 2023
61									1,500	2 NEW COMPUTERS \$750 EACH



	D	E	H	I	L	M	N	O	R	S
1	<b>FARMER'S MARKET</b>									
2	<b>OBJECT</b>	<b>ACCOUNT</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>FY21</b>	<b>FY21</b>	<b>DETAIL</b>	
3	<b>CODE</b>	<b>DESCRIPTION</b>	<b>ACTUALS</b>	<b>ACTUALS</b>	<b>ADOPTED</b>	<b>BASELINE</b>	<b>BASELINE+</b>	<b>TWN MGR</b>	<b>COST</b>	<b>EXPENDITURE DETAIL</b>
4	<b>TOTAL</b>		<b>5,887</b>	<b>3,070</b>	<b>5,076</b>	<b>7,200</b>	<b>8,800</b>	<b>8,640</b>		
5										
20	<b>OPERATIONS SUB-TOTAL</b>		<b>5,290</b>	<b>2,362</b>	<b>5,076</b>	<b>7,200</b>	<b>8,800</b>	<b>8,640</b>		
21	33145	REPAIRS/ MAINT - GRNDS	1,311	0	200	300	300	300		N/A
22	35000	PRINTING & BINDING	0	0	0	750	1,000	750		PRINTING FLYERS AND SIGNS FOR FM ADVERTISING
23	36050	MARKETING	2,591	864	500	750	1,000	1,000		PAID ADVERTISEMENTS SUCH AS RADIO AND NEWS PAPER
24	36055	MANAGEMENT	0	0	2,750	3,000	3,000	3,000	2,880	FM MANAGER \$10 x 12 hours a week for 4 weeks x 6 months
25	51100	ELECTRICAL SERVICES	87	136	150	350	350	350		
26	51300	WATER & SEWER EXPENSE	396	363	396	350	500	820		WATER & SEWER AT FM
29	55100	MEALS / MILEAGE / LODGING ETC.	114	0	0	250	250	150		REIMBURSEMENT TO MEETINGS, CONFERENCES, AND OTHER
30	55400	CONVENTION & EDUCATION			0	450	900	150	900	VFMA FM MANAGER TRAINING (\$450 per for 2 FM Managers)
31									150	ANNUAL VFMA CONFERENCE
34	60175	PUBLIC EVENTS	0	0	0	500	1,000	1,000		SPECIAL EVENTS HELD AT THE FM
35	60169	PORT-A-POTTY	655	900	1,080	500	500	1,120	1,120	C&S CONTRACT PRICE \$280 A MONTH 4 MONTHS JULY-OCT (CLEAN 3 TIMES A WEEK SUMMER; 2 DAYS OFF SEASON)



# GLASGOW FY21 BUDGET DEPARTMENT NARRATIVE



## Section 1 - DEPARTMENT INFORMATION

<b>Department:</b>	Police
<b>Contact:</b>	Chief Angel Poole

## Section 2 - MISSION STATEMENT

This department will continue to maintain close working relationship with both elected officials and other law enforcement agencies, as well as working with Town Committees to provide services to our community, drug traffic control, crime prevention, and overall police effectiveness.

## Section 3 - DESCRIPTION OF FUNDING NEEDS (Briefly describe how funding would be used. Bullets preferred.)

- Repairs and Maintenance on all equipment
- Telecommunication
- Police equipment- Ammo guns, uniforms, ECT.
- Provide candy for programs- Easter, Halloween, toys for tots, and Parades.

## Section 4 - SERVICE PROVISION DATA (If Applicable, service numbers associated with budget .)

2019 Stats

- Calls-382
- Citizen Assist-248
- Cases worked out (felony)-13
- Warrants/Arrests – 29
- Protective Orders/ civil papers – 10
- Traffic Summons – 35
- Warnings – 79
- Building checks - 120
- Community Outreach Events – 16
- County Calls - 88

Drug Task Force

- Search Warrants - 8
- Meth – 22
- Heroin - 3
- Marijuana – 5

\*\*\*Does not include ongoing cases and traffic stop searches

**DEPARTMENT INFORMATION**

**Section 5 - LAST FISCAL YEAR'S ACCOMPLISHMENTS** (Please list any completed projects.)

Community outreach and security for following events

- \*Easter Egg Hunt
- \*Music in the Park
- \*Trunk or Treat
- \*Toys for Tots

**Section 6 - CURRENT FISCAL YEAR'S GOALS** (Brief status overview of this year's goals.)

Community outreach and security for following events:

- \*Movies at the Market
- \*Easter Egg Hunt
- \*Ribbon Cutting for Events Pavilion
- \*Music in the Park
- \*Trunk or Treat
- \*Toys for Tots
- \*Christmas Tree Lighting & Bon Fire

**Section 7 - NEXT YEAR'S GOALS** (Goals for this budget next year.)

Community outreach and security for following events:

- \*5 Movies at the Market
- \*Easter Egg Hunt
- \*5 Concerts
- \*Trunk or Treat
- \*Toys for Tots
- \*Christmas Tree Lighting & Bon Fire

Continue to find new ways to reach out to the community in promoting public safety.

**Section 8 - ADDITIONAL INFORMATION**

Will be leading the fundraising effort to support our summer and fall concert series in FY21. Our goal is \$7,500 from our local businesses and stakeholders.

	D	E	H	I	L	M	N	O	R	S
1	<b>POLICE</b>									
2	<b>OBJECT</b>	<b>ACCOUNT</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>FY21</b>	<b>FY21</b>	<b>DETAIL</b>	
3	<b>CODE</b>	<b>DESCRIPTION</b>	<b>ACTUALS</b>	<b>ACTUALS</b>	<b>ADOPTED</b>	<b>BASELINE</b>	<b>BASELINE+</b>	<b>TWN MGR</b>	<b>COST</b>	<b>EXPENDITURE DETAIL</b>
4		<b>TOTAL</b>	<b>53,129</b>	<b>51,389</b>	<b>54,071</b>	<b>52,040</b>	<b>52,440</b>	<b>52,925</b>		
5										
6		<b>PERSONNEL SUB-TOTAL</b>	<b>41,163</b>	<b>42,282</b>	<b>42,941</b>	<b>40,335</b>	<b>40,335</b>	<b>40,335</b>		
20										
21		<b>OPERATIONS SUB-TOTAL</b>	<b>11,966</b>	<b>9,107</b>	<b>11,130</b>	<b>11,705</b>	<b>12,105</b>	<b>12,590</b>		
23	33150	IT REPAIRS & MAINTENANCE SERVCS	1,292	636	500	500	750	750		VA TECHNOLOGY SERVICES
24	33200	MAINTENANCE SERVICES CONTRACT	0	1,238	1,500	1,500	1,500	1,500		TYLER TECHNOLOGIES ANNUAL FEE
25	35000	PRINTING & BINDING	0	159	150	150	150	250		POLICE PROCESSING PAPERWORK
26	52100	POSTAGE	0	0	0	25	25	25		
27	52300	TELECOMMUNICATIONS	2,146	1,586	1,160	1,160	1,160	1,680	540	VERIZON (\$45 PER MONTH) FOR CAD SYSTEM IN TRUCK
28									1,140	
30	55100	MEALS / MILEAGE / LODGING ETC.	0	0	0	50	100	100		STAFF REIMBURSEMENT TO MEETINGS & CONFERENCES
31	55400	CONVENTION & EDUCATION	0	0	0	750	750	750		POLICE CHIEF ANNUAL CONFERENCE
33	56000	CONTR TO GOVT ENTITY	620	620	620	620	620	620		POLICE ACADEMY DUES & MEMBERSHIP
35	58100	DUES & MEMBERSHIP	0	0	0	0	0	215	40	SAMS CLUB
36									175	VIRGINIA ASSOCIATION OF CHIEF OF POLICE
37	58150	PERMITS	0	0	0	0	0	100	100	BUZZARD PERMIT
39	60010	OFFICE SUPPLIES	743	343	200	200	200	200		
40	60080	FUEL VEHICLE/EQUIP	1,868	1,669	2,000	2,000	2,000	2,000		GAS
41	60090	VEHICLE SUPP & MAINT	682	54	1,000	1,000	1,000	1,000		TRUCK TIRES, SERVICING, AND MISC. MAINTENANCE
42	60100	POLICE SUPPLIES	402	0	500	500	600	600		AMMUNITION
43	60110	UNIFORMS	315	635	500	500	500	300		SHIRTS, PANTS, JACKETS, GLOVES, BOOTS, ETC.
44	60125	DISPATCH & RESPONSE EQUIPMENT	0	0	1,000	1,000	1,000	1,000		RADIO & DISPATCH RESPONSE EQUIPMENT
45	60140	MATERIALS/ SUPPLIES	56	0	750	750	750	500		
46	60150	POLICE EQUIPMENT	0	0	1,000	1,000	1,000	1,000		HANDGUN, RIFLE, TASER

