

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
1001 - GENERAL FUND TAXES									
40 TAXES									
40123	REAL ESTATE TAXES 2023	\$0	(\$9,189,891)	(\$9,592,950)	\$0	\$9,592,950	(100.0)		
40124	REAL ESTATE TAXES 2024	\$0	\$0	(\$9,784,809)	(\$9,905,618)	(\$120,809)	1.2	(\$9,905,618)	TY 2024 RE TAXES AT 17.74 TAX RATE
40125	REAL ESTATE TAXES 2025	\$0	\$0	\$0	(\$10,103,730)	(\$10,103,730)		(\$10,103,730)	TY 2025 RE TAXES AT 17.74 TAX RATE
40200	PUBLIC SERVICE CORP TAXES	(\$263,863)	(\$269,784)	(\$263,900)	(\$270,000)	(\$6,100)	2.3	(\$270,000)	BASED ON FY 2023 ACTUALS
40323	PERS PROPERTY TAX 2023	\$0	(\$1,338,538)	(\$1,655,344)	\$0	\$1,655,344	(100.0)		
40324	PERS PROPERTY TAX 2024	\$0	\$0	(\$1,688,451)	(\$1,700,000)	(\$11,549)	0.7	(\$1,700,000)	BASED ON CURRENT TY 2023 ACTUALS
40325	PERS PROPERTY TAX 2025	\$0	\$0	\$0	(\$1,700,000)	(\$1,700,000)		(\$1,700,000)	BASED ON CURRENT TY 2023 ACTUALS
40400	REAL ESTATE PENALTIES	(\$51,637)	(\$45,128)	(\$51,650)	(\$51,650)	\$0		(\$51,650)	BASED ON FY 2022 ACTUALS
40401	REAL ESTATE INTEREST	(\$37,181)	(\$13,538)	(\$37,181)	(\$37,181)	\$0		(\$37,181)	BASED ON FY 2022 ACTUALS
40402	PENALTY PERSONAL PROP TAX	(\$73,870)	(\$146,619)	(\$73,900)	(\$110,000)	(\$36,100)	48.8	(\$110,000)	AVERAGE OF FY 2022 AND FY 2023
40403	INTEREST PERSONAL PROP TAX	(\$27,742)	(\$30,436)	(\$27,800)	(\$27,800)	\$0		(\$27,800)	BASED ON FY 2022 ACTUALS
40404	B/L MEALS TAX PENALTY	(\$81,979)	(\$95,801)	(\$82,000)	(\$90,000)	(\$8,000)	9.8	(\$90,000)	AVERAGE OF FY 2022 AND FY 2023
40405	B/L MEALS TAX INTEREST	(\$50,594)	(\$60,929)	(\$51,000)	(\$55,000)	(\$4,000)	7.8	(\$55,000)	AVERAGE OF FY 2022 AND FY 2023
40500	BUSINESS & OCCUPATIONAL TAXES	(\$4,361,698)	(\$4,752,232)	(\$4,492,551)	(\$4,750,000)	(\$257,449)	5.7	(\$4,750,000)	BASED ON FY 2023 ACTUALS
40501	TRANSIENT OCCUPANCY TAXES	(\$803,751)	(\$878,773)	(\$827,864)	(\$900,000)	(\$72,136)	8.7	(\$900,000)	BASED ON FY 2023 ACTUALS
40502	MEALS TAX	(\$7,412,810)	(\$7,221,559)	(\$7,855,881)	(\$7,920,000)	(\$64,119)	0.8	(\$7,920,000)	BASED ON FY 2024 TREND
40503	BANK FRANCHISE TAX	(\$1,629,903)	(\$1,660,510)	(\$1,678,800)	(\$1,678,800)	\$0		(\$1,678,800)	BASED ON TREND
40505	SHORT TERM (DAILY) RENTAL TAX	(\$5,774)	(\$5,585)	(\$5,800)	(\$5,800)	\$0		(\$5,800)	BASED ON FY 2022 ACTUALS
40506	UTILITY TAX	(\$1,354,300)	(\$1,416,967)	(\$1,355,000)	(\$1,460,000)	(\$105,000)	7.7	(\$1,460,000)	BASED ON FY 2023 ACTUALS AND FY 2024 TREND
40507	UTILITY CONSUMPTION TAX	(\$140,953)	(\$138,346)	(\$141,000)	(\$138,500)	\$2,500	(1.8)	(\$138,500)	BASED ON FY 2023 ACTUALS
40509	CIGARETTE TAXES	(\$618,476)	(\$623,539)	(\$618,500)	(\$597,500)	\$21,000	(3.4)	(\$597,500)	DECLINING CONSUMPTION TREND AND HIGHER CIGARETTE TAX BOARD ADMIN COSTS
40510	MOTOR VEHICLE LICENSES	(\$898,095)	(\$892,637)	(\$900,000)	(\$900,000)	\$0		(\$900,000)	BASED ON FY 2022 ACTUALS
40511	COMMUNICATIONS TAX (APA)	(\$1,545,999)	(\$1,501,130)	(\$1,518,000)	(\$1,400,000)	\$118,000	(7.8)	(\$1,400,000)	BASED ON MULTI-YEAR TREND

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1001 - GENERAL FUND TAXES									
40623	BUS PERS PROPERTY TAX 2023	\$0	(\$280,223)	(\$272,846)	\$0	\$272,846	(100.0)		
40624	BUS PERS PROPERTY TAX 2024	\$0	\$0	(\$272,819)	(\$282,000)	(\$9,181)	3.4	(\$282,000)	BASED ON TY 2023 ACTUALS
40625	BUS PERS PROPERTY TAX 2025	\$0	\$0	\$0	(\$282,000)	(\$282,000)		(\$282,000)	BASED ON TY 2023 ACTUALS
TOTAL TAXES		(\$19,358,628)	(\$30,562,164)	(\$43,248,046)	(\$44,365,579)	(\$1,117,533)	2.6		
41 PERMITS & FEES									
41001	RESIDENTIAL PARKING PERMITS	(\$6,839)	(\$6,477)	(\$7,000)	(\$7,000)	\$0		(\$7,000)	BASED ON FY 2022 ACTUALS/ADDITIONAL ZONES.
TOTAL PERMITS & FEES		(\$6,839)	(\$6,477)	(\$7,000)	(\$7,000)	\$0			
43 USE MONEY&PROPERTY									
43001	INTEREST REVENUE	(\$80,852)	(\$86,358)	(\$1,000)	\$0	\$1,000	(100.0)		
TOTAL USE MONEY&PROPERTY		(\$80,852)	(\$86,358)	(\$1,000)	\$0	\$1,000	(100.0)		
46 REV FROM STATE									
46001	SALES AND USE TAX	(\$7,135,552)	(\$7,382,899)	(\$7,849,107)	(\$7,000,000)	\$849,107	(10.8)	(\$7,000,000)	BASED ON DECLINING SHARE OF TAX REVENUE DUE TO STATE DISTRIBUTION FORMULA (PROPORTION OF SCHOOL AGED POPULATION WITHIN THE COUNTY)
46002	PPTRA REIMBURSEMENT	(\$1,468,941)	(\$1,468,941)	(\$1,468,941)	(\$1,468,941)	\$0		(\$1,468,941)	PERSONAL PROPERTY TAX RELIEF FUNDING PROVIDED BY THE STATE.
46003	MOTOR VEHICLE CARRIER TAX	(\$530)	(\$464)	(\$100)	(\$500)	(\$400)	400.0	(\$500)	MOTOR VEHICLE CARRIER TAX
46004	MOBILE HOME TITLING TAX	(\$765)	(\$150)	(\$600)	(\$200)	\$400	(66.7)	(\$200)	BASED ON FY 2023 ACTUALS
46005	CAR RENTAL TAX	(\$176,785)	(\$193,826)	(\$177,000)	(\$185,000)	(\$8,000)	4.5	(\$185,000)	BASED ON HISTORICAL TRENDS
TOTAL REV FROM STATE		(\$8,782,573)	(\$9,046,280)	(\$9,495,748)	(\$8,654,641)	\$841,107	(8.9)		
DIV LOCAL TAX FUNDING TOTAL		(\$28,228,893)	(\$39,701,279)	(\$52,751,794)	(\$53,027,220)	(\$275,426)	0.5		

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100110 - TOWN COUNCIL									
45 MISC REVENUE									
45101	REIMBURSE FROM UTILITIES FUND	(\$17,926)	(\$20,032)	(\$23,130)	(\$23,073)	\$57	(0.2)	(\$23,073)	ALLOCATION OF UTILITY FUND OVERHEAD EXPENSES.
45105	REIMBURSEMENT FROM CAPITAL PRJ	(\$3,100)	(\$3,200)	(\$3,264)	(\$3,300)	(\$36)	1.1	(\$3,300)	CAPITAL PROJECT MANAGEMENT OVERHEAD ALLOCATION.
TOTAL MISC REVENUE		(\$21,026)	(\$23,232)	(\$26,394)	(\$26,373)	\$21	(0.1)		
51 PERSONNEL SERVICES									
TOTAL PERSONNEL SERVICES		\$142,220	\$135,210	\$146,585	\$154,210	\$7,625	5.2		
52 CONTRACTUAL SERVICES									
52102	TELECOMMUNICATION SERVICES	\$3,254	\$3,621	\$4,000	\$4,000	\$0		\$4,000	MOBILE DEVICES FOR 7 TOWN COUNCIL MEMBERS.
52103	PRINTING SERVICES	\$599	\$2,165	\$750	\$750	\$0		\$750	COUNCIL PRINTING REQUIREMENTS SUCH AS TOL MEMORABILIA FOR OFFICIAL TOWN VISITORS
52201	ORGANIZATION MEMBERSHIPS	\$18,887	\$19,186	\$18,150	\$20,000	\$1,850	10.2	\$20,000	VIRGINIA MUNICIPAL LEAGUE MEMBERSHIP WHICH PROVIDES BEST PRACTICE INFORMATION AND LEGISLATIVE UPDATES.
52203	EMPLOYEE TRAINING COURSES	\$2,996	\$3,136	\$3,000	\$3,000	\$0		\$3,000	ANNUAL VML CONFERENCE AND LEGISLATIVE DAY
52205	EMPLOYEE TRANS/LODGE/MEALS	\$2,865	\$6,935	\$3,500	\$3,500	\$0		\$3,500	ANNUAL VML CONFERENCE AND LEGISLATIVE DAY
52301	AUDITING SERVICES	\$93,400	\$102,230	\$115,000	\$115,000	\$0		\$115,000	ANNUAL FINANCIAL STATEMENT DEVELOPMENT; COST INCREASE DUE TO NEW GASB REPORTING REQUIREMENTS.
52303	MANAGEMENT SERVICES	\$5,626	\$8,897	\$0	\$10,000	\$10,000		\$10,000	FACILITATOR FOR COUNCIL RETREAT
52305	PUBLIC INFO & RELATIONS SERV	\$1,390	\$0	\$0	\$2,000	\$2,000		\$2,000	COALITION OF LOUDOUN TOWNS (COLT)
52503	ENTERTAINMENT SERVICES	\$0	\$2,281	\$0	\$10,000	\$10,000		\$10,000	PLACEHOLDER FOR NEW SPECIAL EVENTS FEE WAIVERS IN ORDER TO KEEP DEPARTMENTS' BUDGETS HELD HARMLESS.
TOTAL CONTRACTUAL SERVICES		\$129,017	\$148,452	\$144,400	\$168,250	\$23,850	16.5		
53 MATERIAL & SUPPLIES									
53102	OFFICE SUPPLIES	\$157	\$589	\$400	\$400	\$0		\$400	OFFICE SUPPLIES NEEDED FOR NORMAL DAILY OPERATION OF THE COUNCIL.

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100110 - TOWN COUNCIL									
53103	STATIONERY AND FORMS	\$0	\$0	\$700	\$500	(\$200)	(28.6)	\$500	LETTERHEAD AND BUSINESS CARDS FOR MAYOR AND TOWN COUNCILMEMBERS.
53106	FOOD AND BEVERAGES	\$623	\$6,470	\$5,000	\$7,000	\$2,000	40.0	\$1,000	LEGISLATIVE DINNER AND OTHER VARIOUS MEETINGS HELD THROUGHOUT THE YEAR
								\$500	MAYOR FOR THE DAY LUNCHESES
								\$2,000	BOARD AND COMMISSION NETWORKING EVENT FOOD AND BEVERAGE.
								\$1,500	VOLUNTEER RECOGNITION.
								\$2,000	FOOD FOR COUNCIL SWEARING IN CEREMONY
53107	ADMIN TRAVEL (NONTRAINING)	\$110	\$20	\$1,000	\$500	(\$500)	(50.0)	\$500	ANTICIPATED MILEAGE AND TOLL REIMBURSEMENT FOR COUNCILMEMBERS ATTENDING OUT OF TOWN MEETINGS.
53408	GIFTS/PROMOTIONAL ITEMS	\$0	\$2,275	\$2,500	\$2,500	\$0		\$2,000	TOWN PROMOTIONS.
								\$500	VOLUNTEER RECOGNITION.
TOTAL MATERIAL & SUPPLIES		\$890	\$9,354	\$9,600	\$10,900	\$1,300	29.0		
PROJECT 17010 DOWNTOWN INITIATIVE									
52 CONTRACTUAL SERVICES									
52503	ENTERTAINMENT SERVICES	\$0	\$0	\$10,000	\$0	(\$10,000)	(100.0)		
TOTAL CONTRACTUAL SERVICES		\$0	\$0	\$10,000	\$0	(\$10,000)	(100.0)		
TOTAL FOR PROJECT DOWNTOWN INITIATIVE				\$10,000		(\$10,000)	(100.0)		
DIV LOCAL TAX FUNDING TOTAL		\$251,101	\$269,783	\$284,191	\$306,987	\$22,796	10.0		

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100121 - COMMISSION - PUBLIC ARTS									
46 REV FROM STATE									
46008	VA COMMISS FOR THE ARTS GRANT	(\$4,500)	(\$4,500)	(\$4,500)	(\$4,500)	\$0		(\$4,500)	CREATIVE COMMUNITY PARTNERSHIP GRANT FOR PUBLIC ARTS GRANT AWARD. GRANT IS PROVIDED TO RECIPIENTS VIA THE PUBLIC ARTS COMMISSION.
TOTAL REV FROM STATE		(\$4,500)	(\$4,500)	(\$4,500)	(\$4,500)	\$0			
51 PERSONNEL SERVICES									
TOTAL PERSONNEL SERVICES		\$3,929	\$3,146	\$9,205	\$9,205	\$0			
52 CONTRACTUAL SERVICES									
52201	ORGANIZATION MEMBERSHIPS	\$0	\$0	\$250	\$250	\$0		\$250	BUDGET BASED ON PREVIOUS YEARS' APPROPRIATION.
52503	ENTERTAINMENT SERVICES	\$0	\$1,768	\$12,000	\$12,000	\$0		\$12,000	1 LARGE EVENT OR SEVERAL SMALL EVENTS PROMOTING NON-STANDARD ART.
TOTAL CONTRACTUAL SERVICES		\$0	\$1,768	\$12,250	\$12,250	\$0			
53 MATERIAL & SUPPLIES									
53102	OFFICE SUPPLIES	\$59	\$0	\$150	\$150	\$0		\$150	BUDGET BASED ON PREVIOUS YEARS' APPROPRIATION.
TOTAL MATERIAL & SUPPLIES		\$59	\$0	\$150	\$150	\$0			
54 MISC EXP									
54003	GRANTS&CONTRIB TO OTHER ORGAN	\$10,000	\$10,000	\$10,000	\$10,000	\$0		\$10,000	CREATIVE COMMUNITY PARTNERSHIP GRANT GRANT REVENUE IS INCLUDED IN 100121-46008 (\$4,500)
TOTAL MISC EXP		\$10,000	\$10,000	\$10,000	\$10,000	\$0			
DIV LOCAL TAX FUNDING TOTAL		\$9,488	\$10,414	\$27,105	\$27,105	\$0			

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100125 - COMMISSION - ECONOMIC DEVELOPMENT									
51 PERSONNEL SERVICES									
TOTAL PERSONNEL SERVICES		\$8,235	\$4,128	\$9,205	\$9,205	\$0			
52 CONTRACTUAL SERVICES									
52303	MANAGEMENT SERVICES	\$985	\$0	\$1,200	\$1,200	\$0		\$1,200	BUSINESS DIRECTORIES AND BUSINESS/TOURIST SIGNAGE THROUGHOUT DOWNTOWN.
TOTAL CONTRACTUAL SERVICES		\$985	\$0	\$1,200	\$1,200	\$0			
DIV LOCAL TAX FUNDING TOTAL		\$9,220	\$4,128	\$10,405	\$10,405	\$0			

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100126 - COMMISSION - DIVERSITY									
51 PERSONNEL SERVICES									
TOTAL PERSONNEL SERVICES		\$3,795	\$1,946	\$9,205	\$9,205	\$0			
52 CONTRACTUAL SERVICES									
52305	PUBLIC INFO & RELATIONS SERV	\$1,033	\$0	\$3,850	\$3,850	\$0		\$3,850	TWO JOB FAIRS' DONATION DRIVES; KIWANIS CLUB HALLOWEEN PARADE WITH FLOAT.
TOTAL CONTRACTUAL SERVICES		\$1,033	\$0	\$3,850	\$3,850	\$0			
DIV LOCAL TAX FUNDING TOTAL		\$4,828	\$1,946	\$13,055	\$13,055	\$0			

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100182 - COMMISSION - TECHNOLOGY AND COMMUNICATIONS								
51 PERSONNEL SERVICES								
TOTAL PERSONNEL SERVICES	\$5,113	\$3,818	\$9,205	\$9,205	\$0			
DIV LOCAL TAX FUNDING TOTAL	\$5,113	\$3,818	\$9,205	\$9,205	\$0			

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100321 - RESIDENTIAL TRAFFIC COMMISSION								
51 PERSONNEL SERVICES								
TOTAL PERSONNEL SERVICES	\$538	\$2,153	\$9,205	\$9,205	\$0			
DIV LOCAL TAX FUNDING TOTAL	\$538	\$2,153	\$9,205	\$9,205	\$0			

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100425 - COMMISSION - PARKS AND RECREATION								
51 PERSONNEL SERVICES								
TOTAL PERSONNEL SERVICES	\$7,589	\$8,341	\$9,205	\$9,205	\$0			
DIV LOCAL TAX FUNDING TOTAL	\$7,589	\$8,341	\$9,205	\$9,205	\$0			

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100426 - COMMISSION - TREE									
51 PERSONNEL SERVICES									
TOTAL PERSONNEL SERVICES		\$5,867	\$6,267	\$9,205	\$9,205	\$0			
52 CONTRACTUAL SERVICES									
52305	PUBLIC INFO & RELATIONS SERV	\$1,888	\$1,750	\$1,800	\$1,800	\$0		\$1,800	PROMOTIONAL EXPENSES.
TOTAL CONTRACTUAL SERVICES		\$1,888	\$1,750	\$1,800	\$1,800	\$0			
DIV LOCAL TAX FUNDING TOTAL		\$7,755	\$8,017	\$11,005	\$11,005	\$0			