	D	E	L	M	N	O	R	S
1	<b>FIRE &amp; RESCUE</b>							
2	<b>OBJECT</b>	<b>ACCOUNT</b>	<b>FY20</b>	<b>FY21</b>	<b>FY21</b>	<b>FY21</b>	<b>DETAIL</b>	
3	<b>CODE</b>	<b>DESCRIPTION</b>	<b>ADOPTED</b>	<b>BASELINE</b>	<b>BASELINE+</b>	<b>TWN MGR</b>	<b>COST</b>	<b>EXPENDITURE DETAIL</b>
4	<b>TOTAL</b>		<b>35,000</b>	<b>35,000</b>	<b>35,000</b>	<b>35,000</b>		
5	31250	FRIE PROGRAMS-STATE	10,000	10,000	10,000	10,000		AID TO LOCALITIES STATE ENTITLEMENT GRANT
6	32200	FIRE DEPT DONATIONS	12,500	12,500	12,500	12,500		TOWN CONTRIBUTION TO FIRE (ALL VOLUNTEER)
7	32300	RESC SQUAD DONATIONS	12,500	12,500	12,500	12,500		TOWN CONTRIBUTION TO RESCUE (SOME PAID STAFF)



# GLASGOW FY21 BUDGET DEPARTMENT NARRATIVE



## Section 1 - DEPARTMENT INFORMATION

<b>Department:</b>	TRASH/BRUSH
<b>Contact:</b>	CHRIS FLINT

## Section 2 - MISSION STATEMENT

- \*We have 2 different services for trash and brush. one is for residential pickup and the other is for the bigger stuff like furniture and appliances and brush removal.
- \*For renting a 30 yard dumpster we can get up to 5-6 dump truck loads of brush or trash per load to ship out.
- \*We pile up the brush until we have enough to send out per dumpster load
- \*We do a town wide clean up week when the county does there's last year was not as bad as year's prior

## Section 3 - DESCRIPTION OF FUNDING NEEDS (Briefly describe how funding would be used. Bullets preferred.)

- \*Would like to have the funding to either buy 1-2 30 yard dumpster's or go on and rent them for the year.
- \*Makes sense to put everything in a dumpster than running back and fourth to landfill wear and tear on vehicle fuel and hourly rate to driver
- \*We have to pay blue ridge resource auth. per ton to dump
- \*Also we were taking all brush to Beverly brother's log yard in BV to get rid of at no cost to dump just hauling fee and rent on dumpster
- \*The price will go up if we decide to either buy or rent for year one way or the other

## Section 4 - SERVICE PROVISION DATA (If Applicable, service numbers associated with budget .)

- \*Number of dumpster loads for brush and trash pick up??
- \*Number of tons for brush and trash pick up??
- \*Weekly pick up numbers??

**DEPARTMENT INFORMATION**

**Section 5 - LAST FISCAL YEAR'S ACCOMPLISHMENTS** (Please list any completed projects.)

We use this to keep the town looking good and not a bunch of trash and brush in the alleys this is done year round weather permitting

\*FY19 town-wide-clean up roughly 8 dumpster loads 4 brush and 4 trash

**Section 6 - CURRENT FISCAL YEAR'S GOALS** (Brief status overview of this year's goals.)

\*As of right now 1/21/20 we are over the budget by about 212.00 and we have almost another load of trash that needs to be hauled out of town

\*We have a huge pile of brush sitting on the ground maybe about 8-10 30 yard dumpster loads we need to have something done with

**Section 7 - NEXT YEAR'S GOALS** (Goals for this budget next year.)

\*Would like to see us either have our own dumpsters or go on and rent them for the year so that we do not get like this again

\*Continue the town clean up along with county. this is a good thing to do because of the people of town can bring there stuff to the town dump site.

**Section 8 - ADDITIONAL INFORMATION**

\*With the county looking at closing the dumpsite on top of the mountain, there will probably be more trash dumped along side of roads on in front of the town shop.

	D	E	H	I	J	K	L	M	N	O	R	S
1	<b>TRASH</b>											
2	<b>OBJECT</b>	<b>ACCOUNT</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY20</b>	<b>FY20</b>	<b>FY21</b>	<b>FY21</b>	<b>FY21</b>	<b>DETAIL</b>	
3	<b>CODE</b>	<b>DESCRIPTION</b>	<b>ACTUALS</b>	<b>ACTUALS</b>	<b>YTD SPENT</b>	<b>% SPENT</b>	<b>ADOPTED</b>	<b>BASELINE</b>	<b>BASELINE+</b>	<b>TWN MGR</b>	<b>COST</b>	<b>EXPENDITURE DETAIL</b>
4		<b>TOTAL</b>	<b>27,410</b>	<b>31,784</b>	<b>13,962</b>	<b>44%</b>	<b>32,000</b>	<b>33,000</b>	<b>34,000</b>	<b>27,000</b>		
5	42300	BRUSH & TOWNWIDE CLEAN UP	8,160	8,926	5,212	104%	5,000	6,000	7,000	0		BLUERIDGE RESOURCE AUTHORITY CHARGING \$54.50 PER TON
6											8,780	(\$100 per dumpster x 2 dumpsters x 12 months) + \$140 (2 one time delivery fee) + (\$130 x 2 dumpsters delivery fee x 2 times a month x 12 months)
7												PILE THE BRUSH UP NEAR THE BANK, USE FOR BOND FIRES, AND START TO ONLY TAKE FURNITURE AND MISC. TRASH
8	42400	REFUSE COLLECTION CONTRACTS	19,250	17,930	8,750	32%	27,000	27,000	27,000	27,000	27,000	C&S (\$4.50 for monthly trash pick up 500 homes = \$2,250)
9	42500	DEMOLITION EXP	0	4,928	0	0%	0	0	0	0		HOUSE DEMOLITION AND DISPOSAL OF MATERIAL





# GLASGOW FY21 BUDGET DEPARTMENT NARRATIVE



## Section 1 - DEPARTMENT INFORMATION

<b>Department:</b>	BULIDING AND GROUNDS
<b>Contact:</b>	CHRIS FLINT

## Section 2 - MISSION STATEMENT

This department takes care of grass mowing, building maintenance, street lights, landscaping, street repairs ect.

## Section 3 - DESCRIPTION OF FUNDING NEEDS (Briefly describe how funding would be used. Bullets preferred.)

- \*We would like to purchase a new zero turn mower \$10,000
- \*A couple of 90 sthil weed eaters \$700.00 for 2 of them
- \*A plate tamper \$500-700 depends on witch one you want to fix potholes etc..

## Section 4 - SERVICE PROVISION DATA (If Applicable, service numbers associated with budget .)

- \*Acres mow?
- \*7,250 feet of streets to maintain and plow

**DEPARTMENT INFORMATION**

**Section 5 - LAST FISCAL YEAR'S ACCOMPLISHMENTS** (Please list any completed projects.)

\*Kept up with the grass mowing because it got dry and grass slowed down

\*Hiker's shelter shower didn't break all summer

\*Helped build events pavilion

**Section 6 - CURRENT FISCAL YEAR'S GOALS** (Brief status overview of this year's goals.)

\*Everything seems to be going ok so far expect for the budget for the vehicle maint fund

\*Rehab the red building

\*Patch potholes around town with street maintenance budget

**Section 7 - NEXT YEAR'S GOALS** (Goals for this budget next year.)

\*Replace mower so we do not continue to spend money fixing it

\*Replace a couple of weed eaters

\*To get a plate tamper to help fix potholes

**Section 8 - ADDITIONAL INFORMATION**

\*Would like if we could get 1-2 part time people for mowing season to help with mowing and weed eating