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100432 - COMMISSION - LIBRARY ADVISORY									
51 PERSONNEL SERVICES									
TOTAL PERSONNEL SERVICES		\$7,051	\$6,414	\$9,205	\$9,205	\$0			
52 CONTRACTUAL SERVICES									
52103	PRINTING SERVICES	\$317	\$345	\$500	\$500	\$0		\$500	PRINTING SERVICES - HISTORY AWARDS BROCHURE - FULFILLS MISSION OF COMMISSION
52203	EMPLOYEE TRAINING COURSES	\$0	\$80	\$375	\$375	\$0		\$375	VIRGINIA FORUM FOR 3 COMMISSIONERS. FULFILLS MISSION OF COMMISSION
52205	EMPLOYEE TRANS/LODGE/MEALS	\$0	\$0	\$1,800	\$1,800	\$0		\$1,800	VIRGINIA FORUM FOR 3 COMMISSIONERS TRAVEL AND MEALS FOR CONF IN RICHMOND, VA.
TOTAL CONTRACTUAL SERVICES		\$317	\$425	\$2,675	\$2,675	\$0			
53 MATERIAL & SUPPLIES									
53102	OFFICE SUPPLIES	\$353	\$0	\$100	\$100	\$0		\$100	OFFICE SUPPLIES - HISTORY AWARDS PLAQUE ENGRAVING
TOTAL MATERIAL & SUPPLIES		\$353	\$0	\$100	\$100	\$0			
DIV LOCAL TAX FUNDING TOTAL		\$7,721	\$6,838	\$11,980	\$11,980	\$0			

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100512 - COMMISSION - PLANNING									
51 PERSONNEL SERVICES									
TOTAL PERSONNEL SERVICES		\$25,352	\$25,511	\$27,667	\$27,667	\$0			
52 CONTRACTUAL SERVICES									
52203	EMPLOYEE TRAINING COURSES	\$5,665	\$1,485	\$0	\$1,750	\$1,750		\$1,750	PLANNING COMMISSION REQUIRED TRAINING
52205	EMPLOYEE TRANS/LODGE/MEALS	\$0	\$1,523	\$0	\$5,750	\$5,750		\$5,750	PLANNING COMMISSION REQUIRED TRAINING (TRANSPORTATION, LODGING, AND MEALS)
TOTAL CONTRACTUAL SERVICES		\$5,665	\$3,008	\$0	\$7,500	\$7,500			
DIV LOCAL TAX FUNDING TOTAL		\$31,017	\$28,519	\$27,667	\$35,167	\$7,500	27.1		

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100513 - COMMISSION - BOARD OF ZONING APPEALS								
51 PERSONNEL SERVICES								
TOTAL PERSONNEL SERVICES	\$1,507	\$861	\$6,459	\$6,459	\$0			
DIV LOCAL TAX FUNDING TOTAL	\$1,507	\$861	\$6,459	\$6,459	\$0			

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100514 - COMMISSION - BOARD OF ARCHITECTURAL REVIEW									
51 PERSONNEL SERVICES									
TOTAL PERSONNEL SERVICES		\$23,333	\$15,030	\$27,667	\$27,667	\$0			
52 CONTRACTUAL SERVICES									
52203	EMPLOYEE TRAINING COURSES	\$375	\$360	\$0	\$1,000	\$1,000		\$1,000	BAR REQUIRED TRAINING
52205	EMPLOYEE TRANS/LODGE/MEALS	\$0	\$0	\$0	\$2,500	\$2,500		\$2,500	BAR REQUIRED TRAINING (TRANSPORTATION, LODGING, AND MEALS)
52303	MANAGEMENT SERVICES	\$1,202	\$0	\$5,000	\$5,000	\$0		\$3,000	COMMUNITY OUTREACH
								\$2,000	JOINT ARCHITECTURAL REVIEW BOARD AWARDS; PLAQUES, CEREMONY, FOOD, LOCATION
TOTAL CONTRACTUAL SERVICES		\$1,577	\$360	\$5,000	\$8,500	\$3,500	35.0		
DIV LOCAL TAX FUNDING TOTAL		\$24,910	\$15,390	\$32,667	\$36,167	\$3,500	9.3		

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100516 - COMMISSION - ENVIRONMENTAL ADVISORY									
51 PERSONNEL SERVICES									
TOTAL PERSONNEL SERVICES		\$3,001	\$4,037	\$9,205	\$9,205	\$0			
52 CONTRACTUAL SERVICES									
52305	PUBLIC INFO & RELATIONS SERV	\$1,514	\$2,566	\$3,500	\$3,500	\$0		\$3,500	PUBLIC INFO & RELATION SVCS FOR FLOWER & GARDEN, RAIN BARREL WORKSHOP, TOLBERT AWARD AND FACEBOOK PUSHES
TOTAL CONTRACTUAL SERVICES		\$1,514	\$2,566	\$3,500	\$3,500	\$0			
DIV LOCAL TAX FUNDING TOTAL		\$4,514	\$6,602	\$12,705	\$12,705	\$0			

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100720 - COMMISSION - AIRPORT								
51 PERSONNEL SERVICES								
TOTAL PERSONNEL SERVICES	\$5,315	\$3,648	\$9,205	\$9,205	\$0			
DIV LOCAL TAX FUNDING TOTAL	\$5,315	\$3,648	\$9,205	\$9,205	\$0			

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100120 - TOWN MANAGERS OFFICE									
45 MISC REVENUE									
45101	REIMBURSE FROM UTILITIES FUND	(\$73,023)	(\$81,601)	(\$94,219)	(\$93,989)	\$230	(0.2)	(\$93,989)	ALLOCATION OF UTILITY FUND OVERHEAD EXPENSES
45105	REIMBURSEMENT FROM CAPITAL PRJ	(\$39,700)	(\$40,500)	(\$41,310)	(\$42,100)	(\$790)	1.9	(\$42,100)	CAPITAL PROJECT MANAGEMENT OVERHEAD ALLOCATION
TOTAL MISC REVENUE		(\$112,723)	(\$122,101)	(\$135,529)	(\$136,089)	(\$560)	0.4		
48 OTH FINANCE SOURCES									
48020	USE OF FUND BALANCE	\$0	\$0	(\$100,000)	\$0	\$100,000	(100.0)		
TOTAL OTH FINANCE SOURCES		\$0	\$0	(\$100,000)	\$0	\$100,000	(100.0)		
51 PERSONNEL SERVICES									
TOTAL PERSONNEL SERVICES		\$834,137	\$1,098,139	\$1,181,476	\$1,657,017	\$475,541	35.7		
52 CONTRACTUAL SERVICES									
52101	POSTAL SERVICES	\$20	\$67	\$250	\$250	\$0		\$250	UPS BILLING SERVICES
52102	TELECOMMUNICATION SERVICES	\$2,452	\$4,867	\$2,300	\$6,180	\$3,880	168.7	\$3,180	WIFI SERVICE FOR THE LOG CABIN
								\$3,000	CELL PHONE SERVICE FOR STAFF MEMBERS IN TOWN MANAGERS OFFICE. MOBILE BROADBAND LAPTOP FOR TOWN MANAGER.
52103	PRINTING SERVICES	\$430	\$386	\$1,000	\$1,000	\$0		\$1,000	PRINTING OF THANK CARDS FOR TOWN MANAGER'S OFFICE
52201	ORGANIZATION MEMBERSHIPS	\$22,336	\$21,618	\$25,618	\$26,202	\$584	2.3	\$3,600	ANNUAL ICMA DUES (TOWN MANAGER, DEPUTY TOWN MANAGER, AND ASSISTANT TOWN MANAGER)
								\$1,500	UVA WELDON COOPER CENTER - VIRGINIA INST. OF GOVERNMENT
								\$1,730	VA LOCAL GOVERNMENT MANAGEMENT ASSOCIATION (VLGMA)
								\$475	AMERICAN PLANNING ASSOCIATION
								\$2,550	ALLIANCE FOR INNOVATION - ANNUAL DUES
								\$16,187	NO VA REGIONAL COMMISSION ANNUAL CONTRIBUTION

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100120 - TOWN MANAGERS OFFICE									
								\$100	PUNCHBOWL.COM - ABILITY TO SEND OUT CREATE ELECTRONIC INVITATIONS TO SEND OUT FOR VARIOUS TOWN EVENTS SUCH AS SWEARING-IN CEREMONIES, GROUNDBREAKINGS, ETC...
								\$60	ANNUAL MEMBERSHIP FOR COSTCO TO PURCHASE FOOD ITEMS FOR EVENTS
52202	PUBLICATION SUBSCRIPTIONS	\$0	\$0	\$2,213	\$0	(\$2,213)	(100.0)		
52305	PUBLIC INFO & RELATIONS SERV	\$0	\$0	\$1,000	\$0	(\$1,000)	(100.0)		
52409	BUILDING R&M SERVICES	\$0	\$0	\$100,000	\$0	(\$100,000)	(100.0)		
TOTAL CONTRACTUAL SERVICES		\$25,239	\$26,937	\$132,381	\$33,632	(\$98,749)	(28.9)		
53 MATERIAL & SUPPLIES									
53102	OFFICE SUPPLIES	\$1,426	\$3,207	\$4,575	\$4,575	\$0		\$4,575	OFFICE SUPPLIES FOR TOWN MANAGER'S OFFICE
53103	STATIONERY AND FORMS	\$0	\$0	\$1,000	\$1,000	\$0		\$1,000	LETTERHEAD AND BUSINESS CARDS
53106	FOOD AND BEVERAGES	\$586	\$1,324	\$1,500	\$1,500	\$0		\$1,500	MEETINGS WITH OUTSIDE ORGANIZATIONS
53107	ADMIN TRAVEL (NONTRAINING)	\$0	\$219	\$1,000	\$1,000	\$0		\$1,000	MISC TRAVEL NOT RELATED TO TRAINING
53402	COMPUTER OPERATING SUPPLIES	\$441	\$139	\$25,000	\$25,000	\$0		\$25,000	TOWNWIDE INVENTORY MANAGEMENT REQUIRMENTS PER THE FY22 ACFR - SCANNERS, BAR CODES, MATERIALS NEEDED TOWNWIDE
TOTAL MATERIAL & SUPPLIES		\$2,452	\$4,889	\$33,075	\$33,075	\$0			
54 MISC EXP									
54999	TM'S CONTINGENCY RESERVE	\$0	\$0	\$50,000	\$50,000	\$0		\$50,000	TOWN MANAGER'S CONTINGENCY
TOTAL MISC EXP		\$0	\$0	\$50,000	\$50,000	\$0			
55 CONTINUOUS CHARGES									
55004	GENERAL LIABILITY	\$5,500	\$5,478	\$5,835	\$9,960	\$4,125	70.7	\$9,960	GENERAL LIABILITY INSURANCE
TOTAL CONTINUOUS CHARGES		\$5,500	\$5,478	\$5,835	\$9,960	\$4,125	70.7		

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100120 - TOWN MANAGERS OFFICE									
56 CAPITAL EXPENDITURES									
56201	COMPUTER EQUIPMENT	\$0	\$0	\$1,000	\$1,000	\$0		\$1,000	MISC COMPUTER EQUIPMENT SUCH AS PRINTERS, MONITORS, CHARGERS, ETC.
TOTAL CAPITAL EXPENDITURES		\$0	\$0	\$1,000	\$1,000	\$0			
<i>PROJECT 15604 SAFETY PROGRAM</i>									
52 CONTRACTUAL SERVICES									
52303	MANAGEMENT SERVICES	\$17,840	\$21,090	\$15,000	\$0	(\$15,000)	(100.0)		
TOTAL CONTRACTUAL SERVICES		\$17,840	\$21,090	\$15,000	\$0	(\$15,000)	(100.0)		
TOTAL FOR PROJECT SAFETY PROGRAM		\$17,840	\$21,090	\$15,000		(\$15,000)	(100.0)		
<i>PROJECT 16608 POLICE APPRECIATION DAY 10/15/15</i>									
45 MISC REVENUE									
45002	CONTRIBUTIONS - PRIVATE	\$0	\$0	(\$1,000)	(\$1,000)	\$0		(\$1,000)	ANNUAL DONATIONS/CONTRIBUTIONS TO POLICE APPRECIATION DAY CELEBRATION.
TOTAL MISC REVENUE		\$0	\$0	(\$1,000)	(\$1,000)	\$0			
TOTAL FOR PROJECT POLICE APPRECIATION DAY 10/15/15				(\$1,000)	(\$1,000)				
DIV LOCAL TAX FUNDING TOTAL		\$772,445	\$1,034,432	\$1,182,238	\$1,647,595	\$465,357	30.9		

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100127 - TOWN MANAGERS OFFICE - PUBLIC INFORMATION DIVISION									
45 MISC REVENUE									
45101	REIMBURSE FROM UTILITIES FUND	(\$5,390)	(\$6,023)	(\$6,956)	(\$6,939)	\$17	(0.2)	(\$6,939)	ALLOCATION OF UTILITY FUND OVERHEAD EXPENSES.
45105	REIMBURSEMENT FROM CAPITAL PRJ	(\$4,500)	(\$4,700)	(\$4,794)	(\$4,900)	(\$106)	2.2	(\$4,900)	CAPITAL PROJECT MANAGEMENT OVERHEAD ALLOCATION.
TOTAL MISC REVENUE		(\$9,890)	(\$10,723)	(\$11,750)	(\$11,839)	(\$89)	0.8		
51 PERSONNEL SERVICES									
TOTAL PERSONNEL SERVICES		\$303,229	\$301,402	\$353,924	\$370,637	\$16,713	(19.5)		
52 CONTRACTUAL SERVICES									
52101	POSTAL SERVICES	\$5,957	\$580	\$10,800	\$10,800	\$0		\$10,800	POSTAGE FOR 3 RESIDENTIAL POSTCARDS (FALL, WINTER, SPRING)
52102	TELECOMMUNICATION SERVICES	\$2,076	\$1,917	\$2,000	\$2,000	\$0		\$1,000	TWO SMART PHONES MONTHLY SERVICE
								\$1,000	TWO WIRELESS HOTSPOTS
52103	PRINTING SERVICES	\$4,064	\$18	\$8,400	\$8,400	\$0		\$3,000	REPRINTING VISITOR GUIDES AND STREET MAPS
								\$5,400	PRINTING 3 RESIDENTIAL POSTCARDS
52201	ORGANIZATION MEMBERSHIPS	\$672	\$855	\$755	\$755	\$0		\$755	VA GOVT. COMMUNICATORS (2), NAGC (2), AND PRSA (1)
52202	PUBLICATION SUBSCRIPTIONS	\$96	\$169	\$100	\$100	\$0		\$100	LOUDOUN TIMES ONLINE ACCESS
52305	PUBLIC INFO & RELATIONS SERV	\$29,108	\$29,703	\$33,085	\$33,085	\$0		\$360	ADOBE STOCK SUBSCRIPTION
								\$3,840	WALKING TOUR APP
								\$500	VEC EMPLOYMENT DATA
								\$28,000	CLOSED CAPTIONING SERVICES FOR PUBLIC MEETINGS; ADA COMPLIANCE.
								\$385	SURVEY MONKEY
52307	ADVERTISING SERVICES	\$6	\$0	\$3,000	\$3,000	\$0		\$1,500	DISPLAY AD/FACEBOOK AD PLACEMENT
								\$1,500	GRAPHIC DESIGN FOR VISITOR GUIDE AND STREET MAP UPDATES; DESIGN DISPLAY ADS
TOTAL CONTRACTUAL SERVICES		\$41,979	\$33,242	\$58,140	\$58,140	\$0			
53 MATERIAL & SUPPLIES									
53101	UNIFORM/APPAREL SUPPLIES	\$102	\$94	\$200	\$200	\$0		\$200	LOGO SHIRTS FOR TOWN HALL SECURITY GUARD

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100127 - TOWN MANAGERS OFFICE - PUBLIC INFORMATION DIVISION									
53102	OFFICE SUPPLIES	\$257	\$414	\$500	\$500	\$0		\$500	OFFICE SUPPLIES FOR PIO
TOTAL MATERIAL & SUPPLIES		\$360	\$508	\$700	\$700	\$0			
DIV LOCAL TAX FUNDING TOTAL		\$335,678	\$324,429	\$401,014	\$417,638	\$16,624	(13.7)		

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100128 - TOWN MANAGERS OFFICE - EMERGENCY MANAGEMENT									
51 PERSONNEL SERVICES									
TOTAL PERSONNEL SERVICES		\$162,483	\$279,157	\$414,853	\$409,959	(\$4,894)	(1.2)		
52 CONTRACTUAL SERVICES									
52102	TELECOMMUNICATION SERVICES	\$1,064	\$1,636	\$2,000	\$2,800	\$800	40.0	\$2,800	CELLPHONE AND LAPTOP AIRCARD MONTHLY SERVICE FOR STAFF.
52103	PRINTING SERVICES	\$0	\$4,206	\$0	\$3,000	\$3,000		\$3,000	NEW LINE ITEM AS BUDGET IS BEING BROKEN OUT TO REFLECT ACTUAL COST CENTERS. PRINTING OF PUBLIC EDUCATION MATERIALS
52201	ORGANIZATION MEMBERSHIPS	\$295	\$494	\$1,050	\$1,200	\$150	14.3	\$1,200	VA EMERGENCY MANAGEMENT ASSOCIATION, INTERNATIONAL ASSOCIATION OF EMERGENCY MANAGERS, CERTIFIED EMERGENCY MANAGEMENT
52203	EMPLOYEE TRAINING COURSES	\$325	\$680	\$0	\$2,400	\$2,400		\$2,400	COSTS ASSOCIATED WITH VIRGINIA EMERGENCY MANAGEMENT & INTERNATIONAL ASSOCIATION OF EMERGENCY MANAGERS CONFERENCES. NEW LINE ITEM AS BUDGET IS BEING BROKEN OUT TO REFLECT ACTUAL COST CENTERS.
52205	EMPLOYEE TRANS/LODGE/MEALS	\$605	\$864	\$0	\$2,000	\$2,000		\$2,000	NEW LINE ITEM AS BUDGET IS BEING BROKEN OUT TO REFLECT ACTUAL COST CENTERS. TRANSPORTATION, LODGING AND MEALS ASSOCIATED WITH EMERGENCY MANAGEMENT CONFERENCES.
52303	MANAGEMENT SERVICES	\$0	\$978	\$20,000	\$10,500	(\$9,500)	(47.5)	\$10,500	EMERGENCY PLANNING SUPPORT FOR TOWN-WIDE EMERGENCY MANAGEMENT PLANS. CHANGE DUE TO REALLOCATION OF FUNDS TO SPECIFIC COST CENTERS.
52602	COMPUTER SOFTWARE MAINT SERV	\$0	\$288	\$1,450	\$1,450	\$0		\$750	LUCITY LICENSE
								\$700	MAINTENANCE OF FLOOD SENSORS
52603	ONLINE SERVICES	\$0	\$0	\$0	\$400	\$400		\$400	NEW LINE ITEM AS BUDGET IS BEING BROKEN OUT TO REFLECT ACTUAL COST CENTERS. FOR ONLINE SERVICES RELATED TO STAFF TRAINING.
TOTAL CONTRACTUAL SERVICES		\$2,289	\$9,146	\$24,500	\$23,750	(\$750)	(2.9)		

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100128 - TOWN MANAGERS OFFICE - EMERGENCY MANAGEMENT									
53 MATERIAL & SUPPLIES									
53101	UNIFORM/APPAREL SUPPLIES	\$0	\$286	\$750	\$750	\$0		\$750	FIELD UNIFORMS (ADDITIONAL EMPLOYEE IN DEPT)
53102	OFFICE SUPPLIES	\$0	\$250	\$0	\$200	\$200		\$200	NEW LINE ITEM AS BUDGET IS BEING BROKEN OUT TO REFLECT ACTUAL COST CENTERS. OFFICE SUPPLIES ASSOCIATED WITH EMERGENCY MANAGMENT FUNCTIONS.
53106	FOOD AND BEVERAGES	\$0	\$0	\$0	\$500	\$500		\$500	NEW LINE ITEM AS BUDGET IS BEING BROKEN OUT TO REFLECT ACTUAL COST CENTERS. FOR THE PURCHASE OF SNACKS AND BEVERAGES FOR TRAINING EXERCISES
53107	ADMIN TRAVEL (NONTRAINING)	\$0	\$0	\$1,000	\$1,000	\$0		\$1,000	REGIONAL MEETINGS. INCREASE DUE TO STAFF INCREASES IN DEPARTMENT.
53202	FIELD SUPPLIES	\$184	\$4,448	\$1,000	\$1,000	\$0		\$1,000	RADIO ACCESSORIES, STORAGE ITEMS, EOC EQUIPMENT, ETC.
53408	GIFTS/PROMOTIONAL ITEMS	\$0	\$0	\$0	\$500	\$500		\$500	NEW LINE ITEM AS BUDGET IS BEING BROKEN OUT TO REFLECT ACTUAL COST CENTERS. FOR THE CREATION AND PROCUREMENT OF EDUCATIONAL GIVEAWAYS AT PUBLIC EVENTS.
TOTAL MATERIAL & SUPPLIES		\$184	\$4,984	\$2,750	\$3,950	\$1,200	43.6		
DIV LOCAL TAX FUNDING TOTAL		\$164,956	\$293,287	\$442,103	\$437,659	(\$4,444)	(1.0)		