	D	E	G	H	I	L	M	N	O	R	S
1	<b>BUILDINGS &amp; GROUNDS</b>										
2	<b>OBJECT</b>	<b>ACCOUNT</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>FY21</b>	<b>FY21</b>	<b>DETAIL</b>	
3	<b>CODE</b>	<b>DESCRIPTION</b>	<b>ACTUALS</b>	<b>ACTUALS</b>	<b>ACTUALS</b>	<b>ADOPTED</b>	<b>BASELINE</b>	<b>BASELINE+</b>	<b>TWN MGR</b>	<b>COST</b>	<b>EXPENDITURE DETAIL</b>
4	<b>TOTAL</b>		<b>150,425</b>	<b>147,628</b>	<b>109,453</b>	<b>118,114</b>	<b>115,810</b>	<b>126,100</b>	<b>116,405</b>		
5											
6	<b>PERSONNEL SUB-TOTAL</b>		<b>75,658</b>	<b>76,110</b>	<b>64,975</b>	<b>78,194</b>	<b>70,600</b>	<b>70,600</b>	<b>70,600</b>		
23											
24	<b>OPERATIONS SUB-TOTAL</b>		<b>74,767</b>	<b>71,518</b>	<b>44,478</b>	<b>39,920</b>	<b>45,210</b>	<b>55,500</b>	<b>45,805</b>		
25	28002	FLAGS	0	0	178	0	550	550	550	200	SEASONAL FLAGS \$200 A SEASON
26	31300	CONTRACT SVC - OTHER	2,045	5,505	946	0	1,500	8,000	0		PEOPLE LINK SEASONAL WORKERS JUNE TILL LABOR DAY
27											8,540 (40HRS x 14 WEEKS x \$15.25 TEMP PAY RATE)
28	33140	REPAIRS/MAINT - BLDG & GRNDS	29,694	5,756	1,830	3,000	3,000	3,000	3,000		
29	33160	REPAIRS/MAINT - STREETS	3,827	10,847	4,726	2,500	2,500	2,500	2,500		GRAVEL, PAVING, EQUIPMENT
31	51100	ELECTRICAL SVC	1,201	1,102	922	1,200	1,200	1,200	1,200		ELECTRIC AT SHOP
32	51110	STREET LIGHTS	12,095	14,375	13,629	13,620	13,620	13,620	13,880		TOWN LIGHTS
33	51200	HEATING SERVICE	4,332	3,926	4,003	3,000	3,000	3,000	4,500		ROCKBRIDGE FARMER'S CO-OP. (FY19 \$4K DEC-MAY)
34											PROPANE AT THE SHOP 6 MONTHS
35	51300	WATER/SEWER EXPENSE	945	756	752	1,000	1,000	1,000	820		TOWN SHOP
36	54000	EQUIPMENT RENTALS	245	2,010	1,193	2,000	2,500	2,500	2,250		MINI EXCAVATOR / OTHER HEAVY MACHINERY EQUIPMENT
37	55600	EQUIPMENT REPAIRS	2,752	1,920	5,976	3,000	3,500	4,000	3,000		MAJOR EQUIPMENT OR VEHICLE BODY REPAIRS
38	55700	EQUIPMENT PURCHASE & REPLACE	1,161	10,695	604	0	1,500	3,000	3,000		SMALL MACHINERY REPLACEMENT
39										700	PLATE TAMPER
40										750	2 STHL WEEDEATERS
41	58000	MISC.	324	1,507	120	200	300	300	150		
42	58100	DUES & MEMBERSHIP	0	0	0	0	40	80	180	100	VA RURAL WATER EXPO
43										80	SAMS CLUB
44	58150	PERMITS	0	0	0	0	0	0	0		VDOT, COUNTY BUILDING, AND OTHER PERMITS
45	60010	OFFICE SUPPLIES	0	0	0	0	50	50	0		
46	60050	JANITORIAL SUPPLIES	73	51	87	100	100	100	75		
47	60080	FUEL VEHICLE/EQUIP	3,172	2,744	2,464	4,000	4,000	5,000	4,500		GAS & DIESEL FOR MOWERS, TRUCKS, HEAVY MACHINERY EQUIPMENT
48	60090	VEHICLE SUPP & MAINT	6,504	4,095	1,841	3,000	3,500	4,000	2,500		TRUCK TIRES, SERVICING, AND MISC. MAINTENANCE
49	60095	VEHICLE INSPECTION	0	0	0	100	100	100	100		STATE INSPECTION \$16 for SERVICE TRUCKS \$20 LARGE TRUCKS
50	60110	UNIFORMS	3,068	2,977	635	500	500	500	1,100	1540	UNIFIRST BAD CONTRACT TILL 2023
51	60140	MATERIALS/ SUPPLIES	3,329	2,259	2,735	2,500	2,500	2,500	2,500	540	UNIFIRST BAD CONTRACT TILL 2023



# GLASGOW FY21 BUDGET DEPARTMENT NARRATIVE



## Section 1 - DEPARTMENT INFORMATION

<b>Department:</b>	PARKS/RECREATION
<b>Contact:</b>	CHRIS FLINT

## Section 2 - MISSION STATEMENT

Parks & Rec dept. keeps public rec. facilities looking nice and safe for people to enjoy while in town:

- \*Parks & baseball field
- \*Canoe launch
- \*Hiker's shelter
- \*Locher field

## Section 3 - DESCRIPTION OF FUNDING NEEDS (Briefly describe how funding would be used. Bullets preferred.)

- \*Extra funding would be used for the walk path heading towards the canoe luanch and walking area at the hikers shelter and porta johns shower area

## Section 4 - SERVICE PROVISION DATA (If Applicable, service numbers associated with budget .)

- \*Monthly movies at the market april - september
- \*5 concerts august, spetember, october, may, and june
- \*Trunk or treat
- \*Toys for tots

**DEPARTMENT INFORMATION**

**Section 5 - LAST FISCAL YEAR'S ACCOMPLISHMENTS** (Please list any completed projects.)

Pretty much spot on in this dept as for budget wise everything is with in reason

**Section 6 - CURRENT FISCAL YEAR'S GOALS** (Brief status overview of this year's goals.)

- \*Need to fix the electric feeding the small pavillion at the park
- \*Rehab red concession stand building
- \*Repurpose 'horse shoe pits' area to expand current park

**Section 7 - NEXT YEAR'S GOALS** (Goals for this budget next year.)

- \*Would and like to redo the stone walkway at the canoe luanch
- \*Re gravel the area around hiker's shelter and shower
- \*Repaint metal playground equipment
- \*Stain locker field pavilion
- \*Resurface basketball court and paint logo in center. replace 2 basketball hoops, one of them being lower for smaller kids.

**Section 8 - ADDITIONAL INFORMATION**

\*Regraveling of hiker's shelter and canoe launch would enhance and keep the area pretty for all to enjoy while in the town.

	D	E	G	H	I	L	M	N	O	R	S
1	<b>PARKS &amp; RECREATION</b>										
2	<b>OBJECT</b>	<b>ACCOUNT</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>FY21</b>	<b>FY21</b>	<b>DETAIL</b>	
3	<b>CODE</b>	<b>DESCRIPTION</b>	<b>ACTUALS</b>	<b>ACTUALS</b>	<b>ACTUALS</b>	<b>ADOPTED</b>	<b>BASELINE</b>	<b>BASELINE+</b>	<b>TWN MGR</b>	<b>COST</b>	<b>EXPENDITURE DETAIL</b>
4	<b>TOTAL</b>		<b>17,389</b>	<b>11,716</b>	<b>13,540</b>	<b>15,550</b>	<b>15,250</b>	<b>16,550</b>	<b>18,530</b>		
5	31300	CONTRACT SVC - OTHER	0	0	0	0	0	0	0	2,250	RESEALING OF BASKETBALL COURT OR PAINTING CONCESSION
6	33140	REPAIRS/MAINT - BLDG & GRNDS	0	0	0	2,500	2,500	2,500	1,500		NICK FIELD, PAVILLION, CONCESSION STAND, PLAYGROUND ETC.
7	51300	WATER/SEWER EXP	1,878	1,476	1,353	1,750	1,750	1,750	760	756	BALL FIELD SPIGOT AND HIKER SHELTER
8	60141	ELECTRICAL-AT SHELTER	191	277	133	300	300	300	350		HIKER'S SHELTER
9	60142	PORT-A-POTTY AT SHELTER	1,874	1,942	1,338	2,000	2,000	2,000	1,120	1,120	C&S CONTRACT PRICE \$280 A MONTH 4 MONTHS JULY-OCT (CLEAN 3 TIMES A WEEK SUMMER; 2 DAYS OFF SEASON)
10	60143	MATERIALS/SUPP AT SHELTER	1,554	246	392	100	100	600	0		
11	60151	ELECTRICAL - PARKS	744	1,035	984	1,200	1,200	1,200	1,100		NICK FIELD, PAVILLION, CONCESSION STAND, RED BUILDING, OLD BINGO STAND, NEW PAVILION
12	60152	MATERIALS/SUPP - PARKS	3,210	2,492	1,521	2,000	2,000	2,000	2,000		NICK FIELD, PAVILLION, CONCESSION STAND, PLAYGROUND ETC.
13										2,150	2 BASKETBALL HOOPS
14	60160	SOFTBALL FIELD-PARKS	1,740	1,254	40	1,000	1,000	1,000	0		SAND AND OTHER FIELD EQUIPMENT
15	60171	PORT-A-POTTY CANOE LAUNCH	1,795	1,444	1,355	2,000	1,700	2,000	1,700	1680	C&S CONTRACT PRICE \$280 A MONTH 6 MONTHS MAY-OCT (CLEAN 3 TIMES A WEEK SUMMER; 2 DAYS OFF SEASON)
16	60172	MATERIALS/SUPP - CANOE	4,318	1,345	14	200	200	700	0		STONE FOR PATH AT CANOE LAUNCH
17	60173	MUSIC IN THE PARK	85	205	6,410	0	0	0	7,500	7,500	\$1,500 FOR 5 CONCERTS ROCKIN THE GORGE
18	60175	PUBLIC EVENTS	0	0	0	2,500	2,500	2,500	2,500	2,500	EASTER EGG HUNT, MOVIES AT THE MARKET, 4TH JULY;
19											HAUNTED HAYRIDE, TRUNK OR TREAT, TREE LIGHTING, ETC.