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100129 - TOWN MANAGERS OFFICE - TOWN-WIDE ADA COMPLIANCE									
52 CONTRACTUAL SERVICES									
52103	PRINTING SERVICES	\$0	\$3,773	\$1,000	\$3,000	\$2,000	200.0	\$3,000	LEP DOCUMENTS, BRAILLE, LARGE FONT OR OTHER FORMATS OF PRINTED MATERIALS TO MEETING ACCOMMODATION REQUESTS; SIGNAGE FOR TOWN FACILITIES
52203	EMPLOYEE TRAINING COURSES	\$1,100	\$1,200	\$3,000	\$3,000	\$0		\$3,000	ADA SPECIALTY CONFERENCES/ WEBINARS/ WORKSHOPS FOR ADA COORDINATOR AND MEMBERS OF THE TOWN'S ADA COMMITTEE
52205	EMPLOYEE TRANS/LODGE/MEALS	\$0	\$1,347	\$5,000	\$5,000	\$0		\$5,000	EXPENSES RELATED WITH APPROVED TRAINING FOR THE ADA COORDINATOR AND MEMBERS OF THE TOWN'S ADA COMMITTEE
52303	MANAGEMENT SERVICES	\$3,900	\$10,400	\$10,000	\$10,000	\$0		\$10,000	CONTRACTED SERVICES FOR TOWN'S ADA TRANSITION PLAN AND INTERRUPTER SERVICES
52501	ARCHITECTURE&ENGINEERING SERV	\$4,526	\$21,838	\$15,000	\$15,000	\$0		\$15,000	CONTRACTED SERVICES FOR REVIEW OF PLANS FOR ADA COMPLIANCE
52602	COMPUTER SOFTWARE MAINT SERV	\$0	\$5,232	\$15,000	\$5,000	(\$10,000)	(66.7)	\$5,000	DAC TRACK LICENSE
TOTAL CONTRACTUAL SERVICES		\$9,526	\$43,791	\$49,000	\$41,000	(\$8,000)	(16.3)		
53 MATERIAL & SUPPLIES									
53404	RECREATIONAL SUPPLIES	\$18,924	\$6,918	\$16,000	\$16,000	\$0		\$16,000	ACCOMMODATION REQUESTS, PURCHASE OF COMPLIANT PUBLIC AMENITIES, AND UPGRADES TO EXISTING SERVICES
TOTAL MATERIAL & SUPPLIES		\$18,924	\$6,918	\$16,000	\$16,000	\$0			
DIV LOCAL TAX FUNDING TOTAL		\$28,451	\$50,709	\$65,000	\$57,000	(\$8,000)	(12.3)		

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100130 - TOWN ATTORNEYS OFFICE									
45 MISC REVENUE									
45101	REIMBURSE FROM UTILITIES FUND	(\$89,367)	(\$99,865)	(\$115,308)	(\$115,026)	\$282	(0.2)	(\$115,026)	ALLOCATION OF UTILITY FUND OVERHEAD EXPENSES.
45105	REIMBURSEMENT FROM CAPITAL PRJ	(\$234,300)	(\$239,000)	(\$243,780)	(\$248,700)	(\$4,920)	2.0	(\$248,700)	CAPITAL PROJECT MANAGEMENT OVERHEAD ALLOCATION
TOTAL MISC REVENUE		(\$323,667)	(\$338,865)	(\$359,088)	(\$363,726)	(\$4,638)	1.3		
51 PERSONNEL SERVICES									
TOTAL PERSONNEL SERVICES		\$817,109	\$890,775	\$721,604	\$781,806	\$60,202	(48.1)		
52 CONTRACTUAL SERVICES									
52101	POSTAL SERVICES	\$219	\$132	\$100	\$100	\$0		\$100	POSTAL SERVICE FOR OVERNIGHT PLEADINGS, DEEDS, CONTRACTS, AND OTHER TIME SENSITIVE DOCUMENTS.
52102	TELECOMMUNICATION SERVICES	\$2,072	\$2,666	\$2,280	\$2,280	\$0		\$2,280	4 CELL PHONES.
52103	PRINTING SERVICES	\$403	\$0	\$1,000	\$1,000	\$0		\$1,000	COVERS THE COST OF COURT REPORTER FEES, TRANSCRIPTS AND COSTS ASSOCIATED WITH DEPOSITIONS, ETC
52201	ORGANIZATION MEMBERSHIPS	\$2,587	\$2,597	\$2,000	\$2,000	\$0		\$590	COST TO COVER VARIOUS FEES FOR PROFESSIONAL ORGANIZATIONS (VA STATE BAR)
								\$20	NOTARY RENEWALS
								\$350	LOCAL GOVERNMENT ATTORNEY ASSOCIATION
								\$390	LOUDOUN COUNTY BAR ASSOCIATION
								\$500	VARIOUS REAL ESTATE LICENSES FOR LAND ACQUISITION MANAGER
								\$150	VA WOMEN ATTORNEYS ASSOCIATION
52202	PUBLICATION SUBSCRIPTIONS	\$2,034	\$2,178	\$2,500	\$2,500	\$0		\$2,500	PROVIDES FOR SUPPLEMENTS, UPDATES, LAW BOOKS, PERIODICALS AND ELECTRONIC RECORDS
52306	LEGAL SERVICES	\$394,922	\$430,330	\$50,000	\$50,000	\$0		\$50,000	OUTSIDE COUNSEL, COURT REPORTERS, COURT FILING & OTHER FEES DUE TO ANTICIPATED LITIGATION
TOTAL CONTRACTUAL SERVICES		\$402,238	\$437,902	\$57,880	\$57,880	\$0			
53 MATERIAL & SUPPLIES									
53102	OFFICE SUPPLIES	\$367	\$893	\$1,000	\$1,000	\$0		\$1,000	PROVIDES FOR GENERAL OFFICE SUPPLIES

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100130 - TOWN ATTORNEYS OFFICE									
53103	STATIONERY AND FORMS	\$0	\$550	\$500	\$500	\$0		\$500	TOWN ATTORNEY LETTERHEAD, ENVELOPES AND PAPER FOR COURT DOCUMENTS AND OFFICIAL LETTERS
53106	FOOD AND BEVERAGES	\$0	\$56	\$200	\$200	\$0		\$200	FOOD AND BEVERAGE COSTS FOR HOSTING VARIOUS MEETINGS AND EVENTS
53107	ADMIN TRAVEL (NONTRAINING)	\$0	\$0	\$200	\$200	\$0		\$200	WORK RELATED TRAVEL TO AND FROM COURT, ATTORNEYS' OFFICES, LEGISLATIVE AGENDA (IN THE LOCAL AREA)
53402	COMPUTER OPERATING SUPPLIES	\$1,467	\$520	\$1,500	\$1,500	\$0		\$1,500	TONER FOR 3 PRINTERS
TOTAL MATERIAL & SUPPLIES		\$1,834	\$2,019	\$3,400	\$3,400	\$0			
55 CONTINUOUS CHARGES									
55004	GENERAL LIABILITY	\$134	\$133	\$142	\$242	\$100	70.4	\$242	GENERAL LIABILITY INSURANCE
TOTAL CONTINUOUS CHARGES		\$134	\$133	\$142	\$242	\$100	70.4		
DIV LOCAL TAX FUNDING TOTAL		\$897,648	\$991,965	\$423,938	\$479,602	\$55,664	(59.8)		

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100140 - CLERK OF COUNCIL									
45 MISC REVENUE									
45101	REIMBURSE FROM UTILITIES FUND	(\$4,701)	(\$5,254)	(\$6,066)	(\$6,051)	\$15	(0.2)	(\$6,051)	ALLOCATION OF UTILITY FUND OVERHEAD EXPENSES
45105	REIMBURSEMENT FROM CAPITAL PRJ	(\$4,600)	(\$4,700)	(\$4,794)	(\$4,900)	(\$106)	2.2	(\$4,900)	CAPITAL PROJECT MANAGEMENT OVERHEAD ALLOCATION
TOTAL MISC REVENUE		(\$9,301)	(\$9,954)	(\$10,860)	(\$10,951)	(\$91)	0.8		
51 PERSONNEL SERVICES									
TOTAL PERSONNEL SERVICES		\$309,782	\$399,967	\$411,509	\$452,507	\$40,998	3.9		
52 CONTRACTUAL SERVICES									
52101	POSTAL SERVICES	\$0	\$9	\$100	\$100	\$0		\$100	VARIOUS POSTAL RELATED EXPENSES
52102	TELECOMMUNICATION SERVICES	\$567	\$526	\$600	\$600	\$0		\$600	CELL PHONE
52103	PRINTING SERVICES	\$3,654	\$5,756	\$6,800	\$6,800	\$0		\$1,800	MUNICODE ANNUAL WEB HOSTING FEE - ADMINISTRATIVE FEE
								\$5,000	PREPARATION AND PRINTING OF UPDATES TO TOWN CODE. SUPPLEMENT COSTS ARE APPROX \$2500 PER SUPPLEMENT TWICE PER YEAR
52201	ORGANIZATION MEMBERSHIPS	\$610	\$425	\$725	\$725	\$0		\$725	VMCA (COC, DCOC), IIMC (COC, DCOC), VAGARA (COC, RC), ARMA (RC), NAT'L ASSOC OF PARLIAMENTARIANS (COC, DCOC)
52303	MANAGEMENT SERVICES	\$11,971	\$9,748	\$17,000	\$17,000	\$0		\$8,500	RECORDS MANAGEMENT SERVICES - STORAGE, DEPT MAINTENANCE, AND ON SITE VENDOR SHREDDING COSTS
								\$8,500	TRANSCRIPTION SERVICES
52307	ADVERTISING SERVICES	\$2,214	\$1,600	\$5,200	\$5,200	\$0		\$5,200	ESTIMATED NEWSPAPER ADVERTISING EXPENSES
52602	COMPUTER SOFTWARE MAINT SERV	\$14,782	\$19,311	\$20,400	\$20,400	\$0		\$1,000	RECORDS PROCESS SOFTWARE
								\$5,000	AGENDA MANAGEMENT SOFTWARE ANNUAL FEE
								\$14,400	AUTOMATED FOIA REQUEST SOFTWARE. EXTRA LICENSES
TOTAL CONTRACTUAL SERVICES		\$33,798	\$37,376	\$50,825	\$50,825	\$0			

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100140 - CLERK OF COUNCIL									
53 MATERIAL & SUPPLIES									
53102	OFFICE SUPPLIES	\$292	\$1,157	\$900	\$900	\$0		\$900	ANTICIPATED OFFICE SUPPLY REQUIREMENTS INCLUSIVE OF MINUTE BOOKS
53103	STATIONERY AND FORMS	\$857	\$1,240	\$900	\$900	\$0		\$900	PROCLAMATION COVERS
53402	COMPUTER OPERATING SUPPLIES	\$508	\$0	\$1,100	\$1,100	\$0		\$1,100	PRINTER TONER CARTRIDGES FOR CLERK'S OFFICE
TOTAL MATERIAL & SUPPLIES		\$1,657	\$2,398	\$2,900	\$2,900	\$0			
DIV LOCAL TAX FUNDING TOTAL		\$335,936	\$429,786	\$454,374	\$495,281	\$40,907	3.1		

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100161 - FINANCE & ADMINISTRATIVE SERVICES - FINANCE DIVISION									
41 PERMITS & FEES									
41999	MISC PERMITS & FEES	(\$5,597)	(\$3,733)	(\$6,000)	(\$6,000)	\$0		(\$6,000)	PROJECTED REMOVING PRIOR YEAR OUTLIER/ONE-TIME RECEIPTS
TOTAL PERMITS & FEES		(\$5,597)	(\$3,733)	(\$6,000)	(\$6,000)	\$0			
42 FINES & FORFEITURES									
42002	PARKING TICKET FINES	(\$99,161)	(\$136,621)	(\$114,000)	\$0	\$114,000	(100.0)		
TOTAL FINES & FORFEITURES		(\$99,161)	(\$136,621)	(\$114,000)	\$0	\$114,000	(100.0)		
43 USE MONEY&PROPERTY									
43001	INTEREST REVENUE	\$105,777	(\$1,706,697)	(\$450,000)	(\$1,700,000)	(\$1,250,000)	277.8	(\$200,000)	INVESTMENT INCOME FROM INVESTMENT SERVICE CONSULTANT
								(\$1,500,000)	ANNUAL INVESTMENT EARNINGS BASED ON ANTICIPATED FY25 RETURNS/MKT CONDITIONS.
43004	PARKING METER REVENUE	(\$93,684)	(\$73,614)	(\$49,500)	(\$63,000)	(\$13,500)	27.3	(\$63,000)	BASED ON CURRENT TREND
43005	PARKING GARAGE SPACE RENTALS	(\$85,373)	(\$65,334)	(\$85,400)	\$0	\$85,400	(100.0)		
43006	PARKING GARAGE REVENUE	(\$68,717)	(\$64,675)	(\$69,000)	\$0	\$69,000	(100.0)		
43999	MISC USE OF MONEY & PROP	(\$144,917)	(\$60,594)	(\$58,000)	(\$58,000)	\$0		(\$36,000)	PCARD REBATE BASED ON FY 2022 ACTUALS
								(\$22,000)	MISC. RECEIPTS BASED ON FY 2022 ACTUALS
TOTAL USE MONEY&PROPERTY		(\$286,913)	(\$1,970,913)	(\$711,900)	(\$1,821,000)	(\$1,109,100)	193.4		
45 MISC REVENUE									
45101	REIMBURSE FROM UTILITIES FUND	(\$479,302)	(\$457,384)	(\$528,111)	(\$526,820)	\$1,291	(0.2)	(\$526,820)	ALLOCATION OF UTILITY FUND OVERHEAD EXPENSES.
45105	REIMBURSEMENT FROM CAPITAL PRJ	(\$203,900)	(\$208,000)	(\$212,160)	(\$216,400)	(\$4,240)	2.0	(\$216,400)	CAPITAL PROJECT MANAGEMENT OVERHEAD ALLOCATION.
45201	COLLECTION FEE	(\$20,503)	(\$14,976)	(\$25,000)	(\$25,000)	\$0		(\$25,000)	BASED ON PROJECTED ACTUALS
45202	RETURN CHECK FEE	(\$1,917)	(\$1,590)	(\$1,300)	(\$1,300)	\$0		(\$1,300)	BASED ON PROJECTED ACTUALS
TOTAL MISC REVENUE		(\$705,622)	(\$681,950)	(\$766,571)	(\$769,520)	(\$2,949)	0.4		
48 OTH FINANCE SOURCES									
48020	USE OF FUND BALANCE	\$0	\$0	(\$150,000)	\$0	\$150,000	(100.0)		
TOTAL OTH FINANCE SOURCES		\$0	\$0	(\$150,000)	\$0	\$150,000	(100.0)		

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100161 - FINANCE & ADMINISTRATIVE SERVICES - FINANCE DIVISION									
51 PERSONNEL SERVICES									
TOTAL PERSONNEL SERVICES		\$2,499,640	\$2,896,110	\$3,033,191	\$3,479,307	\$446,116	0.3		
52 CONTRACTUAL SERVICES									
52101	POSTAL SERVICES	\$15,002	\$16,079	\$20,000	\$20,000	\$0		\$20,000	COSTS ASSOCIATED WITH TOWNWIDE METERED MAILING AND PACKAGE DELIVERY COSTS.
52102	TELECOMMUNICATION SERVICES	\$5,113	\$5,773	\$5,350	\$5,350	\$0		\$5,350	6 CELL PHONES, 2 MOBILE WIFI HOTSPOTS, 1 CUSTOMER SERVICE TABLET.
52103	PRINTING SERVICES	\$7,831	\$1,970	\$6,900	\$6,900	\$0		\$6,900	COSTS ASSOCIATED WITH OUTSOURCED PRINTING IN SUPPORT OF OPERATIONS, ACCOUNTING, PARKING ETC.
52201	ORGANIZATION MEMBERSHIPS	\$5,836	\$5,453	\$5,840	\$5,840	\$0		\$1,500	COUNCIL OF GOVERNMENTS
								\$220	AMERICAN PAYROLL ASSOCIATION
								\$450	NATIONAL INSTITUTE OF GOVERNMENTAL PURCHASING (NIGP)-PROCUREMENT
								\$550	GFOA ENTITY MEMBERSHIP
								\$60	NOTARY REGISTRATIONS
								\$650	GOVERNMENT FINANCE OFFICERS' ASSOCIATION
								\$650	VIRGINIA GOVERNMENT FINANCE OFFICERS' ASSOCIATION - VGFOA
								\$640	VA TREASURER'S ASSOC/VA CPA ASSOC
								\$80	VALTA CLASS REGISTRATION MEMBERSHIP
								\$1,040	AMAZON WEB SERVICES
52202	PUBLICATION SUBSCRIPTIONS	\$468	\$546	\$1,020	\$1,020	\$0		\$120	FINANCIAL AND OPERATIONAL PUBLICATIONS IN SUPPORT OF FINANCE AND OPERATIONS FOR MUNICIPAL GOVT
								\$400	GOVERNMENT ACCOUNTING STANDARDS BOARD (GASB) STATEMENT UPDATES - REQUIRED CONTROLLER

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100161 - FINANCE & ADMINISTRATIVE SERVICES - FINANCE DIVISION									
								\$500	WALL STREET JOURNAL - FINANCIAL NEWS & ANALYSIS FOR DIRECTOR & STAFF IN SUPPORT OF INVESTMENT AND DEBT PROGRAMS
52302	FISCAL SERVICES	\$288,700	\$335,015	\$327,315	\$353,392	\$26,077	8.0	\$3,000	COST OF TOWN POST OFFICE BOX
								\$6,000	CUSTODIAL BANKING SERVICES FOR DEBT PAYMENTS
								\$25,000	BANKING SERVICES FOR TOWN BANK ACCOUNT
								\$20,000	MERCHANT FEES FOR CREDIT CARD SERVICES
								\$15,000	OUTSOURCED BILLING FOR GENERAL BILLS AND BPOL FORMS IN SUPPORT OF RENEWALS
								\$230,107	COST OF 1.15% OF REVENUE COLLECTED BY LOUDOUN COUNTY THAT IS PAID TO COUNTY TO REIMBURSE COSTS OF CONSOLIDATED BILLING AND COLLECTIONS FOR RE AND PPT TAXES
								\$36,000	VENDOR IDENTIFICATION FOR AP AND PROCUREMENT - ANTI-FRAUD MEASURES
								\$18,285	OUTSOURCED CHECK PRINTING/REDUNANCY AND DISASTER RECOVERY
52303	MANAGEMENT SERVICES	\$53,296	\$163,575	\$66,410	\$97,210	\$30,800	46.4	\$15,000	DEPARTMENT OF MOTOR VEHICLE SERVICES FEES FOR REGISTRATION HOLDS TO COLLECT TAXES
								\$16,000	INSURANCE CONSULTING SERVICES FOR LIABILITY, PROPERTY, WORK COMP
								\$10,000	FINANCIAL ADVISORY SERVICES IN SUPPORT OF DEBT ISSUANCE, RATING AGENCY REVIEW, LONG TERM SUSTAINABILITY MODELING
								\$950	VIRGINIA EMPLOYMENT COMMISSION FEES - SUPPORTS COLLECTIONS EFFORTS FOR TAXES
								\$1,260	DOCUMENT SHREDDING SERVICES
								\$25,000	INVESTMENT SERVICE