	D	E	G	H	I	J	K	L	M	N	O	R	S
1	LIBRARY												
2	OBJECT	ACCOUNT	FY17	FY18	FY19	FY20	FY20	FY20	FY21	FY21	FY21	DETAIL	
3	CODE	DESCRIPTION	ACTUALS	ACTUALS	ACTUALS	YTD SPENT	% SPENT	ADOPTED	BASELINE	BASELINE+	TWN MGR	COST	EXPENDITURE DETAIL
4		TOTAL	11,724	11,731	8,548	4,629	52%	8,900	7,820	10,320	820		
5	51100	ELECTRICAL SVC	6,468	6,475	6,355	4,158	64%	6,500	7,000	8,000	0		REGIONAL LIBRARIES RECEIVE ST. \$\$ TO OFFSET UTILITIES
6	51300	WATER/SEWER EXP	756	756	693	471	52%	900	820	820	820		
7	51900	ANNUAL DONATIONS	4,500	4,500	1,500	0	0%	1,500	0	1,500	0		NO OTHER TOWNS OF OUR SIZE MAKE ANNUAL DONATIONS







# GLASGOW FY21 BUDGET DEPARTMENT NARRATIVE



## Section 1 - DEPARTMENT INFORMATION

<b>Department:</b>	WATER
<b>Contact:</b>	JEFF RANKIN

## Section 2 - MISSION STATEMENT

\*The Glasgow water system is a business of with drawing water and supply treated water to all the residents and commercial customer accounts. We meet all the Federal and State health & safety regulations.

## Section 3 - DESCRIPTION OF FUNDING NEEDS (Briefly describe how funding would be used. Bullets preferred.)

\*Water Fund is responsible for providing drinking water and maintaining the lines that deliver this water primarily to Town of Glasgow Residents.

\*Programs/Services:

\*\* Water Treatment

\*\* Water Distribution

\*\*Maintenance of Water/Wastewater Billings and Collections System

\*The Department of Utilities is responsible for providing quality water customers in a manner that balances social, environmental, and economic factors. As an enterprise fund, the Department is a self-supporting entity that is funded solely by user fees charged to water and sewer customers and therefore receives no general tax funding from the Town.

## Section 4 - SERVICE PROVISION DATA (If Applicable, service numbers associated with budget .)

Water Total Connections

\*479 residential connections

\*28 commercial connections

\*20 Non-Profit

\*2 Out of Town Commercial

**\*529 Total Connections and produce 46 million gallons a year from both wells**

**DEPARTMENT INFORMATION**

**Section 5 - LAST FISCAL YEAR'S ACCOMPLISHMENTS** (Please list any completed projects.)

\*Building more sustainable data for water consumption

**Section 6 - CURRENT FISCAL YEAR'S GOALS** (Brief status overview of this year's goals.)

\*Replacing 2 Fire Hydrants

\*Installing 2 new check valves, one reduces pressure at Well 4 and the other is a pressure reduction on the system

**Section 7 - NEXT YEAR'S GOALS** (Goals for this budget next year.)

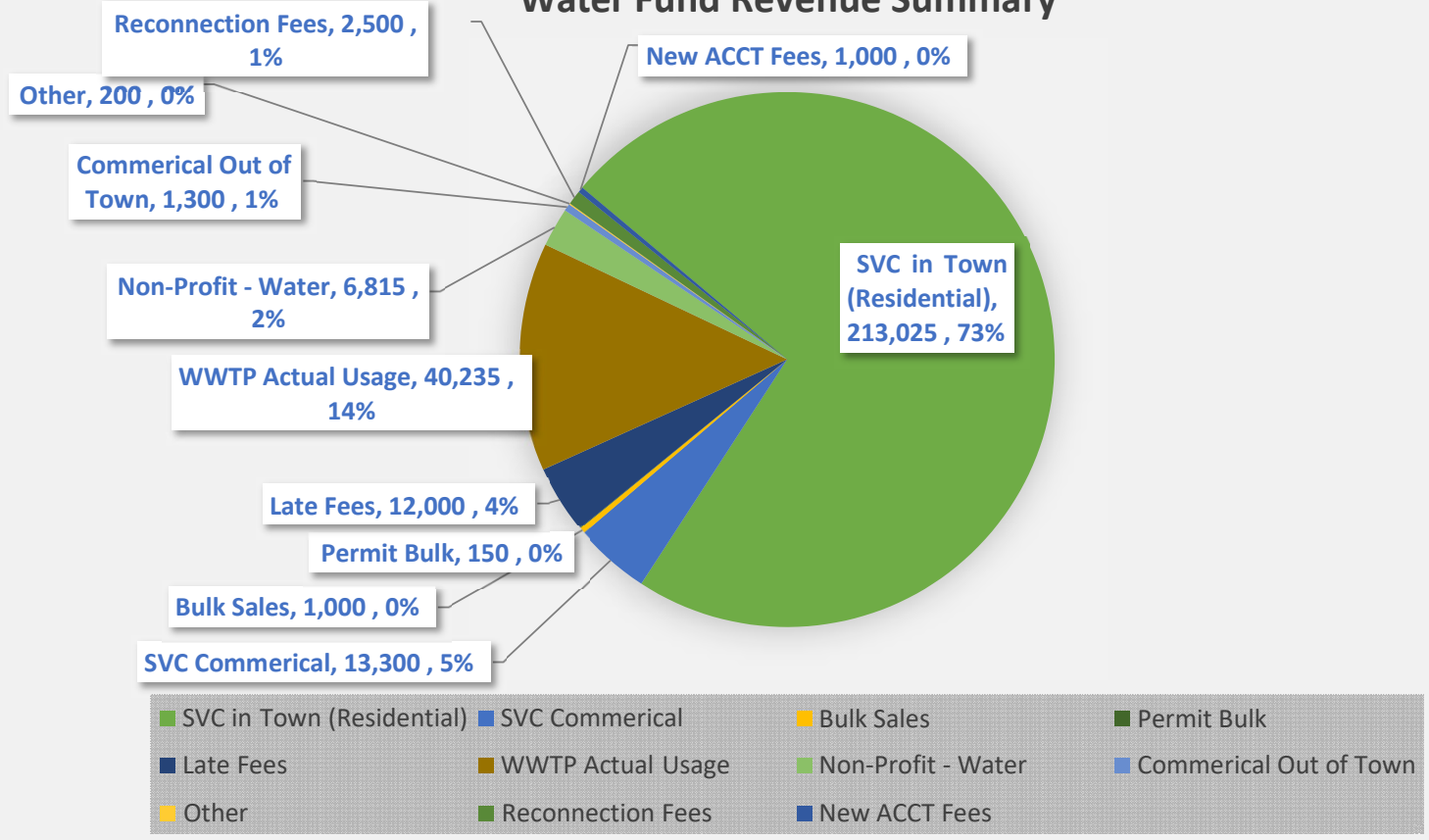
\*GIS mapping for the water system.

\*Rehabbing Building Well 4

\*Building up capital Reserve Maintenance Fund

**Section 8 - ADDITIONAL INFORMATION**

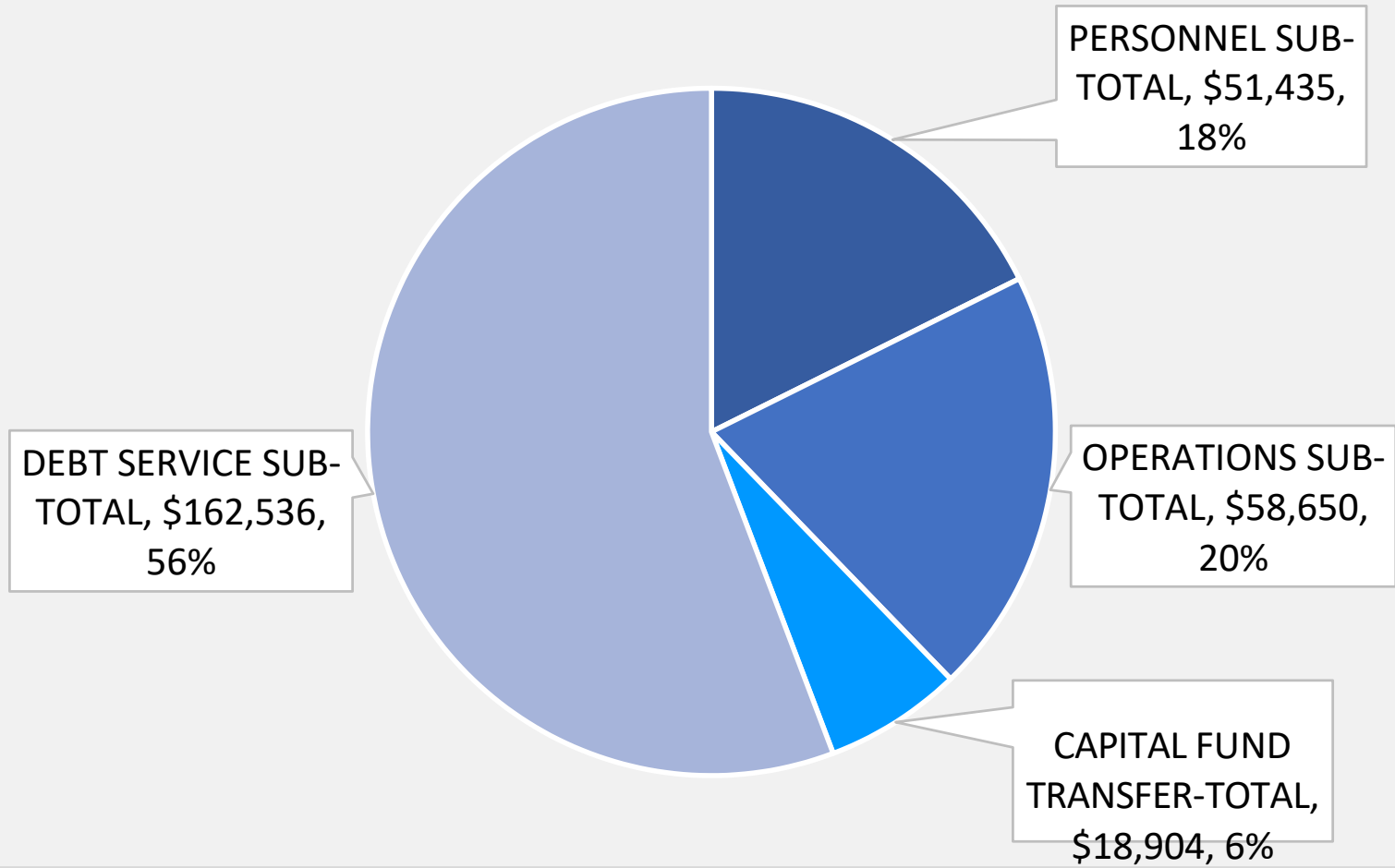
## Water Fund Revenue Summary



<b>Water</b>				
SVC in Town (Residential)	206,806	194,576	200,760	213,025
SVC Out of Town	-	-	-	-
SVC Commerical In Town	(2,178)	11,464	11,640	13,300
Bulk Sales	2,611	3,659	500	1,000
Bulk Sales Late Fee	-	-	-	-
Permit Bulk	150	250	150	150
Tap Fee	2,500	-	-	-
Late Fees	10,662	12,526	12,000	12,000
Return Check Fees	-	-	-	-
Impact Fees	-	-	-	-
<b>WWTP Actual Usage</b>	-	-	-	40,235
Non-Profit - Water	6,120	6,848	7,200	6,815
Non-Profit - Sewer	-	-	-	-
Commerical Out of Town	1,502	1,440	1,500	1,300
Industrial	-	-	-	-
Other	303	311	200	200
Reconnection Fees	2,940	2,415	2,500	2,500
New ACCT Fees	1,075	1,175	1,250	1,000
<b>Total Water Revenue</b>	<b>232,491</b>	<b>234,664</b>	<b>237,700</b>	<b>291,525</b>
<b>Water MISC Revenue</b>				
Transfer from GEN Fund CIP	-	-	-	-
SERCAP Grant	-	-	-	-
VDH Water System Grant	-	-	-	-
<b>Total MISC Revenue</b>	-	-	-	-
<b>Total Local Revenue</b>	<b>232,491</b>	<b>234,664</b>	<b>237,700</b>	<b>291,525</b>
<b>Water Transfers</b>				
Transfer from Sewer CIP	-	18,382	-	-
Transfer from Sewer Fund	-	-	21,889	-
Transfer from GF	-	-	-	-
<b>Total Transfers</b>	-	<b>18,382</b>	<b>21,889</b>	-
<b>Total Revenue Water</b>	<b>232,491</b>	<b>234,664</b>	<b>259,589</b>	<b>291,525</b>

# Water Fund Expense Summary

- PERSONNEL SUB-TOTAL
- OPERATIONS SUB-TOTAL
- CAPITAL FUND TRANSFER-TOTAL
- DEBT SERVICE SUB-TOTAL



	D	E	H	I	L	M	N	O	R	S
1	<b>WATER FUND EXPENSES</b>									
2	<b>OBJECT</b>	<b>ACCOUNT</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>FY21</b>	<b>FY21</b>	<b>DETAIL</b>	
3	<b>CODE</b>	<b>DESCRIPTION</b>	<b>ACTUALS</b>	<b>ACTUALS</b>	<b>ADOPTED</b>	<b>BASELINE</b>	<b>BASELINE+</b>	<b>TWN MGR</b>	<b>COST</b>	<b>EXPENDITURE DETAIL</b>
4	<b>TOTAL</b>		<b>268,317</b>	<b>242,022</b>	<b>259,589</b>	<b>277,146</b>	<b>291,525</b>	<b>291,525</b>		
5										
6	<b>PERSONNEL SUB-TOTAL</b>		<b>37,330</b>	<b>38,373</b>	<b>45,393</b>	<b>51,435</b>	<b>51,435</b>	<b>51,435</b>		
19										
20	<b>OPERATIONS SUB-TOTAL</b>		<b>130,931</b>	<b>41,113</b>	<b>51,660</b>	<b>55,675</b>	<b>58,200</b>	<b>58,650</b>		
21	31300	CONTRACT SVC - OTHER	0	0	0	0	0	0		
22	27300	REFUNDS PAYABLE			0	0	0	0		
23	33240	MAINT-SVC CONTR WELLS & TANKS	13,801	12,751	13,000	14,000	14,000	14,000	FIDELITY POWER SYST & UTILITY SERVICE CO.	
24									ANNUAL CLEANING AND MAINTENANCE SERVICE	
26	36000	ADVERTISING	695	0	750	100	100	750	STATE LAW REQUIRED FOR RATE CHANGES AND PERMIT	
27	51100	ELECTRICAL SVC	10,592	7,284	10,500	13,280	13,280	12,000	ELECTRIC AT WELL TANKS	
29	52300	TELECOMMUNICATIONS	3,088	10,267	3,800	1,300	2,900	3,000	INTERNET FOR THE WELLS AND TANK	
30									ANNUAL I - PADS (2) GIS MAPPING COST WIFI HOT SPOT SERVICE, GENERATORS, WELLS, LICENSING FEE	
31	54000	EQUIPMENT RENTALS	89	28	500	500	500	1,000	BACKHOE AND OTHER HEAVY MACHINERY EQUIPMENT	
32	54230	SAMPLING - DISTR SYS	1,131	459	1,110	675	750	1,350	VDH MONTHLY SAMPLING REQUIREMENTS (ROUGHLY \$50 A SAMPLE)	
33									LEAD & COPPER SAMPLING EVERY 3 YEARS (10-12 HOUSES)	
34	54240	SAMPLING - WELLS & TANKS	0	385	700	1,100	1,500	1,500	VDH QUARTERLY SAMPLING REQUIREMENTS (ROUGHLY \$55 A SAMPLE)	
35	55100	MEALS / MILEAGE / LODGING ETC.	789	0	250	800	800	800	FOOD AND MILEAGE REIMB FOR CONFERENCES	
36	55400	CONVENTION & EDUCATION	710	765	800	800	800	800	CPE WATER OPERATOR CONFERENCE VA BEACH	
37									HAMPTON, WATER JAM / ROANOKE, VA RURAL WATER	
38	55700	EQUIPMENT REPLACE	0	0	7,750	9,000	9,000	9,000	SMALL MACHINERY REPLACEMENT	
39									METERS, PUMPS, PIPES FOR WATER LINES, CLAMPS, ETC.	
41	56500	PERMITS & FEES	6,057	6,457	6,500	6,500	6,500	6,500	ANNUAL PERMIT RENEWAL	
42	58100	DUES & MEMBERSHIP	405	690	700	700	700	700	AWWA / VRWA / \$75 VA WATER ENVIRONMENTAL ASSOC.	
43	60010	OFFICE SUPPLIES	5	0	0	100	100	100		
44	60080	FUEL VEHICLE/EQUIP	918	1,119	1,000	2,520	2,520	2,250	GAS & DIESEL FOR MOWERS, TRUCKS, HEAVY MACHINERY	
45	60090	VEHICLE SUPP & MAINT	63	0	100	300	750	750	TRUCK TIRES, SERVICING, AND MISC. MAINTENANCE	
46	60110	UNIFORMS	1,765	0	0	0	0	150	SHIRTS, PANTS, JACKETS, GLOVES, ETC.	
47	60140	MATERIALS/ SUPPLIES	3,156	908	4,200	4,000	4,000	4,000	CORE & MAIN, MEGA LUGS,	
51										
52	<b>DEBT SERVICE SUB-TOTAL</b>		<b>100,056</b>	<b>162,536</b>	<b>162,536</b>	<b>162,536</b>	<b>162,536</b>	<b>162,536</b>		
53	91191	VDH - PRINCIPAL	0	82,678	82,678	82,678	82,678	82,678		
54	91192	VDH - INTEREST	81,046	79,858	79,858	79,858	79,858	79,858		
56										
57	<b>CAPITAL FUND TRANSFER-TOTAL</b>		<b>9,505</b>	<b>8,999</b>	<b>0</b>	<b>7,500</b>	<b>19,354</b>	<b>18,904</b>		
58		CAPITAL IMPROVEMENT PROJECTS	9,246	8,476	0	0	9,354	11,404		
59		CAPITAL RESERVE MAINTENANCE	259	523	0	7,500	10,000	7,500		



# GLASGOW FY21 BUDGET DEPARTMENT NARRATIVE



## Section 1 - DEPARTMENT INFORMATION

<b>Department:</b>	Glasgow Wastewater Treatment Plant And Collection System
<b>Contact:</b>	Jeff Rankin

## Section 2 - MISSION STATEMENT

\*The wastewater treatment plant and collection system is a business of collecting and treating the waste loads from the Town of Glasgow and Natural Bridge Station area.