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100161 - FINANCE & ADMINISTRATIVE SERVICES - FINANCE DIVISION									
								\$29,000	IMPLEMENTATION COST FOR NEW TIMEKEEPING SYSTEM
52306	LEGAL SERVICES	\$1,950	\$1,800	\$7,000	\$7,000	\$0		\$5,000	OUTSOURCED BOND COUNSEL SERVICES FOR CONTINUING DISCLOSURE COMPLIANCE UPDATES
								\$2,000	OUT OF STATE WARRANTS
52307	ADVERTISING SERVICES	\$1,581	\$1,310	\$500	\$500	\$0		\$500	ADVERTISING COSTS ASSOCIATED WITH VACANT POSITION LISTINGS
52403	EQUIPMENT R&M SERVICES	\$14,270	\$20,773	\$1,700	\$1,700	\$0		\$1,700	SERVICE CONTRACT FOR CHECK/W-2 SEALER
52601	COMPUTER HARDWARE MAINT SERV	\$5,563	\$205	\$5,800	\$5,800	\$0		\$5,800	HARDWARE MAINTENANCE FOR TIMEKEEPING CLOCKS TOWNWIDE
52602	COMPUTER SOFTWARE MAINT SERV	\$75,911	\$79,948	\$162,286	\$162,286	\$0		\$36,986	ERP/WORKFLOW MODULE ENHANCEMENTS DUE TO EXTERNAL SUPPLIER SYSTEM CHANGES
								\$42,600	TIMEKEEPING WORKFORCE MANAGEMENT SOFTWARE HOSTING SERVICE
								\$11,200	TIMEKEEPING WORKFORCE MANAGEMENT SUPERVISOR LICENSE S/W MAINTENANCE
								\$34,500	BUDGET PRODUCTION SOFTWARE SUBSCRIPTION SERVICE
								\$25,000	LABOR FORCE MODELING S/W
								\$12,000	DEBT MANAGEMENT/ACCOUNTING FOR LEASES SOFTWARE
TOTAL CONTRACTUAL SERVICES		\$475,520	\$632,447	\$610,121	\$666,998	\$56,877	10.2		
53 MATERIAL & SUPPLIES									
53102	OFFICE SUPPLIES	\$3,510	\$3,472	\$6,000	\$6,000	\$0		\$6,000	SUPPLIES TO SUPPORT DAY TO DAY OPERATIONS
53103	STATIONERY AND FORMS	\$0	\$3,003	\$6,300	\$6,300	\$0		\$6,300	STATIONARY AND FORMS IN SUPPORT OF DEPARTMENT INCLUDING W-2s, BPOL, PERMITS
53402	COMPUTER OPERATING SUPPLIES	\$941	\$110	\$4,000	\$4,000	\$0		\$4,000	SUPPLIES FOR COMPUTERS, KEYBOARD, MOUSE
TOTAL MATERIAL & SUPPLIES		\$4,451	\$6,585	\$16,300	\$16,300	\$0			
55 CONTINUOUS CHARGES									
55004	GENERAL LIABILITY	\$6,669	\$6,643	\$7,075	\$12,077	\$5,002	70.7	\$12,077	GENERAL LIABILITY INSURANCE

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100161 - FINANCE & ADMINISTRATIVE SERVICES - FINANCE DIVISION									
55011	OPERATING LEASE PAYMENTS	\$6,371	\$5,862	\$6,400	\$6,400	\$0		\$4,540	POSTAGE METER MACHINE FOR TOWNWIDE MAILINGS
								\$1,860	COPIER LEASE FIRST FLOOR COPIER
TOTAL CONTINUOUS CHARGES		\$13,040	\$12,505	\$13,475	\$18,477	\$5,002	25.2		
56 CAPITAL EXPENDITURES									
56201	COMPUTER EQUIPMENT	\$0	\$597	\$4,000	\$4,000	\$0		\$4,000	MISC. REPLACEMENTS
56202	COMPUTER SOFTWARE	\$55,750	\$2,960	\$2,000	\$2,000	\$0		\$2,000	MISC. SOFTWARE
56203	ELECTRONIC EQUIPMENT	\$0	\$37	\$150,000	\$0	(\$150,000)	(100.0)		
TOTAL CAPITAL EXPENDITURES		\$55,750	\$3,594	\$156,000	\$6,000	(\$150,000)	(96.2)		
PROJECT 16601 CUSTOMER SERVICE DESIGN TEAM PROG									
52 CONTRACTUAL SERVICES									
52203	EMPLOYEE TRAINING COURSES	\$0	\$0	\$1,200	\$1,200	\$0		\$1,200	CONT. OF THE CUSTOMER SERVICE TRAINING FOR THE DEPT AS PART OF THE TOWN-WIDE FOCUS
TOTAL CONTRACTUAL SERVICES		\$0	\$0	\$1,200	\$1,200	\$0			
53 MATERIAL & SUPPLIES									
53102	OFFICE SUPPLIES	\$0	\$0	\$350	\$350	\$0		\$350	SUPPLIES REQUIRED TO PROVIDE CUSTOMER SERVICE TRAINING
53106	FOOD AND BEVERAGES	\$0	\$0	\$150	\$150	\$0		\$150	FOOD AND BEVERAGES FOR MEETINGS WITH NO. VA FINANCE DIRECTORS OR OTHER OUTSIDE PARTIES
TOTAL MATERIAL & SUPPLIES		\$0	\$0	\$500	\$500	\$0			
TOTAL FOR PROJECT CUSTOMER SERVICE DESIGN TEAM PROG				\$1,700	\$1,700				
DIV LOCAL TAX FUNDING TOTAL		\$1,951,109	\$758,023	\$2,082,316	\$1,592,262	(\$490,054)	(32.4)		

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100170 - FINANCE & ADMINISTRATIVE SERVICES - HUMAN RESOURCES DIVISION									
45 MISC REVENUE									
45101	REIMBURSE FROM UTILITIES FUND	(\$122,101)	(\$136,445)	(\$157,544)	(\$157,159)	\$385	(0.2)	(\$157,159)	ALLOCATION OF UTILITY FUND OVERHEAD EXPENSES.
45105	REIMBURSEMENT FROM CAPITAL PRJ	(\$21,400)	(\$21,900)	(\$22,338)	(\$22,800)	(\$462)	2.1	(\$22,800)	CAPITAL PROJECT MANAGEMENT OVERHEAD ALLOCATION
TOTAL MISC REVENUE		(\$143,501)	(\$158,345)	(\$179,882)	(\$179,959)	(\$77)	0.0		
51 PERSONNEL SERVICES									
TOTAL PERSONNEL SERVICES		\$531,944	\$653,451	\$736,045	\$927,400	\$191,355	6.6		
52 CONTRACTUAL SERVICES									
52101	POSTAL SERVICES	\$4	\$20	\$200	\$200	\$0		\$200	TO COVER ANY SHIPPING COSTS FOR THE HUMAN RESOURCES DEPARTMENT.
52102	TELECOMMUNICATION SERVICES	\$989	\$526	\$1,000	\$1,400	\$400	40.0	\$1,400	CELL PHONE
52103	PRINTING SERVICES	\$436	\$0	\$0	\$400	\$400		\$400	PRINTING OF BENEFITS NOTICES
52201	ORGANIZATION MEMBERSHIPS	\$1,774	\$1,984	\$2,220	\$2,220	\$0		\$1,200	IPMA-HR MEMBERSHIP FOR HR STAFF-FEE INCREASE
								\$300	IPMA-VA MEMBERSHIP FOR HR STAFF-FEE INCREASE FOR ADDITIONAL STAFF
								\$220	SOCIETY FOR HUMAN RESOURCES MANAGEMENT (SHRM) MEMBERSHIP FOR HR STAFF
								\$200	INTERNATIONAL CITY/COUNTY MANAGEMENT ASSOCIATION (ICMA) MEMBERSHIP FOR HR STAFF
								\$300	HR RECERTIFICATIONS
52202	PUBLICATION SUBSCRIPTIONS	\$99	\$120	\$580	\$580	\$0		\$580	SHRM WEB SUBSCRIPTION AND PUBLICATIONS RELATED TO PERSONNEL LAW UPDATES
52203	EMPLOYEE TRAINING COURSES	\$49,400	\$45,556	\$70,000	\$70,000	\$0		\$53,000	EMPLOYEE DEVELOPMENT PROGRAM COURSES
								\$17,000	INCREASE EMPLOYEE DEVELOPMENT COURSE OFFERINGS AND DEVELOPMENT OF NEW COURSES
52204	EMPLOYEE TUITION REIMBURSEMENT	\$12,175	\$9,375	\$25,000	\$32,000	\$7,000	28.0	\$32,000	INCREASED TUITION REIMBURSEMENT DEMAND
52303	MANAGEMENT SERVICES	\$308	\$110	\$0	\$0	\$0			

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100170 - FINANCE & ADMINISTRATIVE SERVICES - HUMAN RESOURCES DIVISION									
52304	PERSONNEL MANAGEMENT SERVICES	\$74,050	\$103,788	\$90,560	\$95,000	\$4,440	4.9	\$2,870	BACKGROUND CHECKS-SCREENING ONE SCREENING SOLUTIONS
								\$19,960	EMPLOYEE RECOGNITION
								\$5,780	FINGERPRINTING
								\$8,000	FIRST AID/CPR/AED
								\$4,990	PROFESSIONAL SERVICES
								\$26,600	DRUG TESTING; EAP; OCCUPATIONAL HEALTH SERVICES
								\$10,300	FAMILY MEDICAL LEAVE ACT (FMLA) ADMINISTRATION OUTSOURCING.
								\$16,500	CORPORATE LINKEDIN RECRUITER ACCOUNT
52307	ADVERTISING SERVICES	\$10,050	\$11,825	\$9,300	\$9,300	\$0		\$6,800	ANNUAL RECRUITMENT SUBSCRIPTION
								\$2,500	VACANT JOB ADVERTISING SERVICES
52602	COMPUTER SOFTWARE MAINT SERV	\$37,025	\$48,669	\$96,750	\$96,750	\$0		\$7,000	NEOGOV NEW EMPLOYEE ONBOARDING SOFTWARE
								\$76,250	LEARNING MANAGEMENT SYSTEM. \$50K INCREASE DUE TO ANTICIPATED COST OF NEW IMPROVED SYSTEM.
								\$12,000	NEOGOV APPLICANT TRACKING SOFTWARE
								\$1,500	LASERFICHE MAINTENANCE
TOTAL CONTRACTUAL SERVICES		\$186,310	\$221,972	\$295,610	\$307,850	\$12,240	3.3		
53 MATERIAL & SUPPLIES									
53102	OFFICE SUPPLIES	\$1,511	\$886	\$1,000	\$1,000	\$0		\$1,000	GENERAL OFFICE SUPPLIES
53103	STATIONERY AND FORMS	\$0	\$0	\$500	\$500	\$0		\$500	BUSINESS CARDS
53105	PACKAGING & SHIPPING SUPPLIES	\$0	\$0	\$250	\$250	\$0		\$250	SHIPPING COSTS & PACKAGING
53106	FOOD AND BEVERAGES	\$802	\$228	\$900	\$900	\$0		\$900	NEW EMPLOYEE ORIENTATION/TRAINING
53402	COMPUTER OPERATING SUPPLIES	\$0	\$0	\$4,000	\$4,000	\$0		\$4,000	ID BADGE PRINTER AND LICENSES
TOTAL MATERIAL & SUPPLIES		\$2,312	\$1,114	\$6,650	\$6,650	\$0			

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100170 - FINANCE & ADMINISTRATIVE SERVICES - HUMAN RESOURCES DIVISION									
55 CONTINUOUS CHARGES									
55011	OPERATING LEASE PAYMENTS	\$0	\$0	\$2,600	\$2,600	\$0		\$2,600	COPIER LEASE
TOTAL CONTINUOUS CHARGES		\$0	\$0	\$2,600	\$2,600	\$0			
56 CAPITAL EXPENDITURES									
56201	COMPUTER EQUIPMENT	\$0	\$0	\$3,500	\$0	(\$3,500)	(100.0)		
TOTAL CAPITAL EXPENDITURES		\$0	\$0	\$3,500	\$0	(\$3,500)	(100.0)		
PROJECT 15604 SAFETY PROGRAM									
52 CONTRACTUAL SERVICES									
52303	MANAGEMENT SERVICES	\$0	\$0	\$0	\$15,000	\$15,000		\$15,000	SAFETY PROGRAM FOR TOWNWIDE SAFETY INITIATIVES. REALLOCATED FROM 100120 (TOWN MANAGER'S OFFICE) TO ALIGN WITH THE SAFETY OFFICER.
TOTAL CONTRACTUAL SERVICES		\$0	\$0	\$0	\$15,000	\$15,000			
DIV LOCAL TAX FUNDING TOTAL		\$577,065	\$718,192	\$864,523	\$1,079,541	\$215,018	5.6		

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100181 - FINANCE & ADMINISTRATIVE SERVICES - IT OPERATIONS DIVISION									
45 MISC REVENUE									
45101	REIMBURSE FROM UTILITIES FUND	(\$245,770)	(\$274,641)	(\$317,110)	(\$316,335)	\$775	(0.2)	(\$316,335)	UTILITIES FUND SUPPORT OVERHEAD ALLOCATIONS
45105	REIMBURSEMENT FROM CAPITAL PRJ	(\$34,700)	(\$35,400)	(\$36,108)	(\$36,800)	(\$692)	1.9	(\$36,800)	CIP ADMINISTRATION OVERHEAD ALLOCATIONS
TOTAL MISC REVENUE		(\$280,470)	(\$310,041)	(\$353,218)	(\$353,135)	\$83	0.0		
48 OTH FINANCE SOURCES									
48020	USE OF FUND BALANCE	\$0	\$0	\$0	(\$35,190)	(\$35,190)		(\$35,190)	USE OF IT STRATEGIC PLAN RESERVE
TOTAL OTH FINANCE SOURCES		\$0	\$0	\$0	(\$35,190)	(\$35,190)			
51 PERSONNEL SERVICES									
TOTAL PERSONNEL SERVICES		\$1,304,319	\$1,711,190	\$1,795,611	\$1,893,706	\$98,095	(8.0)		
52 CONTRACTUAL SERVICES									
52102	TELECOMMUNICATION SERVICES	\$109,549	\$127,574	\$126,340	\$125,960	(\$380)	(0.3)	\$21,000	LANDLINES FOR FAXES, ELEVATORS, ETC.
								\$12,500	IPHONES AND MIFIS
								\$260	HD SERVICES FOR COUNCIL CHAMBERS VIDEO FEED
								\$18,000	VITA CHARGES FOR ALL VOIP PHONES PLUS SOME LAND LINES
								\$3,800	BUSINESS INTERNET FOR PARKING GARAGE
								\$34,000	NOVEC SOLUTIONS PUBLIC SAFETY FIBER CONNECTION
								\$14,400	OFFICE MOVES - DARK FIBER FOR TWO NEW SPACES
								\$22,000	FIBER CONNECTION BETWEEN NTT AND PLAZA ST
52201	ORGANIZATION MEMBERSHIPS	\$0	\$560	\$560	\$560	\$0		\$60	COSTCO MEMBERSHIP
								\$500	NATIONAL ASSOCIATION OF STATE CHIEF INFORMATION OFFICERS
52303	MANAGEMENT SERVICES	\$81,018	\$132,363	\$203,720	\$213,320	\$9,600	4.7	\$32,220	MANAGED SVCS FOR NETWORK EQUIP INCLUDING SWITCHES, ROUTERS, FIREWALLS, ACCESS POINTS

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100181 - FINANCE & ADMINISTRATIVE SERVICES - IT OPERATIONS DIVISION									
								\$8,000	EXPECTED TECH SUPPORT FOR SYSTEM IMPLEMENTATION OR FAILURES
								\$20,000	MULTI-DEPT APPLICATION DEVELOPMENT AND INTEGRATION OF BUSINESS SYSTEMS
								\$20,000	SQL DBA SERVICES
								\$40,000	CYBER SECURITY SERVICES
								\$25,000	CYBER SECURITY AUDIT AND MODIFICATIONS.
								\$58,500	M365 ONGOING SUPPORT SERVICES
								\$7,000	TECH SUPPORT FOR CROWDSTRIKE FALCON CYBERSECURITY AND ID PROTECTION PLATFORMS
								\$2,600	E-SIGNATURE TECH SUPPORT
52601	COMPUTER HARDWARE MAINT SERV	\$117,418	\$145,245	\$163,300	\$163,300	\$0			
								\$8,000	STORAGE ARRAY HW SUPPORT
								\$1,500	GEM LASER PRINTERS/PLOTTERS
								\$25,000	ANNUAL MAINT ON VIRTUAL PLATFORM
								\$15,000	UNITRENDS BACKUP SYSTEM ANNUAL MAINT
								\$34,000	ANNUAL MAINT ON COUNCIL CHAMBERS AND CONF RM BROADCASTING EQUIPMENT
								\$72,000	SUPPORT FOR NETWORK SWITCHES, SRST, AND VOICE GATEWAY
								\$7,000	ANNUAL MAINTENANCE OF CONFERENCE ROOM EQUIPMENT
								\$800	KVM CONSOLE MAINTENANCE (DATA CENTER)
52602	COMPUTER SOFTWARE MAINT SERV	\$40,051	\$3,587	\$5,500	\$8,560	\$3,060	55.6		
								\$6,500	VIRTUAL SERVER LICENSES
								\$60	WSUS MAINTENANCE
								\$2,000	VMWARE FOR VIRTUAL DESKTOPS (SAFE ROOM, KIOSK, LIBRARY PCS)

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100181 - FINANCE & ADMINISTRATIVE SERVICES - IT OPERATIONS DIVISION									
52603	ONLINE SERVICES	\$907,701	\$655,073	\$1,479,695	\$1,619,335	\$139,640	9.4	\$54,000	COMMUNICATIONS PLATFORM INCLUDING WEBSITE, TRANSPARENCY SUITE, AND WEBSTREAMING
								\$4,000	LEGACY EMAIL ARCHIVE
								\$1,200	INTRANET EMPLOYEE PORTAL
								\$80	IDENTITY THEFT PROTECTION FOR FIVE SENSITIVE DEVICES
								\$3,500	HR ONBOARDING AND IT INTERNAL THREAT TRAINING FOR ALL STAFF
								\$1,500	NEW MS VISIO LICENSES
								\$300,100	ERP FINANCIAL SYSTEM
								\$25,000	NETWORK OBSERVABILITY AND IT MANAGEMENT PLATFORM
								\$31,000	IT HELP DESK AND ASSET MANAGEMENT SYSTEM
								\$700	DIGITAL SIGNAGE PLATFORM SUBSCRIPTION
								\$1,800	DOMAIN SERVICES AND WEB HOSTING NETWORK SOLUTIONS
								\$250	EMAIL AUTHENTICATION
								\$17,580	P&R ERP HOSTING SERVICES
								\$51,000	GIS PORTAL HOSTING
								\$6,600	SOCIAL MEDIA ARCHIVING FOR PIO AND CLERK
								\$1,200	DEVELOPER TOOLS SUBSCRIPTION (JBA)
								\$1,400	LIBRARY KIOSK SECURE STORAGE (GLN).
								\$38,000	ENTERPRISE PASSWORD MANAGEMENT SYSTEM
								\$300	CLOUD BACKUP FOR TOWN COUNCIL LAPTOPS
								\$60	AWS RTE 53 DNS
								\$1,500	DEVELOPER TOOLS FOR SYSTEMS ANALYSTS (CHTB)
								\$800	LIBRARY PAST PERFECT MEDIA STORAGE
								\$15,000	CLOUD SERVICES
								\$10,000	ADOBE CREATIVE CLOUD MAINTENANCE
								\$83,200	INTERNET SERVICE PROVIDER

Budget Detail Report - Proposed	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100181 - FINANCE & ADMINISTRATIVE SERVICES - IT OPERATIONS DIVISION								
							\$8,000	MERAKI WIRELESS ACCESS POINTS LICENSING (QTY 40)
							\$1,000	LIBRARY KIOSK SECURITY (FDF)
							\$150	GOOGLE CHROME ENTERPRISE FOR DIGITAL SIGNAGE
							\$30,000	E-SIGNATURE
							\$100	ICON LIBRARY SUBSCRIPTION
							\$23,000	TEXT AND SOCIAL MEDIA ARCHIVING
							\$12,000	CYBERSECURITY TRAINING/LEARNING MANAGEMENT SYSTEM
							\$7,500	STORMWINDS JIT TRAINING FOR IT STAFF
							\$2,500	HOSTED FTP SITE (50 GB) FOR SECURELY EMAILING LARGE FILES
							\$5,000	COMPLIANCE AND QUALITY CONTROL FOR WEBSITES
							\$1,300	DOMAIN SERVICES AND WEB HOSTING GODADDY
							\$400	DEVELOPER TOOLS SUBSCRIPTION (PYC)
							\$125	TEAM SOFTWARE SOLUTIONS PUBLIC WEB BROWSER
							\$64,000	COLOCATION SERVICES
							\$112,500	ELECTRONIC DOCUMENT MANAGEMENT SYSTEM SAAS
							\$24,000	ENTERPRISE CLOUD PROJECT COLLABORATION (50 USERS)
							\$9,200	PROJECT MANAGEMENT COLLABORATION PLATFORM
							\$350,000	M365 CLOUD PRODUCTIVITY PLATFORM
							\$9,600	OFFICE MOVES - BUSINESS INTERNET FOR PUBLIC WIFI AT 552 AND 222
							\$600	DEVELOPER TOOLS SYSTEM (GH)
							\$48,000	ESRI PLATFORM
							\$12,500	CYBERSECURITY - MONITORING SERVICES
							\$65,000	CYBERSECURITY - ENDPOINT PROTECTION

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100181 - FINANCE & ADMINISTRATIVE SERVICES - IT OPERATIONS DIVISION									
								\$30,000	CYBERSECURITY - VENDOR ACCESS AUDITING SYSTEM
								\$50,000	LAND DEVELOPMENT APPLICATION MANAGEMETN SYSTEM
								\$12,000	AZURE IAAS CLOUD INFRASTRUCTURE
								\$400	PHYSICAL SECURITY - CAMERA CLOUD STORAGE SERVICE FOR IT INVENTORY AND LOUDOUN MUSEUM MURAL
								\$59,500	M365 TEAMS CALLING PLAN
								\$50	CYBERSECURITY FOR FINANCE KIOSK (KW)
								\$40	SUPPORT TECH TOOLS (SAS)
								\$31,100	CYBERSECURITY - EMPLOYEE ID PROTECTION
									ACTUALS WILL BE LESS THAN BUDGET BECAUSE OF GASB 96 (SUBSCRIPTION-BASED INFORMATION TECHNOLOGY ARRANGEMENTS). AT THE END OF EACH FY, ASSOCIATED COSTS ARE RECLASSIFIED TO 100910-57123 AND 100910-57124. IN FY 2023, THIS RECLASSIFICATION OF COSTS WAS \$737,530
TOTAL CONTRACTUAL SERVICES		\$1,255,738	\$1,064,403	\$1,979,115	\$2,131,035	\$151,920	9.0		
53 MATERIAL & SUPPLIES									
53102	OFFICE SUPPLIES	\$7,010	\$21,703	\$5,700	\$5,700	\$0		\$5,700	OFFICE SUPPLIES INCLUDES CABLES, IT ACCESSORIES, FLASH DRIVES AND BATTERIES THAT ARE REQUESTED BY OTHER DEPARTMENTS
53107	ADMIN TRAVEL (NONTRAINING)	\$148	\$51	\$200	\$200	\$0		\$200	MILEAGE REIMBURSEMENT FOR STAFF
53402	COMPUTER OPERATING SUPPLIES	\$54,238	\$39,149	\$40,000	\$40,000	\$0		\$20,000	SUPPLIES FOR MAINTENANCE/UPKEEP OF ALL SYSTEMS AND AUDIO/VIDEO EQUIPMENT.
								\$15,000	REPLACEMENT BATTERIES FOR TOWN-WIDE SWITCH UPSSES (E.G., PD) AND SMALL EQUIPMENT REPLACEMENTS

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100181 - FINANCE & ADMINISTRATIVE SERVICES - IT OPERATIONS DIVISION									
								\$5,000	PRINTER/SCANNER REPLACEMENTS TOWN-WIDE.
TOTAL MATERIAL & SUPPLIES		\$61,396	\$60,904	\$45,900	\$45,900	\$0			
55 CONTINUOUS CHARGES									
55011	OPERATING LEASE PAYMENTS	\$38,575	\$36,807	\$37,900	\$28,000	(\$9,900)	(26.1)	\$28,000	EIGHT PRINTER/SCANNER/COPIER LEASES AT TOWN HALL
55015	CYBER SECURITY	\$32,179	\$20,931	\$34,251	\$27,911	(\$6,340)	(18.5)	\$27,911	CYBER LIABILITY INSURANCE COVERAGE FOR GENERAL FUND.
TOTAL CONTINUOUS CHARGES		\$70,754	\$57,739	\$72,151	\$55,911	(\$16,240)	(22.5)		
56 CAPITAL EXPENDITURES									
56201	COMPUTER EQUIPMENT	\$216,534	\$183,480	\$100,000	\$120,000	\$20,000	20.0	\$100,000	TOWNWIDE RECURRING, ANNUAL COMPUTER REPLACEMENTS
								\$20,000	SIX WIRELESS ACCESS POINTS AT END OF USEFUL LIFE AND MANUFACTURER SUPPORT.
56202	COMPUTER SOFTWARE	\$18,294	\$5,179	\$5,000	\$5,000	\$0		\$5,000	ADDTL SOFTWARE LICENSES FOR OLDER APPLICATIONS NOT UPDATED
TOTAL CAPITAL EXPENDITURES		\$234,829	\$188,658	\$105,000	\$125,000	\$20,000	19.5		
PROJECT 14602 PEG REVENUE									
41 PERMITS & FEES									
41012	PEG REVENUE	(\$213,396)	(\$198,653)	(\$256,000)	(\$256,000)	\$0		(\$256,000)	GRANT FUNDING USED FOR PUBLIC INFORMATION OUTREACH. BASED ON FY 2019 ACTUALS
TOTAL PERMITS & FEES		(\$213,396)	(\$198,653)	(\$256,000)	(\$256,000)	\$0			
52 CONTRACTUAL SERVICES									
52102	TELECOMMUNICATION SERVICES	\$16,335	\$117,954	\$70,200	\$70,200	\$0		\$70,200	FIBER LEASE - YR 12
52303	MANAGEMENT SERVICES	\$7,607	\$7,058	\$9,000	\$9,000	\$0		\$9,000	CPTV COUNCIL AND PLANNING COMMISSION MTG VIDEO CAMERA OPERATION SERVICES
TOTAL CONTRACTUAL SERVICES		\$23,942	\$125,012	\$79,200	\$79,200	\$0			
TOTAL FOR PROJECT PEG REVENUE		(\$189,454)	(\$73,641)	(\$176,800)	(\$176,800)				
DIV LOCAL TAX FUNDING TOTAL		\$2,457,111	\$2,699,211	\$3,467,759	\$3,686,427	\$218,668	8.7		

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100211 - POLICE - ADMINISTRATION									
42 FINES & FORFEITURES									
42001	TRAFFIC FINES	(\$192,142)	(\$163,022)	(\$250,000)	(\$150,000)	\$100,000	(40.0)	(\$150,000)	BASED ON TREND AND NEW LAWS
42003	POLICE FORFEITURES - STATE	\$0	(\$740)	(\$10,000)	(\$10,000)	\$0		(\$10,000)	POLICE FORFEITURES
42007	PHOTO TRAFFIC FINES	\$0	\$0	\$0	(\$500,000)	(\$500,000)		(\$500,000)	SPEED CAMERA PROGRAM IN SCHOOL ZONES
TOTAL FINES & FORFEITURES		(\$192,142)	(\$163,763)	(\$260,000)	(\$660,000)	(\$400,000)	153.8		
43 USE MONEY&PROPERTY									
43999	MISC USE OF MONEY & PROP	(\$1,478)	(\$2,124)	(\$5,000)	(\$5,000)	\$0		(\$5,000)	BASED ON HISTORICAL ACTUALS
TOTAL USE MONEY&PROPERTY		(\$1,478)	(\$2,124)	(\$5,000)	(\$5,000)	\$0			
44 CHARGES FOR SERVICES									
44002	POLICE REPORTS/FINGERPRINTS	(\$596)	(\$685)	(\$1,300)	(\$1,300)	\$0		(\$1,300)	POLICE REPORTS & FINGERPRINTS
44003	FALSE ALARM CHARGE	(\$25,890)	\$650	(\$100,000)	(\$100,000)	\$0		(\$100,000)	FALSE ALARM FEES. FY 21 INCREASE BASED ON HISTORICAL ACTUALS.
44004	EXTRADITION REIMBURSEMENTS	\$0	\$0	(\$10,000)	(\$10,000)	\$0		(\$10,000)	EXTRADITION REIMBURSEMENT FROM STATE OF VA
44901	SPECIAL EVENTS-BILLABLE OT	(\$975)	(\$1,630)	(\$9,800)	(\$9,800)	\$0		(\$9,800)	ESTIMATED SPECIAL EVENT REVENUE
TOTAL CHARGES FOR SERVICES		(\$27,461)	(\$1,665)	(\$121,100)	(\$121,100)	\$0			
45 MISC REVENUE									
45101	REIMBURSE FROM UTILITIES FUND	(\$182,086)	(\$203,476)	(\$234,940)	(\$234,366)	\$574	(0.2)	(\$234,366)	ALLOCATION OF UTILITY FUND OVERHEAD
45105	REIMBURSEMENT FROM CAPITAL PRJ	(\$160,700)	(\$164,000)	(\$167,280)	(\$170,600)	(\$3,320)	2.0	(\$170,600)	CAPITAL PROJECT MANAGEMENT OVERHEAD ALLOCATION
TOTAL MISC REVENUE		(\$342,786)	(\$367,476)	(\$402,220)	(\$404,966)	(\$2,746)	0.7		
46 REV FROM STATE									
46011	LAW ENFORCEMENT ASSISTANCE	(\$922,367)	(\$1,014,010)	(\$1,014,010)	(\$1,056,596)	(\$42,586)	4.2	(\$1,056,596)	STATE AID TO LOCALITIES WITH POLICE DEPARTMENTS
TOTAL REV FROM STATE		(\$922,367)	(\$1,014,010)	(\$1,014,010)	(\$1,056,596)	(\$42,586)	4.2		
51 PERSONNEL SERVICES									
TOTAL PERSONNEL SERVICES		\$2,043,117	\$1,762,158	\$2,220,230	\$2,462,069	\$241,839	(0.1)		

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100211 - POLICE - ADMINISTRATION									
52 CONTRACTUAL SERVICES									
52101	POSTAL SERVICES	\$1,068	\$1,213	\$3,000	\$2,000	(\$1,000)	(33.3)	\$2,000	POSTAGE AND SHIPPING. SHIPPING AND HANDLING OF PURCHASES.
52102	TELECOMMUNICATION SERVICES	\$218,034	\$233,500	\$226,817	\$250,417	\$23,600	10.4	\$15,000	AIRCARDS. CDMA SERVICE, MDT MODEMS
								\$2,000	IPAD DATA PLAN FOR UNMANNED AERIAL SYSTEMS (UAS) TEAM.
								\$6,000	WEB BASED REPORTS & MAPPING - PROVIDES CRIME ANALYSIS INFORMATION TO THE PUBLIC.
								\$187,000	CELL PHONE SERVICE, SATELLITE SERVICE FOR EMERGENCY COMMUNICATIONS.
								\$1,417	CAMERA TRAILER INTERNET SERVICES.
								\$39,000	FIBER SUBSCRIPTION FOR BODY WORN (BWC) AND IN-CAR CAMERAS (ICC)
52103	PRINTING SERVICES	\$1,343	\$3,947	\$3,000	\$4,000	\$1,000	33.3	\$4,000	BUSINESS CARDS, BROCHURES, ANNUAL REPORT, AND OTHER PRINTING SERVICES
52201	ORGANIZATION MEMBERSHIPS	\$120,884	\$121,978	\$125,515	\$157,865	\$32,350	25.8	\$200	NORTHERN VIRGINIA EMERGENCY RESPONSE SYSTEMS (NVERS) ROOK MOU (ARMORED VEHICLE)
								\$380	INTERNATIONAL ASSOCIATION OF CHIEFS OF POLICE (IACP) (CHIEF & MAJOR)
								\$700	VA ASSOC. OF CHIEFS OF POLICE (CHIEF & MAJOR) VACP
								\$1,225	PROFESSIONAL EXECUTIVE LEADERSHIP SCHOOL ALUMNI (1 MAJOR AND 6 LTs)
								\$150	EASTERN REGION POLICE RECRUITERS & APPLICANT INVESTIGATORS ASSOC. (RECRUITMENT/BACKGROUND OFFICER)
								\$200	STANDARDS COMMISSION (ACCREDITATION DUES FOR DEPARTMENT) VLEPSC & VALEAC
								\$75	INNOVATIVE CREDIT SOLUTIONS (DEPT. - FOR CREDIT INVESTIGATIONS)
								\$150	LOUDOUN CRIME COMMISSION (1 CHIEF; 1 MAJOR, 2 CAPTAINS; 6 LTs)

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100211 - POLICE - ADMINISTRATION									
								\$85	NATIONAL INFORMATION OFFICERS ASSOC. (PUBLIC INFORMATION OFFICER)
								\$55	PERSONAL PROTECTION CONSULTANTS (OCAT INSTRUCTOR)
								\$85	INTERNATIONAL ASSOCIATION OF LAW ENFORCEMENT PROFESSIONALS - 1 LIEUTENANT
								\$2,500	NORTHERN VIRGINIA EMERGENCY RESPONSE SYSTEM (NVERS) ANNUAL DUES.
								\$950	POLICE EXECUTIVE RESEARCH FORUM (CHIEF, MAJOR & CAPTAINS)
								\$60	ASSOC. OF CERTIFIED BACKGROUND INVESTIGATORS (RECRUITMENT/BACKGROUND OFFICER)
								\$220	FBI NATIONAL ACADEMY (MAJOR & CAPTAIN)
								\$20,320	NORTHERN VA CRIMINAL JUSTICE ACADEMY - DEBT SERVICE. FY21 ESTIMATED INCREASE ADDED. NVCJA
								\$130,000	NORTHERN VA CRIMINAL JUSTICE ACADEMY - OPERATING SERVICES (NVCJA)
								\$350	LOUDOUN CHAMBER OF COMMERCE (CHIEF)
								\$100	ANNUAL VALEAC DUES
								\$60	COSTCO MEMBERSHIP
52303	MANAGEMENT SERVICES	\$10,361	\$3,020	\$31,505	\$35,505	\$4,000	12.7	\$2,440	INVESTIGATIVE SERVICES
								\$1,525	SHREDDING SERVICES.
								\$610	VIRGINIA ACCREDITATION PROGRAM (VLEPSC)
								\$965	COURT SERVICES / TRANSCRIPTIONS SERVICES
								\$25,565	LOUDOUN COUNTY FALSE ALARM COLLECTIONS CONTRACT (25% OF COLLECTIONS) BASED ON HISTORICAL, REALLOCATED WITHIN 52303

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100211 - POLICE - ADMINISTRATION									
								\$400	WILDLIFE MANAGEMENT CONTROL (VULTURES)
								\$4,000	PROPERTY/EVIDENCE DRUG BURNS/DISPOSAL FROM DRUG DROP BOX IN LOBBY
52304	PERSONNEL MANAGEMENT SERVICES	\$18,763	\$77,009	\$31,510	\$31,510	\$0		\$465	CREDIT REPORTS ON APPLICANTS TO SCREEN FOR HIRE
								\$6,045	MEDICAL EXAMINATIONS. TO SCREEN POLICE OFFICER APPLICANTS AND OTHER STAFF, AS APPROPRIATE
								\$8,000	POLYGRAPH EXAMINATIONS. TO SCREEN APPLICANTS FOR HIRE
								\$9,000	PSYCHOLOGICAL EXAMINATIONS TO SCREEN POLICE OFFICER APPLICANTS FOR HIRE
								\$5,000	RECRUITMENT FAIRS AND EVENTS
								\$3,000	RETIREMENT (PLAQUES, FLAG, SHADOW BOX, ETC).
52306	LEGAL SERVICES	\$840	\$480	\$8,000	\$8,000	\$0		\$8,000	MANDATED PAYMENT TO PUBLIC DEFENDERS FOR LEGAL SERVICES
52307	ADVERTISING SERVICES	\$0	\$500	\$1,000	\$1,000	\$0		\$1,000	ADVERTISING SERVICES VIA SOCIAL MEDIA, PRINT, VIDEO, OR RADIO
52401	CUSTODIAL SERVICES	\$32,110	\$35,751	\$30,000	\$30,000	\$0		\$2,500	BATHROOMS/LOCKER ROOMS CLEANING AND SANITATION SERVICE
								\$2,000	BIO-HAZARD SERVICE.
								\$23,500	BUILDING CUSTODIAL SERVICE. FLOOR STRIPPING AND WAXING. CARPET SHAMPOOING
								\$2,000	CUSTODIAL SERVICE FOR THE RANGE PORTALET
52402	ELECTRICAL R&M SERVICES	\$1,945	\$0	\$3,000	\$3,000	\$0		\$3,000	GENERATOR - MAINTENANCE SERVICES AND REPAIRS AS NECESSARY
52403	EQUIPMENT R&M SERVICES	\$2,344	\$1,980	\$4,042	\$4,042	\$0		\$4,042	PRINTERS AND FAX MACHINES - MAINTENANCE AND REPAIRS
52405	MECHANICAL R&M SERVICES	\$30,055	\$27,029	\$27,000	\$27,000	\$0		\$27,000	HVAC MAINTENANCE & REPAIR