\*Our mission is to meet our customers expectations and Federal and State regulatory requirements.

## Section 3 - DESCRIPTION OF FUNDING NEEDS (Briefly describe how funding would be used. Bullets preferred.)

\*The Sewer Fund is responsible for providing quality sewer services to utility customers in a manner that balances social, environmental, and economic factors. As an enterprise fund, the Department is a self-supporting entity that is funded solely by user fees charged to sewer customers and therefore receives no general tax funding from the Town.

Major Funding Needs Include:

\*In need of a study of the influent bar screen installation and oxidation ditch

\*GIS Mapping through the USDA Project

## Section 4 - SERVICE PROVISION DATA (If Applicable, service numbers associated with budget .)

Sewer Total Connections	
*Residents	475
*Commercial	28
*Non-Profit	20
*Out of Town Comm.	2
*Out of Town Resid.	10
<b>*Total</b>	<b>535</b>

**DEPARTMENT INFORMATION**

**Section 5 - LAST FISCAL YEAR'S ACCOMPLISHMENTS** (Please list any completed projects.)

\* USDA sewer line rehab.

**Section 6 - CURRENT FISCAL YEAR'S GOALS** (Brief status overview of this year's goals.)

\*Finish the USDA sewer line rehab project

\*Purchase USDA equipment helping sustain the system

\*Rehabbing Blueridge Rd line

\*Replace roof at influent pump station

**Section 7 - NEXT YEAR'S GOALS** (Goals for this budget next year.)

\*Replace the old influent manual bar screen

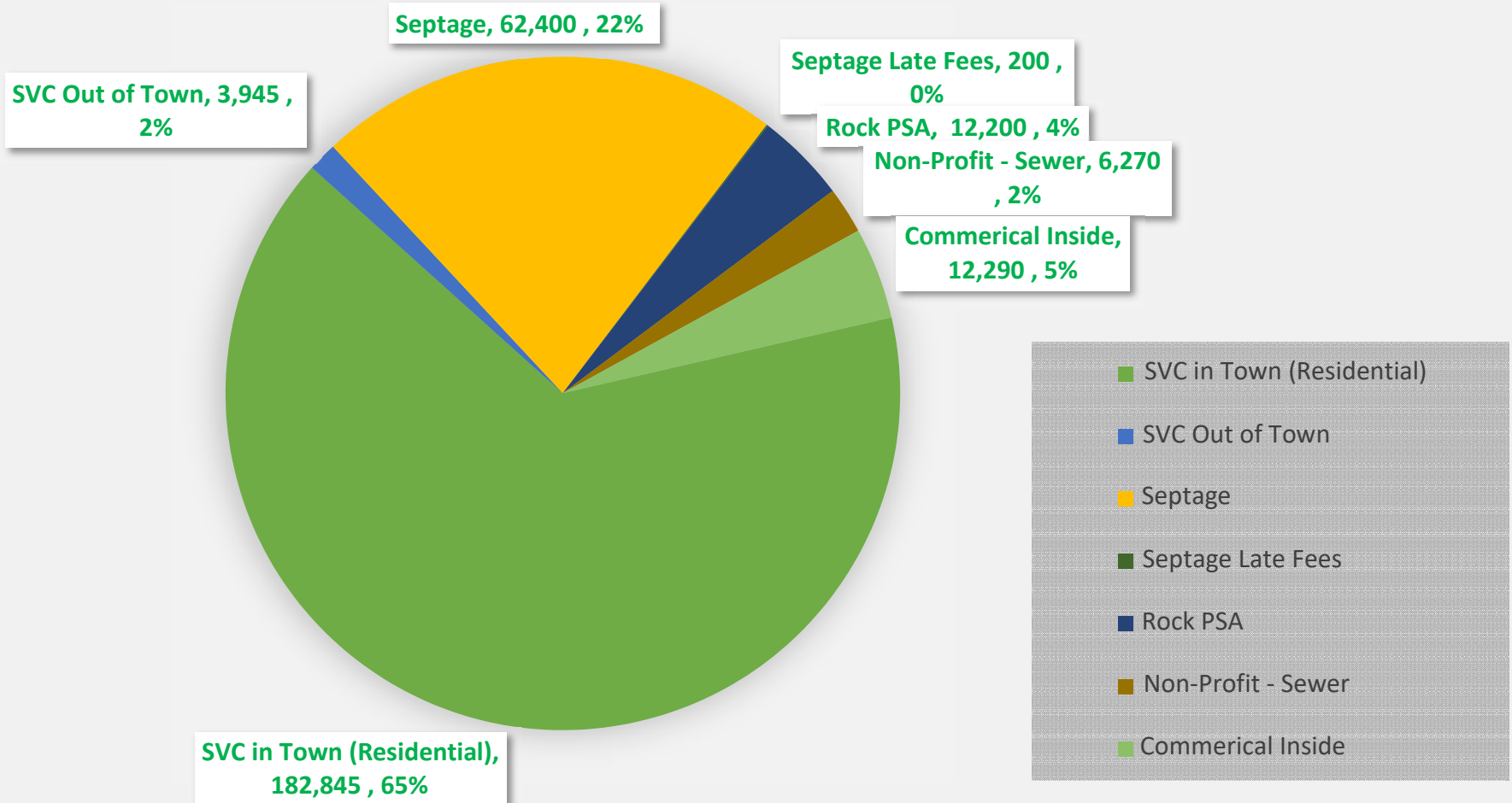
\*Replace the 2nd half of the oxidation ditch

\*New Utility Vehicle

**Section 8 - ADDITIONAL INFORMATION**



## Sewer Revenue Summary



<b>Sewer</b>				
SVC in Town (Residential)	175,216	169,067	187,000	182,845
SVC Out of Town	(3,155)	3,469	3,900	3,945
Septage	51,913	65,237	64,000	62,400
Septage Late Fees	-	372	200	200
Rock PSA	-	-	-	12,200
Tap Fees	3,250	-	-	-
Late Fees	-	-	-	-
Return Checks	-	-	-	-
Impact Fees	-	-	-	-
Other	-	-	-	-
Non-Profit - Sewer	5,760	6,710	7,300	6,270
Commerical Out of Town	910	840	-	-
Commerical Inside	15,633	9,539	10,600	12,290
New ACCT Fees	-	-	-	-
Reconnect Fees	-	-	-	-
Equipment Sold	2,414	-	-	-
MISC Income	347	5	-	-
<b>Total Sewer Revenue</b>	<b>252,288</b>	<b>255,239</b>	<b>273,000</b>	<b>280,150</b>
<b>SewerMISC Revenue</b>				
MISC Income	-	-	-	-
<b>Total MISC Revenue</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Local Revenue</b>	<b>252,288</b>	<b>255,239</b>	<b>273,000</b>	<b>280,150</b>
<b>Sewer Transfer</b>				
Transfer from Sewer CIP	-	-	-	-
Transfer from GF	33,091	-	-	-
<b>Total Transfers</b>	<b>33,091</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Revenue Sewer</b>	<b>285,379</b>	<b>255,239</b>	<b>273,000</b>	<b>280,150</b>