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100211 - POLICE - ADMINISTRATION									
52407	VEHICLE R&M SERVICES	\$286	\$1,439	\$7,500	\$7,500	\$0		\$7,500	COMMUNICATION INSTALLS: RADIOS AND COMPUTERS IN NEW VEHICLES & VEHICLES BEING REPAIRED
52409	BUILDING R&M SERVICES	\$4,501	\$3,350	\$17,000	\$11,020	(\$5,980)	(35.2)	\$10,000	FLOORING REPAIRS, PAINTING AND UNFORESEEN BUILDING MAINTENANCE
								\$1,020	PEST CONTROL
52502	UNIFORM SERVICES	\$8,976	\$7,671	\$20,000	\$20,000	\$0		\$20,000	DRY CLEANING AND ALTERATION SERVICES FOR UNIFORMS
52505	TOWING SERVICES	\$797	\$1,177	\$1,000	\$1,000	\$0		\$1,000	TOWING AND RECOVERY- LPD REIMBURSED FOR SOME; EXCLUDING SEIZED VEHICLES.
52601	COMPUTER HARDWARE MAINT SERV	\$0	\$0	\$201,000	\$201,000	\$0		\$201,000	COUNTY COST FOR RADIO LICENSING, MAINTENANCE, AND LABOR COSTS
52602	COMPUTER SOFTWARE MAINT SERV	\$37,845	\$37,737	\$49,952	\$57,064	\$7,112	14.2	\$3,000	MAINT OF FALSE ALARM SOFTWARE THAT COLLECTS CHARGES FOR FALSE ALARMS
								\$1,700	BACKGROUND INVESTIGATION SOFTWARE (RECRUITING OFFICER AND CAPTAIN)
								\$27,500	SOFTWARE LICENSE FOR DOCUMENT MANAGEMENT SOFTWARE.
								\$500	4D MAPPING SOFTWARE UAS TEAM
								\$7,152	DRONE SOFTWARE FOR UAS TEAM
								\$300	SOFTWARE USED BY SAFETY TEAM AND RECRUITMENT TEAM
								\$16,212	SOFTWARE USED BY DEPARTMENT MEMBERS FOR POLICY, TRAINING AND ACCREDITATION (ANNUAL SUBSCRIPTION COSTS).
								\$100	SOFTWARE FOR DEPARTMENT ACCESS BADGES; ANNUAL SUBSCRIPTION
								\$600	INVESTIGATIVE SOFTWARE
TOTAL CONTRACTUAL SERVICES		\$490,152	\$557,780	\$790,841	\$851,923	\$61,082	16.8		
53 MATERIAL & SUPPLIES									
53101	UNIFORM/APPAREL SUPPLIES	\$6,742	\$5,884	\$10,000	\$10,000	\$0		\$2,500	BADGES & UNIFORM PATCHES; NEW COLLAR BRASS TO MATCH NEW BADGE

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100211 - POLICE - ADMINISTRATION									
								\$7,500	UNIFORM REPLACEMENTS FOR ADMIN STAFF; CLASS A BLOUSE UNIFORM FOR NEW HIRES.
53102	OFFICE SUPPLIES	\$7,183	\$10,053	\$14,000	\$14,000	\$0		\$7,120	OFFICE SUPPLIES. BINDERS, FOLDERS, PAPER, NOTEBOOKS, CLIP BOARDS, PENS, PENCILS, MARKERS, ETC
								\$2,880	VA CODE BOOKS
								\$4,000	E-CITATION SUPPLIES (MOBILE PRINTER PAPER)
53103	STATIONERY AND FORMS	\$5,370	\$685	\$4,500	\$5,200	\$700	15.6	\$3,000	VA UNIFORM TRAFFIC SUMMONSES, WARNING TICKETS, PARKING CITATIONS
								\$1,500	REPORTS FORMS, LETTERHEAD & ENVELOPES
								\$700	IMPOUNDMENT STICKERS
53105	PACKAGING & SHIPPING SUPPLIES	\$1,216	\$2,956	\$1,900	\$1,900	\$0		\$1,900	PACKAGING SUPPLIES. BOXES, TAPE, CARTONS FOR EVIDENCE PACKAGING AND STORAGE
53106	FOOD AND BEVERAGES	\$5,305	\$8,491	\$5,000	\$5,000	\$0		\$5,000	WORKING LUNCH MEETINGS, VALOR AWARDS, EXTENDED EMERGENCY OPS & SPECIAL EVENTS- BASED ON HISTORICAL
53107	ADMIN TRAVEL (NONTRAINING)	\$3,658	\$8,129	\$10,000	\$10,000	\$0		\$10,000	PRISONER EXTRADITIONS, MEETINGS, AND TRAVEL FOR MAJOR CASES. COSTS FOR EXTRADITIONS ARE REIMBURSED
53301	BUILDING R&M MATERIALS	\$0	\$4,977	\$4,200	\$4,200	\$0		\$4,200	ANTICIPATED BUILDING REPAIR COSTS
53302	CUSTODIAL R&M MATERIALS	\$7,542	\$57	\$6,500	\$6,500	\$0		\$6,500	CUSTODIAL REPAIR SUPPLIES
53402	COMPUTER OPERATING SUPPLIES	\$8,209	\$18,784	\$19,500	\$15,000	(\$4,500)	(23.1)	\$15,000	COMPUTER OPERATING SUPPLIES. TONER CARTRIDGES
53403	LAW ENFORCEMENT SUPPLIES	\$40,103	\$61,162	\$81,760	\$81,760	\$0		\$30,000	PERSONNEL AMMUNITIONS & WEAPON SYSTEMS DEPLOYMENT; FY23 INCREASES DUE TO INCREASE IN AMMO COST AND PERSONNEL/TRAINING.
								\$12,780	MISCELLANEOUS LE EQUIPMENT (BATTERIES, LOCKOUT KITS, TIRE SPIKES, DIGITAL CAMERAS)
								\$11,450	TRAINING SUPPLIES
								\$2,030	BATTERY REPLACEMENT FOR RADIOS/MDT'S.

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100211 - POLICE - ADMINISTRATION									
								\$4,060	WEAPON LIGHTING SYSTEMS
								\$11,440	RANGE SUPPLIES
								\$5,000	UAS/DRONE PROGRAM COST
								\$5,000	RECRUITMENT GIVEAWAYS
TOTAL MATERIAL & SUPPLIES		\$85,327	\$121,179	\$157,360	\$153,560	(\$3,800)	(0.3)		
55 CONTINUOUS CHARGES									
55001	AUTOMOBILE LIABILITY	\$83,432	\$76,085	\$81,031	\$70,405	(\$10,626)	(13.1)	\$70,405	AUTOMOTIVE LIABILITY INSURANCE
55002	PROPERTY INSURANCE	\$3,642	\$4,185	\$4,458	\$4,661	\$203	4.6	\$4,661	PROPERTY INSURANCE
55004	GENERAL LIABILITY	\$24,228	\$37,299	\$39,724	\$67,809	\$28,085	70.7	\$67,809	GENERAL LIABILITY INSURANCE
55006	ELECTRICITY PAYMENTS	\$61,344	\$78,052	\$75,000	\$75,000	\$0		\$75,000	ELECTRICITY PAYMENTS
55007	NATURAL GAS PAYMENTS	\$10,167	\$9,308	\$17,000	\$17,000	\$0		\$17,000	NATURAL GAS PAYMENTS
55009	GASOLINE/DIESEL	\$104	\$1,374	\$1,500	\$1,500	\$0		\$1,500	FUEL FOR GENERATOR.
55011	OPERATING LEASE PAYMENTS	\$15,476	\$14,404	\$15,000	\$15,000	\$0		\$15,000	COPIER AND FAX MACHINE LEASING, INCREASED FROM \$11.8K TO \$15K
55012	EQUIPMENT RENTALS	\$600	\$600	\$1,200	\$1,200	\$0		\$1,200	RENTAL OF NIGHTVISION EQUIPMENT
55014	LODA (LINE OF DUTY ACT) INSURA	\$165,118	\$153,814	\$163,812	\$30,500	(\$133,312)	(81.4)	\$30,500	LODA (LINE OF DUTY ACT) INSURANCE
TOTAL CONTINUOUS CHARGES		\$364,111	\$375,122	\$398,725	\$283,075	(\$115,650)	(29.0)		
56 CAPITAL EXPENDITURES									
56201	COMPUTER EQUIPMENT	\$4,965	\$0	\$0	\$9,000	\$9,000		\$9,000	TWO COMPUTER SET UPS FOR SPEED CAMERA PROGRAM STAFF
56210	LAW ENFORCEMENT EQUIPMENT	\$0	\$4,184	\$9,492	\$8,480	(\$1,012)	(10.7)	\$4,090	GLOCK 17 REPLACEMENT WEAPONS DUE TO RETIREMENTS
								\$4,390	10 BENELLI SHOTGUNS
TOTAL CAPITAL EXPENDITURES		\$4,965	\$4,184	\$9,492	\$17,480	\$7,988	36.7		
DIV LOCAL TAX FUNDING TOTAL		\$1,501,438	\$1,271,384	\$1,774,318	\$1,520,445	(\$253,873)	4.5		

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100212 - POLICE - PATROL OPERATIONS									
44 CHARGES FOR SERVICES									
44901	SPECIAL EVENTS- BILLABLE OT	(\$28,194)	(\$16,266)	(\$60,000)	(\$60,000)	\$0		(\$60,000)	ESTIMATED OFF-DUTY AND SPECIAL EVENTS OT REVENUE. FY21 DECREASE OF 2,000 BASED ON HISTORICAL ACTUALS.
TOTAL CHARGES FOR SERVICES		(\$28,194)	(\$16,266)	(\$60,000)	(\$60,000)	\$0			
48 OTH FINANCE SOURCES									
48020	USE OF FUND BALANCE	\$0	\$0	(\$390,000)	\$0	\$390,000	(100.0)		
TOTAL OTH FINANCE SOURCES		\$0	\$0	(\$390,000)	\$0	\$390,000	(100.0)		
51 PERSONNEL SERVICES									
TOTAL PERSONNEL SERVICES		\$4,359,728	\$4,735,975	\$6,125,566	\$6,375,812	\$250,246	(6.7)		
52 CONTRACTUAL SERVICES									
52102	TELECOMMUNICATION SERVICES	\$0	\$0	\$2,200	\$0	(\$2,200)	(100.0)		
52201	ORGANIZATION MEMBERSHIPS	\$441	\$2,901	\$1,870	\$1,870	\$0		\$150	NATIONAL TACTICAL OFFICERS ASSOC (NTOA) - TEAM MEMBERSHIP
								\$225	NATIONAL CAPITAL REGION SWAT ASSOC (NCRSA) - TEAM MEMBERSHIP
								\$300	USPCA - US POLICE CANINE ASSOC. - 4 K9 HANDLERS.
								\$1,195	COG MEMBERSHIP. PROVIDES SPECIALIZED TRAINING; TRG VALUE EXCEEDS COST OF MEMBERSHIP
52403	EQUIPMENT R&M SERVICES	(\$246)	\$6,955	\$18,000	\$18,000	\$0		\$5,000	REPAIR & MAINT FOR CAMERA TRAILER; K-9 VEHIC; NOC; RADAR; INTOXIMETER & TINT METER CALIB
								\$13,000	DEPARTMENT WIDE ANNUAL TASER MAINTENANCE SERVICE
52407	VEHICLE R&M SERVICES	\$9,532	\$3,827	\$7,000	\$7,000	\$0		\$3,000	PATROL FLEET R&M NEEDS. CLEANING FEE ASSOCIATED WITH BIOHAZARD INCIDENTS
								\$4,000	K-9 SPECIFIC EQUIPMENT FOR (3) K-9 POLICE VEHICLES
52504	VETERINARY SERVICES	\$10,740	\$9,078	\$6,000	\$6,000	\$0		\$6,000	3 POLICE WORKING DOGS: MEDICAL TREATMENT
52505	TOWING SERVICES	\$75	\$1,026	\$1,000	\$1,000	\$0		\$1,000	EVIDENTIARY TOW & RECOVERY.
52601	COMPUTER HARDWARE MAINT SERV	\$62,325	\$62,325	\$62,325	\$62,325	\$0		\$32,175	ANNUAL SUBSCRIPTION COSTS FOR BODY WORN CAMERA (BWC) SYSTEM

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100212 - POLICE - PATROL OPERATIONS									
								\$30,150	ANNUAL SUBSCRIPTION COSTS FOR IN-CAR CAMERA (ICC) SYSTEM
52602	COMPUTER SOFTWARE MAINT SERV	\$815	\$384	\$7,308	\$7,808	\$500	6.8	\$6,708	WIRELESS-WIFI CAMERA SYSTEM MONITORING & MAINTENANCE MANAGED SERVICES
								\$600	K9 SOFTWARE USED BY CANINE OFFICERS
								\$500	ERT-NEGOTIATIONS
TOTAL CONTRACTUAL SERVICES		\$83,683	\$86,497	\$105,703	\$104,003	(\$1,700)	(0.3)		
53 MATERIAL & SUPPLIES									
53101	UNIFORM/APPAREL SUPPLIES	\$70,530	\$55,846	\$56,100	\$48,164	(\$7,936)	(14.1)	\$48,164	UNIFORM EXPENSES: PATROL, ERT, CIT, FTO, ACADEMY RECRUITS, BICYCLE UNIFORMS; INCLUDES BALLISTIC VESTS.
53102	OFFICE SUPPLIES	\$21	\$321	\$4,000	\$2,000	(\$2,000)	(50.0)		
								\$2,000	OFFICE SUPPLIES. FOLDERS, BINDERS, PAPER, PENS, CLIP BOARDS, NOTEBOOKS, ETC.
53402	COMPUTER OPERATING SUPPLIES	\$251	\$0	\$1,000	\$0	(\$1,000)	(100.0)		
53403	LAW ENFORCEMENT SUPPLIES	\$25,996	\$29,058	\$46,000	\$46,000	\$0		\$46,000	FLASHLIGHTS, OC, FLEX CUFFS, EVIDENCE PROCESSING SUPPLIES, BATTERIES, BICYCLES SUPPLIES, ETC
53407	CANINE SUPPLIES	\$15,449	\$12,317	\$18,500	\$18,500	\$0		\$15,000	REPLACEMENT OF 1 RETIRED CANINE.
								\$3,500	K-9 FOOD AND MISC. SUPPLIES
TOTAL MATERIAL & SUPPLIES		\$112,246	\$97,542	\$125,600	\$114,664	(\$10,936)	(8.7)		
56 CAPITAL EXPENDITURES									
56207	MOTOR VEHICLE EQUIPMENT	\$75	\$0	\$390,000	\$0	(\$390,000)	(100.0)		
56210	LAW ENFORCEMENT EQUIPMENT	\$4,487	\$6,820	\$5,300	\$55,000	\$49,700	937.7	\$10,000	MOBILE AUTOMATED FINGERPRINT IDENTIFICATION SYSTEM (AFIS); 1 UNIT FOR PATROL USE
								\$45,000	ENHANCEMENT: ELECTRONIC CONTROL DEVICES
TOTAL CAPITAL EXPENDITURES		\$4,562	\$6,820	\$395,300	\$55,000	(\$340,300)	(72.5)		

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100212 - POLICE - PATROL OPERATIONS									
46 REV FROM STATE									
46999	MISCELLANEOUS STATE GRANTS	\$0	\$0	\$0	(\$12,000)	(\$12,000)		(\$12,000)	FY 2025 HEAT GRANT
TOTAL REV FROM STATE		\$0	\$0	\$0	(\$12,000)	(\$12,000)			
52 CONTRACTUAL SERVICES									
52602	COMPUTER SOFTWARE MAINT SERV	\$0	\$0	\$0	\$12,000	\$12,000		\$12,000	INVESTIGATIVE CAMERA SYSTEM
TOTAL CONTRACTUAL SERVICES		\$0	\$0	\$0	\$12,000	\$12,000			
47 REV FROM FED GOVT									
47999	MISCELLANEOUS FEDERAL GRANTS	\$0	\$0	\$0	(\$7,937)	(\$7,937)		(\$7,937)	MISCELLANEOUS FEDERAL GRANTS
TOTAL REV FROM FED GOVT		\$0	\$0	\$0	(\$7,937)	(\$7,937)			
53 MATERIAL & SUPPLIES									
53101	UNIFORM/APPAREL SUPPLIES	\$0	\$0	\$0	\$7,937	\$7,937		\$7,937	BJA BULLETPROOF VEST GRANT
TOTAL MATERIAL & SUPPLIES		\$0	\$0	\$0	\$7,937	\$7,937			
PROJECT DINE OUTDOOR SIDEWALK DINING PROGRAM									
51 PERSONNEL SERVICES									
TOTAL PERSONNEL SERVICES		\$0	\$0	\$114,863	\$114,863	\$0	(50.0)		
TOTAL FOR PROJECT OUTDOOR SIDEWALK DINING PROGRAM				\$114,863	\$114,863		(50.0)		
DIV LOCAL TAX FUNDING TOTAL		\$4,532,026	\$4,910,567	\$6,417,032	\$6,704,342	\$287,310	(6.6)		

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100213 - POLICE - CRIMINAL INVESTIGATIONS									
44 CHARGES FOR SERVICES									
44901	SPECIAL EVENTS- BILLABLE OT	(\$36,644)	(\$10,920)	(\$34,000)	(\$34,000)	\$0		(\$34,000)	
TOTAL CHARGES FOR SERVICES		(\$36,644)	(\$10,920)	(\$34,000)	(\$34,000)	\$0			
47 REV FROM FED GOVT									
47012	FBI SAFE STREETS TASK FORCE	(\$2,830)	(\$1,204)	(\$39,000)	\$0	\$39,000	(100.0)		
TOTAL REV FROM FED GOVT		(\$2,830)	(\$1,204)	(\$39,000)	\$0	\$39,000	(100.0)		
51 PERSONNEL SERVICES									
TOTAL PERSONNEL SERVICES		\$1,717,971	\$1,582,966	\$2,060,610	\$2,402,518	\$341,908	6.7		
52 CONTRACTUAL SERVICES									
52201	ORGANIZATION MEMBERSHIPS	\$15,340	\$1,350	\$5,665	\$16,008	\$10,343	182.6	\$50	NATIONAL ASSOC. OF DRUG DIVERSION INVESTIGATORS (NADDI)- 1 DETECTIVE
								\$50	INTERNATIONAL HOMICIDE INVESTIGATORS ASSOC. (IHIA) - 1 DETECTIVE
								\$75	VIRGINIA HOMICIDE INVESTIGATORS ASSOC. (VHIA) - 3 DETECTIVES
								\$15	VIRGINIA GANG INVESTIGATORS ASSOC. (VGIA) - 1 DETECTIVE
								\$300	REGIONAL CRIME INFORMATION CENTER (ROCIC) - DEPARTMENT MEMBERSHIP
								\$5,000	MEMBERSHIP/CERTIFICATION RENEWAL
								\$1,300	VIRGINIA EMPLOYMENT COMMISSION (VEC) ACCESS - CRIME ANALYST
								\$9,218	RAPID/LEADS PAWN RECORDS ANNUAL FEE PER COG/NCR AGREEMENT
52303	MANAGEMENT SERVICES	\$125	\$3,777	\$3,570	\$3,570	\$0		\$1,070	CASE MGMT SERVICES; INTERNET PHONE PROVIDERS FOR COURT ORDERED RELEASE OF DATA FOR CASE INVESTIGATIONS
								\$2,500	DOA TRANSPORT OF BODY TO MEDICAL EXAMINER AND/OR HOSPITAL
52305	PUBLIC INFO & RELATIONS SERV	\$0	\$2,625	\$5,000	\$5,000	\$0		\$5,000	CONFIDENTIAL EXPENDITURES: EVIDENCE, INTERNET CRIMES AGAINST CHILDREN, INFORMANTS, ETC