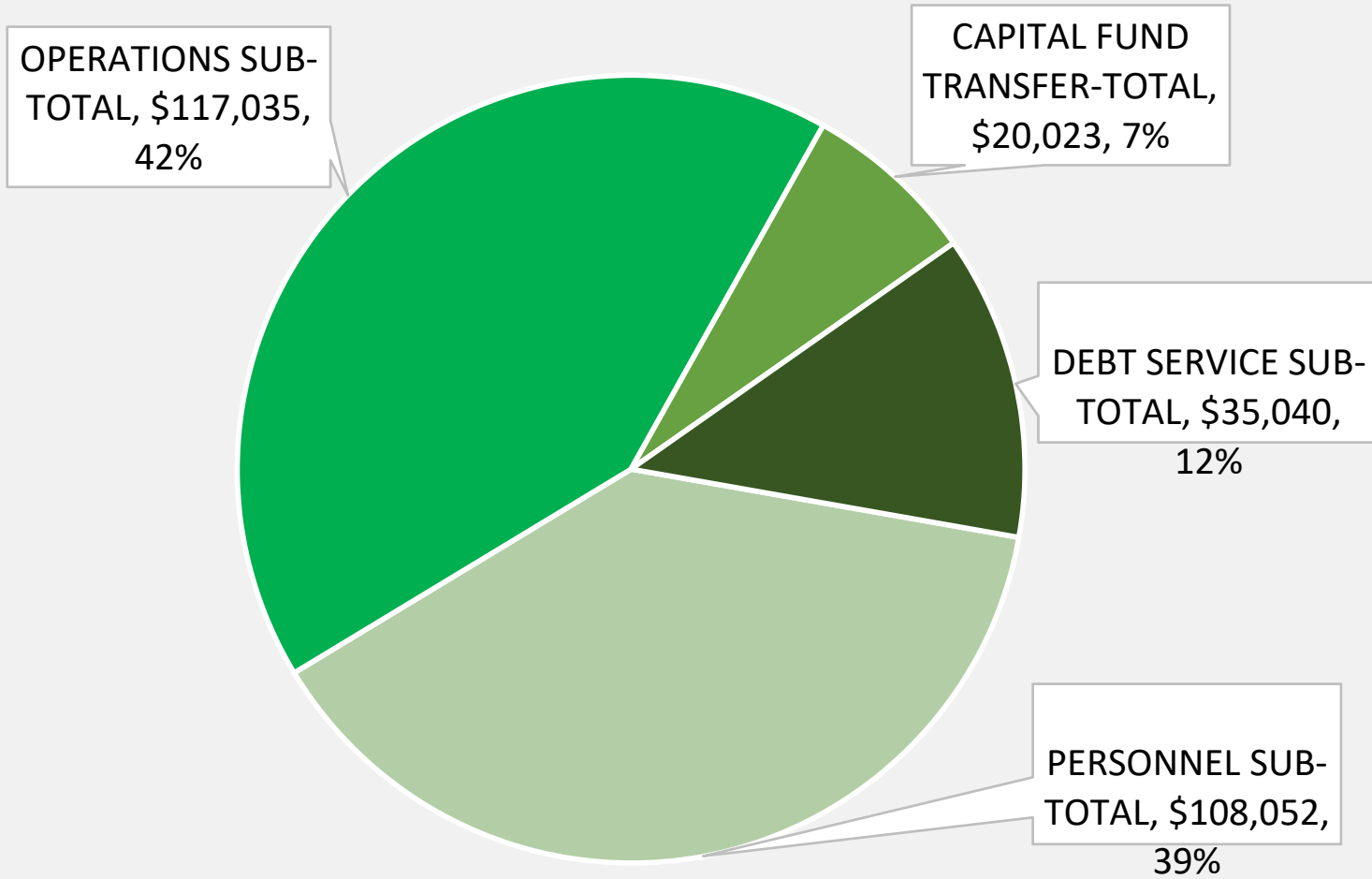
# Sewer Fund Expense Summary

PERSONNEL SUB-TOTAL

OPERATIONS SUB-TOTAL

CAPITAL FUND TRANSFER-TOTAL

DEBT SERVICE SUB-TOTAL



	D	E	H	I	L	M	N	O	R	S
1	<b>SEWER FUND EXPENSES</b>									
2	<b>OBJECT</b>	<b>ACCOUNT</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>FY21</b>	<b>FY21</b>	<b>DETAIL</b>	
3	<b>CODE</b>	<b>DESCRIPTION</b>	<b>ACTUALS</b>	<b>ACTUALS</b>	<b>ADOPTED</b>	<b>BASELINE</b>	<b>BASELINE+</b>	<b>TWN MGR</b>	<b>COST</b>	<b>EXPENDITURE DETAIL</b>
4	<b>TOTAL</b>		<b>249,751</b>	<b>184,694</b>	<b>207,652</b>	<b>266,377</b>	<b>276,550</b>	<b>280,150</b>		
5										
6	<b>PERSONNEL SUB-TOTAL</b>		<b>115,337</b>	<b>109,611</b>	<b>117,287</b>	<b>108,052</b>	<b>108,052</b>	<b>108,052</b>		
19										
20	<b>OPERATIONS SUB-TOTAL</b>		<b>132,541</b>	<b>72,353</b>	<b>72,515</b>	<b>115,785</b>	<b>116,285</b>	<b>117,035</b>		
22	33140	REPAIRS/MAINT - BLDG & GRNDS			0	1,500	1,500	1,500		MINOR BUILDING REPAIRS OF PUMP STATIONS AND WWTP
23	33200	MAINT SVC CONTRACTS	370	1,382	2,100	2,100	2,100	2,100		
25	36000	ADVERTISING	0	0	0	0	0	350		
26	51100	ELECTRICAL SVC	20,266	11,788	21,000	24,500	24,500	24,500		ELECTRIC AT SEWER PLANT
28	51305	SEWER SVCS - WWTP	819	450	500	500	500	500		CALIBRATIONS DONE FOR BACKFLOW WATER PREVENTER, FLOW METER, SCALES, ETC. - EI TECH SERVICES ANNUALLY
29										
30	51350	ACTUAL WATER CONSUMP - WWTP			0	40,235	40,235	40,235	36,280	LOWEST MONTHLY CONSUMP. OVER 12 MONTHS
31	52100	POSTAGE	0	0	0	0	0	0		
32	52300	TELECOMMUNICATIONS	1,067	1,472	1,695	2,000	2,000	2,000		INTERNET AT WWTP
33	52405	EQUIP RENTALS - WWTP	4,976	16,738	5,300	2,000	2,000	2,000		SKID-STEER CLEAN OUT DIGESTOR, HYDRAULIC PUMP FOR BIO SOLIDS (SHOULDN'T NEED TO RENT ONCE WE GET BYPASS PUMP FROM SEWER GRANT)
34										Don't need Hydraulic pump sine we have bypass pump
35	54200	DISCHARGE EFFLUENT WWTP	2,082	1,962	2,000	2,000	2,000	2,000		PACE ANALYTICAL SERVICES TESTS FOR DEQ
36										PERMIT LASTS 5 YEARS
37	54220	LAB PT & QC SAMPLES	1,800	1,663	1,800	2,200	2,200	2,400		INTERNAL LAB TESTING VELAP REQUIRMENT DONE IN MAY (DIV. CONSOLIDATED LAB. SERVCS.)
38	54500	BIO SOLIDS INSURANCE	6,043	5,397	5,200	5,600	5,600	5,600	5,113	VACORP BIO SOLIDS INSC. ANNUALLY
39										
40	54501	FERTILIZER	0	0	600	600	600	800		LIMESTONE / POTASSIUM / AND POT ASH FOR AGRI. FIELDS
41	54502	SOLIDS & SLUDGE SAMPLES	0	556	500	500	500	700		SAMPLING FOR NUTRIENT MGT. PLAN
42	55100	MEALS / MILEAGE / LODGING ETC.	1,553	709	1,000	1,200	1,200	1,100		FOOD AND MILEAGE REIMB FOR CONFERENCES
43	55400	CONVENTION & EDUCATION	754	416	1,000	1,200	1,200	1,100		CPE WATER OPERATOR CONFERENCE VA BEACH HAMPTON, WATER JAM / ROANOKE, VA RURAL WATER
44										
45	55700	EQUIPMENT REPLACE	0	0	8,950	9,500	9,500	9,500		SMALL MACHINERY REPLACEMENT
46										MAN HOLES, LAB EQUIP, SEWER LINE REPAIRS, INI REDUC.
47	56100	FLOOD INSURANCE	4,808	4,105	3,900	4,200	4,200	4,200	398	SELECTIVE INSC.
48										RENEWAL IN JANUARY
49	56500	PERMITS & FEES	210	3,368	2,800	3,400	3,900	3,900	2,825	DEQ PERMIT RENEWAL
50									1,000	DCR NUTRIENT MANAGEMENT PLAN 3 YEARS
51	58100	DUES & MEMBERSHIP	90	140	500	500	500	500		ENVIRONMENTAL WATET FEDERATION
52	60010	OFFICE SUPPLIES	64	19	100	100	100	100		
53	60080	FUEL FOR VEHICLE/EQUIP	3,697	12,586	4,500	3,500	3,500	3,500		GAS & DIESEL FOR MOWERS, TRUCKS, HEAVY MACHINERY EQUIPMENT
54	60090	VEHICLE SUPP & MAINT	98	4,469	500	1,500	1,500	1,500		TRUCK TIRES, SERVICING, AND MISC. MAINTENANCE
55	60110	UNIFORMS	1,872	500	430	450	450	450		SHIRTS, PANTS, JACKETS, STEEL TOE BOOTS (\$100 a year) ETC.
56	60140	MATERIALS/ SUPPLIES	4,903	3,940	6,400	6,500	6,500	6,500	4,960	
59										1,540 UNIFIRST BAD CONTRACT TILL 2023

	D	E	H	I	L	M	N	O	R	S
60	<b>DEBT SERVICE SUB-TOTAL</b>		<b>1,873</b>	<b>2,730</b>	<b>17,850</b>	<b>35,040</b>	<b>35,040</b>	<b>35,040</b>		
61	91160	USDA - RD - PRINCIPAL	0	0	0	17,575	17,575	17,575		MONTHLY PAYMENTS TO USDA-RD FOR SEWER PROJECT
62	91170	USDA - RD - INTEREST	1,873	0	17,850	17,465	17,465	17,465		MONTHLY PAYMENTS TO USDA-RD FOR SEWER PROJECT
65										
66	<b>CAPITAL FUND TRANSFER-TOTAL</b>		<b>9,505</b>	<b>8,999</b>	<b>0</b>	<b>7,500</b>	<b>17,173</b>	<b>20,023</b>		
67		CAPITAL IMPROVEMENT PROJECTS	9,246	8,476	0	0	7,173	12,523		
68		CAPITAL RESERVE MAINTENACE	259	523	0	7,500	10,000	7,500		

## **Chapter 1**

### **BUDGET**

#### **1-1. Purpose**

The Commonwealth of Virginia requires all localities to follow certain budget guidelines, as outlined in Sections 15.2-2500 to 15.2-2513 of the Code of Virginia.

- a. All localities within Virginia must have a fiscal year beginning on July 1 and ending on June 30.
- b. Approved fiscal year budgets must be balanced
- c. The Town Council must approve the operating budget and set the tax rate by July 1 of each year. The adoption of the operating budget and the tax rate requires the Council to hold a public hearing and to advertise this hearing no less than 7 days in advance.
- d. Although these are the minimum state requirements, the Town traditionally shall adopt its budget by May 30. The official appropriation of funds takes place prior to July 1 of each year.

#### **1-2. Scope**

This Budget Policy addresses the process by which the Town's operational and capital budgets are formulated, beginning with the departmental and staff requests through adoption by the Town Council. This Policy also addresses all other aspects of the budget, including the authorization levels for the approval of budget adjustments and amendments as well as review of the budget during the fiscal year.

#### **1-3. Budget Guidelines**

- a. The overall objective of the budget is to provide a balanced financial plan in total and by fund that adheres to the Town's mission statement, long range strategic plans and/or current initiatives from which the budgets shall be initially formulated.
- b. A balanced budget is a budget that has total expenditures equal to total revenues, including use of fund balance.
- c. Initiatives that are presented to the Town Council should also comply with the mission statement.
- d. Annual budget guidelines shall be focused in certain areas, with additional guidelines and/or objectives formulated, if applicable, by the Town Manager in the formulation of the proposed budget.

**1-4. Budget Form.**

The Town's operating budget will be developed on an annual basis, incorporating the Capital Improvements Program (CIP) budget, consistent with Generally Accepted Accounting Principles (GAAP) and guidelines set forth by the Governmental Accounting Standards Board.

**1-5. Basis of Budgeting.**

The basis of budgeting is the method used to determine when revenues and expenditures are recognized for budgetary purposes. In governmental funds, GAAP requires recognition of transactions or events on a modified accrual basis of accounting. This basis of accounting recognizes increases and decreases in financial resources only to the extent that they reflect near-term inflows or outflows of cash. The Town's basis of accounting differs from GAAP used for preparing the Town's comprehensive annual financial reports.

- a. Encumbrances are considered the equivalent of expenditures rather than the GAAP required reservation of fund balance.
- b. Grant revenues are not budgeted and are accounted for on a modified cash basis rather than an accrual basis.

**1-6. Budget Calendar.**

The Town annually prepares a calendar which outlines all dates pertaining to the operational budget and capital improvements plan. No later than Sept. 30<sup>th</sup>, a date specific budget calendar is established for the subsequent fiscal year and submitted to the Town Council for approval.

**1-7. Budget Preparation.**

All staff will submit their requested budget to the Town Manager by a date and format established by the Town Manager, with the requested budget providing detail as to operating and capital requests, including five-year capital improvement program requests.

- a. Town Community and Other Organizations
  1. Community Organization shall submit requests by Dec 31<sup>st</sup> and present no later than Feb. 28<sup>th</sup>.
  2. Presentations are not contingent upon funding.
- b. The Town Manager will present to the Town Council no later than Feb. 28th, a proposed budget, which includes proposed expenditures and capital outlay, and a means of financing the expenditures, for the fiscal year commencing July 1, contingent upon adequate knowledge of anticipated state and federal funding levels.
- c. A series of budget work sessions will be scheduled with the Town Council to provide detailed information on budgetary issues.

## TOWN OF GLASOW FINANCIAL POLICIES MANUAL

- d. Not later than Jan 31st of each year, the Planning Commission shall review the Proposed Five-Year Capital Improvements Program (CIP) and provide a recommendation on the subsequent year's CIP to the Town Council.
- e. A consolidated public hearing on the budget, tax rates, public utility rates, and CIP shall be held no later than seven days prior to budget adoption, unless the Town Council chooses to select an alternate date or timeline.
  1. In compliance with Virginia Code 15.2-2506 public hearing notices shall be advertised at least seven days prior to the public hearing date.
  2. If significant issues arise in which greater time is needed for the formulation of proposed budgets by the Town Council and Town Manager, the budget preparation calendar can be extended upon approval of the C subject to Virginia State Code 15.2-2503. "The governing body shall approve the budget and fix a tax rate for the budget year no later than the date on which the fiscal year begins."

### **1-8. Budget Adoption**

- a. Not less than one week following the public hearing, the Town Council shall adopt a balanced budget, tax rates, public utility rates, and five-year capital improvements program.
- b. The budget is legally enacted through adoption of an appropriations resolution for all governmental and proprietary fund types with the resolutions appropriating budget balances by fund.
- c. Although legal restrictions on expenditures are established at the fund level, effective administrative control over expenditures is maintained through the establishment of more detailed line-item budgets.
- d. At all times the Town will maintain compliance with the Code of Virginia in appropriating, advertising public notices, ordinance changes, requests for bond referenda and any other legal restrictions imposed upon localities.

### **1-9. Budget Adjustments.**

Departments and enterprise funds are required to operate their budgets within the total dollars appropriated. Departments shall not overspend the bottom line total. It is understood that occasionally in the management of their departmental budget, staff will need to transfer funds within the respective department; stipulations for the transfers are noted below. Budget authorization levels are classified in three tiers for all non- education funds and are also described below.

- a. The Town Manager or designee is authorized to:
  1. Transfer within departmental budget categories of personnel, operating and capital.
  2. Transfer up to \$10,000 per month between departmental budget categories and/or



departments and related capital projects.

3. Transfer contingencies to departmental and/or capital budgets up to \$500 per topic or issue involving need for such reserve funding, with the exception of Town Council and Grant Contingencies, both of which require council action and approval.
- b. The Town Council approval is needed for:
  1. All transfers not otherwise addressed in this Policy.
  2. Any supplements that increase the total adopted budget.
  3. Transfer of unexpected appropriated personnel dollars for operational expenses.
  4. Per the Code of Virginia 15.2-2507, any additional appropriation(s) which increases the total budget by more than 1% of the total expenditure budget for that fiscal year is required to be advertised for a public hearing at least seven days prior to the Town Council' approval of such appropriation; with such advertisements authorized by the Town Manager, unless the Town Manager deems such request for advertisement should require Town Council approval.

#### **1-10. Re-appropriation of Balances (Carryovers)**

- a. Appropriations lapse on June 30, for all unencumbered budget items other than capital projects and grants.
- b. All outstanding encumbrances, both operating and capital, as of fiscal year-end shall be automatically re-appropriated to the subsequent fiscal year to the same department and account for which they were encumbered in the previous fiscal year.
- c. All capital reserve appropriations shall be automatically re-appropriated to the subsequent fiscal year to the same department and account for which they were originally appropriated.
- d. All unencumbered balances for capital projects shall remain appropriations until the completion of the capital project or until the Town Council, by appropriate resolution, changes or eliminates the appropriation.
- e. All supplemental appropriations approved within a fiscal year for a specific purpose or project shall be automatically re-appropriated to the subsequent fiscal year and utilized to complete original purpose or project as identified in the Council meeting minute's motion.
- f. Those amounts necessary for the continuation of unencumbered operating projects or services may be requested by departments, amended by the Town Manager and adopted, with any changes, by the Town Council to be re-appropriated to the budget of the next fiscal year. Such requests for re-appropriation shall be for specifically defined projects that could not reasonably be started prior to June 30.

**DEBT PAYMENT SCHEDULE  
VRA & USDA-RD**