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100213 - POLICE - CRIMINAL INVESTIGATIONS									
52505	TOWING SERVICES	\$275	\$275	\$1,020	\$1,020	\$0		\$1,020	TRANSPORTATION OF IMPOUNDED/RECOVERED VEHICLES FOR PROCESSING
52602	COMPUTER SOFTWARE MAINT SERV	\$5,500	\$10,563	\$14,393	\$14,393	\$0		\$4,613	BODY WIRE SOFTWARE
								\$650	DIGITAL FORENSIC SOFTWARE TOOL FOR LOW LEVEL ANALYSIS
								\$1,200	COVERT GPS TRACKER/MAPPING
								\$1,130	FORENSIC TOOL KIT LICENSE RENEWAL. SUITE OF DIGITAL FORENSIC SOFTWARE TOOLS FOR COMPUTERS AND PHONES
								\$6,100	MOBILE DEVICE FORENSIC SOFTWARE TOOL
								\$700	INTERNET EVIDENCE FINDER
TOTAL CONTRACTUAL SERVICES		\$21,240	\$18,590	\$29,648	\$39,991	\$10,343	57.1		
53 MATERIAL & SUPPLIES									
53102	OFFICE SUPPLIES	\$176	\$156	\$2,500	\$0	(\$2,500)	(100.0)		
53403	LAW ENFORCEMENT SUPPLIES	\$6,941	\$1,232	\$20,520	\$20,520	\$0		\$8,520	FINGERPRINT EVIDENCE SUPPLIES, FOOT/SHOE MOLDS, BODY BAGS, LOCKS, TOE TAGS, BATTERIES, ETC. LABORATORY & FIELD SUPPLIES FOR DEPARTMENT ID TECHS & DETECTIVES
								\$12,000	OUTFITTING OF SPECIAL INVESTIGATIONS DETECTIVES
TOTAL MATERIAL & SUPPLIES		\$7,116	\$1,388	\$23,020	\$20,520	(\$2,500)	(5.7)		
55 CONTINUOUS CHARGES									
55011	OPERATING LEASE PAYMENTS	\$27,555	\$10,295	\$19,440	\$19,440	\$0		\$9,720	SIU DETECTIVE TRANSPORTATION (2 OF 2 DETECTIVES)
								\$9,720	SIU DETECTIVE TRANSPORTATION (1 OF 2 DETECTIVES)
TOTAL CONTINUOUS CHARGES		\$27,555	\$10,295	\$19,440	\$19,440	\$0			

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100213 - POLICE - CRIMINAL INVESTIGATIONS									
<i>PROJECT 07101 GANG TASK FORCE</i>									
47 REV FROM FED GOVT									
47006	GANG OFFICER GRANT	(\$11,639)	(\$34,543)	(\$10,000)	\$0	\$10,000	(100.0)		
TOTAL REV FROM FED GOVT		(\$11,639)	(\$34,543)	(\$10,000)	\$0	\$10,000	(100.0)		
TOTAL FOR PROJECT GANG TASK FORCE		(\$11,639)	(\$34,543)	(\$10,000)		\$10,000	(100.0)		
DIV LOCAL TAX FUNDING TOTAL		\$1,722,770	\$1,566,572	\$2,049,718	\$2,448,469	\$398,751	11.7		

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100214 - POLICE - COMMUNITY SERVICES									
42 FINES & FORFEITURES									
42002	PARKING TICKET FINES	\$0	\$0	\$0	(\$181,800)	(\$181,800)		(\$181,800)	BASED ON CURRENT FY 2024 TREND. REALLOCATED FROM 100161 (FINANCE DEPARTMENT) TO ALIGN WITH PARKING ENFORCEMENT OFFICERS.
TOTAL FINES & FORFEITURES		\$0	\$0	\$0	(\$181,800)	(\$181,800)			
44 CHARGES FOR SERVICES									
44901	SPECIAL EVENTS- BILLABLE OT	(\$74,263)	(\$62,871)	(\$63,000)	(\$63,000)	\$0		(\$63,000)	ESTIMATED OFF-DUTY ASSIGNMENT AND SPECIAL EVENTS OT REVENUE. FY21 DECREASE BASED ON HISTORICAL ACTUALS.
TOTAL CHARGES FOR SERVICES		(\$74,263)	(\$62,871)	(\$63,000)	(\$63,000)	\$0			
45 MISC REVENUE									
45001	DONATION FOR SRO	(\$592,961)	(\$547,356)	(\$658,753)	(\$736,692)	(\$77,939)	11.8	(\$736,692)	LOUDOUN CO. CONTRIB. FOR SROS IN COUNTY MIDDLE & HIGH SCHOOLS LOCATED WITHIN LEESBURG
TOTAL MISC REVENUE		(\$592,961)	(\$547,356)	(\$658,753)	(\$736,692)	(\$77,939)	11.8		
51 PERSONNEL SERVICES									
TOTAL PERSONNEL SERVICES		\$1,835,755	\$1,767,893	\$2,514,905	\$2,193,782	(\$321,123)	(20.7)		
52 CONTRACTUAL SERVICES									
52201	ORGANIZATION MEMBERSHIPS	\$0	\$80	\$280	\$280	\$0		\$280	(7) NASRO MEMBERSHIPS (\$40 EA.)
52403	EQUIPMENT R&M SERVICES	\$3,800	\$1,224	\$6,875	\$3,781	(\$3,094)	(45.0)	\$1,650	FLEET CRUISER CALIBRATIONS - TWICE PER YEAR.
								\$1,100	RADAR TUNING FORK CALIBRATIONS
								\$1,031	SMART TRAILER, RADAR, AND MESSAGE BOARD REPAIR/MAINTENANCE
52502	UNIFORM SERVICES	\$0	\$0	\$750	\$750	\$0		\$750	UNIFORM SERVICES IN SUPPORT OF PARKING ENFORCEMENT STAFF
52602	COMPUTER SOFTWARE MAINT SERV	\$500	\$708	\$16,300	\$19,151	\$2,851	17.5	\$400	COMPUTER SOFTWARE MAINTENANCE FOR CRASH RECONSTRUCTION SOFTWARE
								\$900	RENEWAL FOR TMU SOFTWARE
								\$15,000	PARKING ENFORCEMENT OFFICER (PEO) COMPUTER SERVICES

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100214 - POLICE - COMMUNITY SERVICES									
								\$2,851	VARIABLE MESSAGE BOARD AND TRAILER ANNUAL SUBSCRIPTION COST
TOTAL CONTRACTUAL SERVICES		\$4,300	\$2,012	\$24,205	\$23,962	(\$243)	2.4		
53 MATERIAL & SUPPLIES									
53101	UNIFORM/APPAREL SUPPLIES	\$3,845	\$3,333	\$5,500	\$5,500	\$0		\$5,000	REPLACEMENT UNIFORMS
								\$500	UNIFORM/APPAREL SUPPLIES FOR PARKING ENFORCEMENT OFFICER (PEO) STAFF
53102	OFFICE SUPPLIES	\$0	\$7	\$1,000	\$0	(\$1,000)	(100.0)		
53106	FOOD AND BEVERAGES	\$30	\$241	\$1,000	\$1,000	\$0		\$1,000	POLICE CAMPS, CRIME PREVENTION MEETINGS, SPECIAL OPERATIONS
53107	ADMIN TRAVEL (NONTRAINING)	\$0	\$0	\$3,700	\$3,700	\$0		\$1,500	SENIOR POLICE CAMP. SENIOR POLICE CAMP DEVELOPMENT.
								\$1,500	TEEN OUTREACH SUMMER CAMP PROGRAM FIELD TRIPS (ADMISSIONS)
								\$700	POLICE CAMP FIELD TRIPS. YOUTH OUTREACH FIELD TRIPS TO D.C. & OTHER VENUES (ADMISSION COSTS).
53305	VEHICLE R&M MATERIALS	\$1,392	\$1,934	\$5,000	\$5,000	\$0		\$5,000	MOBILE COMMAND CENTER SUPPLIES/UPKEEP
53403	LAW ENFORCEMENT SUPPLIES	\$9,193	\$9,028	\$17,051	\$15,294	(\$1,757)	(10.3)	\$4,000	CRIME PREVENTION / PUBLIC SAFETY DAYS
								\$1,310	TOWN SPONSORED EVENTS / OUTREACH, ROCK PROGRAM SUPPORT
								\$4,947	TRAFFIC / PEDESTRIAN SAFETY SIGNS, CRIME PREVENTION BROCHURES
								\$2,037	REPLACEMENT OF AUTOMATIC EXTERNAL DEFIBRILLATOR (AED)
								\$2,500	TEEN OUTREACH SUMMER CAMP PROGRAM SUPPLIES
								\$500	METER BAGS FOR THE PARKING ENFORCEMENT TEAM
TOTAL MATERIAL & SUPPLIES		\$14,460	\$14,544	\$33,251	\$30,494	(\$2,757)	(9.0)		
DIV LOCAL TAX FUNDING TOTAL		\$1,187,291	\$1,174,222	\$1,850,608	\$1,266,746	(\$583,862)	(37.0)		

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100215 - POLICE - INFORMATION SERVICES									
44 CHARGES FOR SERVICES									
44901	SPECIAL EVENTS- BILLABLE OT	(\$585)	(\$195)	(\$3,000)	(\$3,000)	\$0		(\$3,000)	ESTIMATED OFF-DUTY ASSIGNMENT AND SPECIAL EVENTS OT REVENUE
TOTAL CHARGES FOR SERVICES		(\$585)	(\$195)	(\$3,000)	(\$3,000)	\$0			
51 PERSONNEL SERVICES									
TOTAL PERSONNEL SERVICES		\$1,645,023	\$1,905,537	\$2,542,387	\$2,596,530	\$54,143	(14.1)		
52 CONTRACTUAL SERVICES									
52102	TELECOMMUNICATION SERVICES	\$4,153	\$10,670	\$3,000	\$3,000	\$0		\$3,000	TELEPHONE FOREIGN LANGUAGE TRANSLATION SERVICE PROVIDED BY SIGN LANGUAGE USA
52201	ORGANIZATION MEMBERSHIPS	\$2,345	\$2,361	\$2,510	\$2,510	\$0		\$2,000	LINX PROGRAM
								\$400	APCO MEMBERSHIP FOR ECC STAFF
								\$60	VIRGINIA CRIME ANALYSIS NETWORK (VCAN) MEMBERSHIP
								\$50	INTERNATIONAL ASSOCIATION OF LAW ENFORCEMENT INTELLIGENCE ANALYSTS (IALEIA)
52403	EQUIPMENT R&M SERVICES	\$32,123	\$33,087	\$40,179	\$40,179	\$0		\$35,000	MOTOROLA RADIO SYSTEM SERVICE CONTRACT
								\$3,021	MAINTENANCE AND REPAIR OF LOGGING EQUIPMENT
								\$2,158	FIRE ALARM PANEL SERVICE AND MAINTENANCE
52602	COMPUTER SOFTWARE MAINT SERV	\$133,741	\$138,922	\$160,090	\$160,090	\$0		\$6,570	RECORDING MAINTENANCE FOR RADIO TRAFFIC
								\$1,500	TEXT-TO-911 SUBSCRIPTION FEE
								\$27,830	CALL HANDLING EQUIPMENT
								\$4,000	SOFTWARE REQUIRED BY CJIS FOR ADVANCED AUTHENTICATION AND USED FOR CONNECTIVITY TO TABLETS
								\$1,200	MESSANGER LICENSE MAINTENANCE FOR VCIN
								\$84,540	SOFTWARE MAINTENANCE OF RMS, CAD, MOBILE

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100215 - POLICE - INFORMATION SERVICES									
								\$6,000	MAINTENANCE OF COMMUNICATION CENTER TELEPHONE CALL RECORDING SYSTEM SOFTWARE (VOIP)
								\$16,850	UPGRADED CAD MODULES MAINTENANCE AND HOSTING FEES
								\$600	SOFTWARE LICENSE FOR USE BY CRIME ANALYST
								\$4,000	SOFTWARE FOR USE BY CRIME ANALYST
								\$2,500	SOFTWARE FOR USE BY CRIME ANALYST
								\$4,500	ANNUAL MAINT & SUPPORT FOR CAD XML EXPORT & LINX INTERFACE,
TOTAL CONTRACTUAL SERVICES		\$172,362	\$185,040	\$205,779	\$205,779	\$0			
53 MATERIAL & SUPPLIES									
53101	UNIFORM/APPAREL SUPPLIES	\$1,772	\$4,623	\$2,400	\$2,400	\$0		\$2,400	REPLACEMENT UNIFORMS
53102	OFFICE SUPPLIES	\$560	\$792	\$2,792	\$2,792	\$0		\$2,792	OFFICE SUPPLIES: PENS, MARKERS, PAPER, LAMINATING SHEETS, FILE FOLDERS, ETC
53402	COMPUTER OPERATING SUPPLIES	\$6,013	\$0	\$4,500	\$4,500	\$0		\$1,500	INK AND TONER CARTRIDGES FOR PRINTERS.
								\$3,000	COMPUTER REPLACEMENT COMPONENTS AND PERIPHERALS (MONITORS, KEYBOARDS, MOUSE, ETC).
53403	LAW ENFORCEMENT SUPPLIES	\$647	\$1,263	\$1,250	\$1,250	\$0		\$1,250	DISPATCHING. REPLACE RADIO HEADSETS THAT ARE NO LONGER USABLE.
TOTAL MATERIAL & SUPPLIES		\$8,992	\$6,678	\$10,942	\$10,942	\$0			
55 CONTINUOUS CHARGES									
55011	OPERATING LEASE PAYMENTS	\$0	\$0	\$6,000	\$6,000	\$0		\$6,000	LEASING OF COPIER MACHINE
TOTAL CONTINUOUS CHARGES		\$0	\$0	\$6,000	\$6,000	\$0			
56 CAPITAL EXPENDITURES									
56201	COMPUTER EQUIPMENT	\$0	\$11,271	\$5,000	\$1,500	(\$3,500)	(70.0)	\$1,500	HOTSPOTS FOR INTRADO CALL HANDLING EQUIPMENT (MI-FI DEVICES)
TOTAL CAPITAL EXPENDITURES		\$0	\$11,271	\$5,000	\$1,500	(\$3,500)	(70.0)		

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100215 - POLICE - INFORMATION SERVICES									
<i>PROJECT ESUMM E SUMMONS PROGRAM</i>									
45 MISC REVENUE									
45014	E-SUMMONS REVENUE	\$0	\$0	(\$43,700)	(\$43,700)	\$0		(\$43,700)	E-SUMMONS REVENUE TO SUPPORT THE ELECTRONIC SUMMONS PROGRAM
TOTAL MISC REVENUE		\$0	\$0	(\$43,700)	(\$43,700)	\$0			
48 OTH FINANCE SOURCES									
48020	USE OF FUND BALANCE	\$0	\$0	\$0	(\$61,890)	(\$61,890)		(\$61,890)	USE OF E-SUMMONS RESERVE
TOTAL OTH FINANCE SOURCES		\$0	\$0	\$0	(\$61,890)	(\$61,890)			
52 CONTRACTUAL SERVICES									
52102	TELECOMMUNICATION SERVICES	\$5,178	\$5,952	\$4,800	\$4,800	\$0		\$4,800	E-SUMMONS AT&T DATA SERVICES
52602	COMPUTER SOFTWARE MAINT SERV	\$13,662	\$12,012	\$11,000	\$24,200	\$13,200	120.0	\$11,000	E-SUMMONS ANNUAL FEE/ AND SOFTWARE MAINTENANCE
								\$13,200	ADDITIONAL LICENSES
TOTAL CONTRACTUAL SERVICES		\$18,840	\$17,964	\$15,800	\$29,000	\$13,200	98.5		
56 CAPITAL EXPENDITURES									
56201	COMPUTER EQUIPMENT	\$27,411	\$23,170	\$25,000	\$76,590	\$51,590	206.4	\$20,000	MDTS ANNUAL, RECURRING REPLACEMENTS
								\$5,000	MISC. EQUIPMENT REPLACEMENT
								\$51,590	PRINTER AND BRACKET REPLACEMENT
TOTAL CAPITAL EXPENDITURES		\$27,411	\$23,170	\$25,000	\$76,590	\$51,590	206.4		
TOTAL FOR PROJECT E SUMMONS PROGRAM		\$46,250	\$41,134	(\$2,900)		\$2,900	205.3		
DIV LOCAL TAX FUNDING TOTAL		\$1,872,042	\$2,149,465	\$2,764,208	\$2,817,751	\$53,543	(6.1)		

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100216 - POLICE -CITIZENS SUPPORT TEAM									
53 MATERIAL & SUPPLIES									
53101	UNIFORM/APPAREL SUPPLIES	\$33	\$0	\$880	\$880	\$0		\$880	ADDITIONAL AND REPLACEMENT UNIFORMS FOR SUPPORT TEAM MEMBERS.
53403	LAW ENFORCEMENT SUPPLIES	\$187	\$0	\$515	\$515	\$0		\$515	FINGERPRINT SUPPLIES, DNA KITS, BATTERIES, & MISC. EQUIPMENT.
TOTAL MATERIAL & SUPPLIES		\$220	\$0	\$1,395	\$1,395	\$0			
55 CONTINUOUS CHARGES									
55001	AUTOMOBILE LIABILITY	\$1,166	\$6,671	\$5,815	\$5,052	(\$763)	(13.1)	\$5,052	AUTOMOTIVE LIABILITY INSURANCE
TOTAL CONTINUOUS CHARGES		\$1,166	\$6,671	\$5,815	\$5,052	(\$763)	(13.1)		
DIV LOCAL TAX FUNDING TOTAL		\$1,386	\$6,671	\$7,210	\$6,447	(\$763)	(10.6)		

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100220 - POLICE - FIRE & RESCUE CONTRIBUTION									
46 REV FROM STATE									
46010	STATE FIREMAN'S FUND	(\$172,488)	(\$193,584)	(\$160,000)	(\$240,000)	(\$80,000)	50.0	(\$240,000)	FORECASTED AID TO LOCALITIES FUNDING FROM VIRGINIA FIRE PROGRAMS. PASS THROUGH TO LEESBURG VOLUNTEER FIRE DEPARTMENT
TOTAL REV FROM STATE		(\$172,488)	(\$193,584)	(\$160,000)	(\$240,000)	(\$80,000)	50.0		
54 MISC EXP									
54003	GRANTS&CONTRIB TO OTHER ORGAN	\$172,488	\$193,584	\$160,000	\$240,000	\$80,000	50.0	\$240,000	FORECASTED AID TO LOCALITIES FUNDING FROM VIRGINIA FIRE PROGRAMS. PASS THROUGH TO LEESBURG VOLUNTEER FIRE DEPARTMENT
TOTAL MISC EXP		\$172,488	\$193,584	\$160,000	\$240,000	\$80,000	50.0		
DIV LOCAL TAX FUNDING TOTAL		\$0	\$0	\$0	\$0	\$0			

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100311 - PUBLIC WORKS - ADMINISTRATION DIVISION									
40 TAXES									
40508	RIGHT OF WAY USE TAX	(\$202,988)	(\$115,423)	(\$200,000)	(\$150,000)	\$50,000	(25.0)	(\$150,000)	CONTRACTUAL RATES
TOTAL TAXES		(\$202,988)	(\$115,423)	(\$200,000)	(\$150,000)	\$50,000	(25.0)		
44 CHARGES FOR SERVICES									
44999	MISC CHARGE FOR SERVICES	(\$27,500)	(\$36,812)	(\$20,000)	(\$30,000)	(\$10,000)	50.0	(\$30,000)	BOND AND MISC. PROCESSING FEES
TOTAL CHARGES FOR SERVICES		(\$27,500)	(\$36,812)	(\$20,000)	(\$30,000)	(\$10,000)	50.0		
45 MISC REVENUE									
45101	REIMBURSE FROM UTILITIES FUND	(\$37,609)	(\$42,027)	(\$48,526)	(\$48,407)	\$119	(0.2)	(\$48,407)	REIMBURSE FROM UTILITIES FUND
45105	REIMBURSEMENT FROM CAPITAL PRJ	(\$178,200)	(\$181,800)	(\$185,436)	(\$189,100)	(\$3,664)	2.0	(\$189,100)	CIP OVERHEAD ADMINISTRATIVE REIMBURSEMENT
TOTAL MISC REVENUE		(\$215,809)	(\$223,827)	(\$233,962)	(\$237,507)	(\$3,545)	1.5		
46 REV FROM STATE									
46009	HIGHWAY MAINTENANCE	(\$4,030,250)	(\$4,679,683)	(\$4,395,000)	(\$5,100,000)	(\$705,000)	16.0	(\$5,100,000)	INCREASE DUE TO DISTRIBUTION FORMULA OF LANE MILES OF ROADWAY
TOTAL REV FROM STATE		(\$4,030,250)	(\$4,679,683)	(\$4,395,000)	(\$5,100,000)	(\$705,000)	16.0		
48 OTH FINANCE SOURCES									
48020	USE OF FUND BALANCE	\$0	\$0	(\$393,125)	\$0	\$393,125	(100.0)		
TOTAL OTH FINANCE SOURCES		\$0	\$0	(\$393,125)	\$0	\$393,125	(100.0)		
51 PERSONNEL SERVICES									
TOTAL PERSONNEL SERVICES		\$1,034,614	\$1,055,671	\$1,315,883	\$1,431,984	\$116,101	(5.0)		
52 CONTRACTUAL SERVICES									
52101	POSTAL SERVICES	\$105	\$540	\$100	\$100	\$0		\$100	GENERAL POSTAGE COSTS ASSOCIATED WITH PURCHASES
52102	TELECOMMUNICATION SERVICES	\$6,515	\$8,130	\$7,860	\$7,860	\$0		\$7,860	INCREASE TO MATCH ACTUALS FROM 2023
52103	PRINTING SERVICES	\$0	\$0	\$660	\$600	(\$60)	(9.1)	\$600	
52201	ORGANIZATION MEMBERSHIPS	\$607	\$522	\$1,400	\$1,400	\$0		\$1,400	ASCE \$450, 2 (TWO) APWA \$250 - MOVED GROUP MEMBERSHIP FOR OPERATIONS STAFF TO 313, URBAN FORESTRY-CERT ARBORIST \$400; TRAQ \$220

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100311 - PUBLIC WORKS - ADMINISTRATION DIVISION									
52202	PUBLICATION SUBSCRIPTIONS	\$74	\$106	\$100	\$110	\$10	10.0	\$110	ENGINEERING NEWS RECORD (ENR) SUBSCRIPTION THAT IS USED FOR CPI FOR CONSTRUCTION PROJECTS. REQUIRED VA STATE CODE UPDATES
52303	MANAGEMENT SERVICES	\$100	\$23	\$100	\$100	\$0		\$100	MONTHLY CHARGE FOR SHREDDING SERVICES
52307	ADVERTISING SERVICES	\$402	\$2,655	\$400	\$400	\$0		\$400	ADVERTISING FOR VACANT POSITIONS
52310	FORESTRY SERVICES	\$113,094	\$49,587	\$167,000	\$167,000	\$0		\$160,000	AREAS OF TOWN RESPONSIBILITY FOR LANDSCAPE MAINTENANCE, I.E. MEDIANS ON S. KING, BATTLEFIELD PKWY, MOMS, AND ROADWAYS INTO TOWN. NEW CONTRACT VALUE BASED ON BIDS RECEIVED IN DECEMBER 2023. NEW MAINTENANCE CONTRACT OUT TO BID, ANTICIPATE CPI INCREASE OF 3%
								\$5,000	SMALL PRUNING DONE IN-HOUSE AND NEEDED MATERIALS FOR THIS WORK
								\$2,000	TREE REPLACEMENTS FOR DEAD OR DYING TREES THAT HAVE TO BE REMOVED
52501	ARCHITECTURE&ENGINEE RING SERV	\$0	\$94,789	\$318,125	\$0	(\$318,125)	(100.0)		
52602	COMPUTER SOFTWARE MAINT SERV	\$31,102	\$40,066	\$85,000	\$85,000	\$0		\$85,000	ENTERPRISE LICENSE IN IT BUDGET. DEVELOPMENT COSTS FOR OTHER DIVISION IMPLEMENTATION AND TRAINING IS INCLUDED. \$10-\$15,000 FOR SETTING UP THE TRAINING ENVIRONMENT FOR BUILDING ADDITIONAL MODULES AND REVAMP OF SOME IMPLEMENTED MODULES.
TOTAL CONTRACTUAL SERVICES		\$151,998	\$196,418	\$580,745	\$262,570	(\$318,175)	(61.5)		
53 MATERIAL & SUPPLIES									
53102	OFFICE SUPPLIES	\$1,551	\$1,216	\$250	\$300	\$50	20.0	\$300	GENERAL OFFICE SUPPLIES AND PRINTER SUPPLIES
53103	STATIONERY AND FORMS	\$0	\$153	\$500	\$500	\$0		\$500	LETTERHEAD, BUSINESS CARDS AND OTHER MATERIAL
53202	FIELD SUPPLIES	\$0	(\$38)	\$0	\$0	\$0			

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100311 - PUBLIC WORKS - ADMINISTRATION DIVISION									
53402	COMPUTER OPERATING SUPPLIES	\$1,438	\$1,387	\$1,000	\$1,000	\$0		\$1,000	
TOTAL MATERIAL & SUPPLIES		\$2,989	\$2,718	\$1,750	\$1,800	\$50	2.9		
55 CONTINUOUS CHARGES									
55001	AUTOMOBILE LIABILITY	\$12,439	\$10,433	\$11,309	\$9,826	(\$1,483)	(13.1)	\$9,826	AUTOMOTIVE LIABILITY INSURANCE
55002	PROPERTY INSURANCE	\$11,150	\$12,813	\$11,931	\$12,475	\$544	4.6	\$12,475	PROPERTY INSURANCE
55011	OPERATING LEASE PAYMENTS	\$0	\$0	\$75,000	\$110,712	\$35,712	47.6	\$110,712	LEASE FOR PUBLIC WORKS AND CAPITAL PROJECTS OFFICE SPACE
TOTAL CONTINUOUS CHARGES		\$23,589	\$23,246	\$98,240	\$133,013	\$34,773	35.4		
56 CAPITAL EXPENDITURES									
56201	COMPUTER EQUIPMENT	\$922	\$1,078	\$1,500	\$1,500	\$0		\$1,500	REPLACEMENT TABLET AND MONITORS
56202	COMPUTER SOFTWARE	\$47	\$0	\$4,000	\$4,000	\$0		\$4,000	SOFTWARE AS NEEDED FOR ENGINEERING WORK BY DPW ADMIN STAFF; BLUEBEAM, LASERFICHE
TOTAL CAPITAL EXPENDITURES		\$969	\$1,078	\$5,500	\$5,500	\$0			
DIV LOCAL TAX FUNDING TOTAL		(\$3,262,387)	(\$3,776,613)	(\$3,239,969)	(\$3,682,640)	(\$442,671)	61.1		

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100312 - PUBLIC WORKS - ENGINEERING & INSPECTIONS DIVISION									
41 PERMITS & FEES									
41999	MISC PERMITS & FEES	(\$160,356)	(\$42,455)	(\$25,000)	(\$25,000)	\$0		(\$25,000)	RIGHT-OF-WAY PERMIT FEES
TOTAL PERMITS & FEES		(\$160,356)	(\$42,455)	(\$25,000)	(\$25,000)	\$0			
45 MISC REVENUE									
45105	REIMBURSEMENT FROM CAPITAL PRJ	(\$34,000)	(\$34,700)	(\$35,394)	(\$36,100)	(\$706)	2.0	(\$36,100)	CIP OVERHEAD ALLOCATION
TOTAL MISC REVENUE		(\$34,000)	(\$34,700)	(\$35,394)	(\$36,100)	(\$706)	2.0		
51 PERSONNEL SERVICES									
TOTAL PERSONNEL SERVICES		\$691,949	\$720,758	\$779,620	\$780,162	\$542	(4.9)		
52 CONTRACTUAL SERVICES									
52101	POSTAL SERVICES	\$2,939	\$5,564	\$6,000	\$0	(\$6,000)	(100.0)		
52102	TELECOMMUNICATION SERVICES	\$5,292	\$6,072	\$6,400	\$6,400	\$0		\$6,400	4 CELL PHONES, 4 MIFI FOR LAPTOPS, 4 TABLET CONNECTIONS.
52103	PRINTING SERVICES	\$1,187	\$1,415	\$3,000	\$0	(\$3,000)	(100.0)		
52201	ORGANIZATION MEMBERSHIPS	\$8,904	\$6,981	\$6,450	\$0	(\$6,450)	(100.0)		
52202	PUBLICATION SUBSCRIPTIONS	\$0	\$546	\$2,800	\$2,800	\$0		\$2,800	CODE UPDATES, UPDATE TO SITE FOR BONDING VERIFICATION
52303	MANAGEMENT SERVICES	\$18,939	\$11,698	\$145,000	\$0	(\$145,000)	(100.0)		
52307	ADVERTISING SERVICES	\$0	\$0	\$500	\$100	(\$400)	(80.0)	\$100	LEAVE \$100 FOR SMALL ADVERTISEMENTS FOR MILL & PAVE PROGRAM; BALANCE OF \$400 TO MOVE TO 100322 FOR FY 25
52308	COMPLIANCE TESTING & SERVICES	\$3,000	\$3,000	\$3,000	\$0	(\$3,000)	(100.0)		
52501	ARCHITECTURE&ENGINEE RING SERV	\$17,160	\$19,536	\$40,000	\$40,000	\$0		\$40,000	MISC STUDIES OR ENGINEERING INSPECTIONS NEEDED FOR UNFORSEEN ISSUES SUCH AS SINK HOLES, RIGHT OF WAY ACCIDENT DAMAGE, ETC.
52602	COMPUTER SOFTWARE MAINT SERV	\$0	\$0	\$1,500	\$1,500	\$0		\$1,500	TRIMBLE UNIT SOFTWARE FEES
TOTAL CONTRACTUAL SERVICES		\$57,422	\$54,812	\$214,650	\$50,800	(\$163,850)	(76.3)		
53 MATERIAL & SUPPLIES									
53101	UNIFORM/APPAREL SUPPLIES	\$96	\$0	\$800	\$800	\$0		\$800	NEEDED SAFETY APPAREL AND SUPPLIES FOR INSPECTIONS
53102	OFFICE SUPPLIES	\$4,498	\$1,839	\$3,000	\$3,000	\$0		\$3,000	

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100312 - PUBLIC WORKS - ENGINEERING & INSPECTIONS DIVISION									
53103	STATIONERY AND FORMS	\$0	\$0	\$400	\$400	\$0		\$400	
53202	FIELD SUPPLIES	\$797	\$2,604	\$1,500	\$1,500	\$0		\$1,500	MARKING PAINT, FLAGGING TAPE AND SMALL FLAGS, MEASURING DEVICES, CALIBRATION OF SMART LEVELS
53402	COMPUTER OPERATING SUPPLIES	\$0	\$309	\$200	\$200	\$0		\$200	
TOTAL MATERIAL & SUPPLIES		\$5,391	\$4,752	\$5,900	\$5,900	\$0			
56 CAPITAL EXPENDITURES									
56201	COMPUTER EQUIPMENT	\$2,230	\$3,575	\$3,000	\$3,000	\$0		\$3,000	REPLACEMENT MONITORS FOR BLUEBEAM
56202	COMPUTER SOFTWARE	\$0	\$0	\$2,000	\$2,000	\$0		\$2,000	PAVER LICENSE FEES, ANNUAL COSTS FOR 3-4 LICENSES
TOTAL CAPITAL EXPENDITURES		\$2,230	\$3,575	\$5,000	\$5,000	\$0			
PROJECT 17006 RECURRING WINTER EVENTS									
51 PERSONNEL SERVICES									
TOTAL PERSONNEL SERVICES		\$0	\$0	\$1,150	\$1,150	\$0			
TOTAL FOR PROJECT RECURRING WINTER EVENTS				\$1,150	\$1,150				
DIV LOCAL TAX FUNDING TOTAL		\$562,636	\$706,741	\$945,926	\$781,912	(\$164,014)	(20.8)		

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100313 - PUBLIC WORKS - STREETS DIVISION									
43 USE MONEY&PROPERTY									
43002	INSURANCE RECOVERIES	(\$10,358)	(\$2,576)	(\$40,000)	(\$40,000)	\$0		(\$40,000)	INSURANCE RECOVERIES
TOTAL USE MONEY&PROPERTY		(\$10,358)	(\$2,576)	(\$40,000)	(\$40,000)	\$0			
44 CHARGES FOR SERVICES									
44901	SPECIAL EVENTS- BILLABLE OT	(\$1,050)	(\$120)	(\$25,000)	(\$25,000)	\$0		(\$25,000)	
TOTAL CHARGES FOR SERVICES		(\$1,050)	(\$120)	(\$25,000)	(\$25,000)	\$0			
51 PERSONNEL SERVICES									
TOTAL PERSONNEL SERVICES		\$2,696,524	\$2,928,271	\$3,128,563	\$3,338,733	\$210,170	(6.2)		
52 CONTRACTUAL SERVICES									
52101	POSTAL SERVICES	\$0	\$28	\$200	\$200	\$0		\$200	GENERAL MAILINGS AND SHIPPING COSTS
52102	TELECOMMUNICATION SERVICES	\$29,917	\$31,523	\$38,000	\$38,000	\$0		\$38,000	14 IPHONES; FLIP PHONES; IPADS; MIFI, 11 VEHICLE ROUTERS; PT&T AT \$5/MONTH AND CARRIER LICENSE (LMR) (VEHICLE AVL/GPS UNIT SERVICE COST CONSOLIDATED TO FLEETS TELECOM W/2023 BUDGET) ADD PTT LICENSES FOR CONTRACTOR TRUCKS DURING SNOW.
52201	ORGANIZATION MEMBERSHIPS	\$786	\$1,264	\$2,500	\$2,500	\$0		\$2,500	APWA FOR GROUP AT \$2000; ASCE MEMBERSHIP
52203	EMPLOYEE TRAINING COURSES	\$9,129	\$20,197	\$10,000	\$10,000	\$0		\$10,000	CDL TRAINING COSTS PER FEDERAL REQUIREMENTS BASIC/INTERMEDIATE WORK ZONE TRAINING, APWA CLASSES, MPWI LEADERSHIP SESSIONS, MONTHLY TRAINING SUBSCRIPTION
52304	PERSONNEL MANAGEMENT SERVICES	\$390	\$2,128	\$400	\$2,000	\$1,600	400.0	\$2,000	REIMBURSEMENTS FOR CDL LICENSE FEES AND DOT PHYSICALS. REQUIRED FOR RENEWALS OF CURRENT STAFF AND NEW HIRES IN FY25
52307	ADVERTISING SERVICES	\$148	\$9	\$2,000	\$500	(\$1,500)	(75.0)	\$500	DECREASED DUE TO MINIMAL ADVERTISING VIA PRINT MEDIA
52408	SIDEWALK/CURBS/GUTTE R R&M SERV	\$116,065	\$75,580	\$140,000	\$150,000	\$10,000	7.1	\$72,000	CONCRETE AND BRICK SIDEWALK REPAIRS AND MAINTENANCE; ADA COMPLIANCE. COMPLETED BY TOL STAFF

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100313 - PUBLIC WORKS - STREETS DIVISION									
								\$78,000	INCREASE DUE TO CONTRACT RENEWAL INCREASE AND COST OF CONCRETE
52410	ROW GROUNDS R&M	\$182,515	\$294,337	\$295,000	\$390,000	\$95,000	32.2	\$60,000	CONTRACT SERVICES FOR BULK LEAF COLLECTION. LEFT FLAT DUE TO THE NUMBER OF DAYS USING THE CONTRACTOR.
								\$160,000	GUARDRAILS, FENCE REPAIRS, DEBRIS DISPOSAL (LANDFILL FEES), VEGETATION CONTROL, NUISANCE COMPLAINTS, AND GRAVEL SHOULDER MAINTENANCE. (ADDITIONAL FUNDS NEEDED IN FY25 TO COVER EXTRA COSTS FOR CRACK SEALING - RAMPED UP PROGRAM PLUS CONTRACTED SERVICES). COST OF GUARDRAILS AND SIGNAGE IS INCREASING; MORE ACCIDENTS.
								\$70,000	TOWN BRANCH VEGETATION CONTROL; GOATS AND WEED EATING. LEFT FLAT
								\$60,000	TREE REMOVAL, LARGE-SCALE PRUNING, AND PRUNING FOR ADA COMPLIANCE ABOVE SIDEWALKS/TRAILS. CONTRACT RENEWAL INCREASES.
								\$40,000	HAULING OF LEAVES, BRUSH CHIPS, STORM DEBRIS. HAULING CONTRACT INCREASE WITH CONTRACT RENEWAL.
52414	LANDSCAPING SERVICES	\$54,623	\$4,720	\$88,600	\$88,600	\$0		\$18,600	CONTRACTED LANDSCAPE SERVICES AT THE PD INCLUDING 1X LEAF REMOVAL, MULCHING, TREE/SHRUB PRUNING, AND MONTHLY MAINTENANCE TO INCLUDE WEEDING, LIGHT PRUNING, AND WEED AND PEST CONTROL. INCREASE IN CONTRACT RENEWAL.
								\$70,000	CONTRACTED SERVICES FOR MOWING OF ROW, AIRPORT, BATTLEFIELD EXTENSION/RT 7 INTERCHANGE, EASEMENTS AND NUISANCE MOWING. INCREASE OF CONTRACT RENEWAL. LESS RELIANCE ON STORM CREW FOR CALLOUT/VL

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100313 - PUBLIC WORKS - STREETS DIVISION									
52502	UNIFORM SERVICES	\$23,305	\$15,571	\$25,000	\$2,500	(\$22,500)	(90.0)	\$2,500	NOT USING RENTALS IN FY24 BUT PROVIDING FUNDS IN FY25 IN CASE THERE IS A NEED FOR SHORT-TERM RENTALS. (SOME APPAREL PURCHASED IN FY24)
TOTAL CONTRACTUAL SERVICES		\$416,879	\$445,356	\$601,700	\$684,300	\$82,600	23.5		
53 MATERIAL & SUPPLIES									
53101	UNIFORM/APPAREL SUPPLIES	\$3,388	\$12,701	\$8,050	\$30,000	\$21,950	272.7	\$30,000	IN ADDITION TO REGULAR SAFETY APPAREL AND SUPPLIES, PURCHASE OF ADDITIONAL UNIFORMS FOR STAFF, WHICH PROVIDES SAVINGS TO THE TOWN, DETERMINED AT THE TIME OF CONTRACT SOLICITATION DURING FY24 WITH PROCUREMENT.
53102	OFFICE SUPPLIES	\$2,004	\$1,166	\$6,000	\$6,000	\$0		\$2,000	GENERAL OFFICE SUPPLIES
								\$3,600	SHELVING FOR INVENTORY CONTROL
								\$400	PRINTER/SCANNER LABELS FOR INVENTORY CONTROL BARCODES
53103	STATIONERY AND FORMS	\$181	\$306	\$1,000	\$1,000	\$0		\$1,000	BUSINESS CARDS; DOOR HANGARS AND TAGS FOR BRUSH, LEAF AND OTHER CODE ISSUES/VIOLATIONS
53106	FOOD AND BEVERAGES	\$1,763	\$1,119	\$1,500	\$1,500	\$0		\$1,500	WATER & GATORADE FOR SUMMER MONTHS, FOOD FOR 4TH OF JULY EVENTS AND AIRSHOW
53306	HIGHWAY R&M MATERIALS	\$53,707	\$69,758	\$128,750	\$128,750	\$0		\$128,750	MATERIALS IN THE LINE ITEM INCLUDE ASPHALT, CONCRETE, STONE, AND BULK ITEMS - CRACK SEALANT FOR IN-HOUSE WORK WILL BE AN INCREASING COST DUE TO THE RAMPED UP PROGRAM (FORECAST WILL DETERMINE PLAN).
53308	REPAIR & MAINTENANCE MATERIALS	\$63,428	\$55,394	\$121,000	\$121,000	\$0		\$81,000	SIGN REPLACEMENT MATERIALS RESULTING FROM WORN/OLD SIGNS, TOOLS & EQUIP, MATERIALS AND HARDWARE THAT ARE REQUIRED TO PERFORM REPAIRS & MAINT ACTIVITIES.
								\$40,000	SIGNS AND STREETLIGHTS REPLACEMENT PROGRAM

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100313 - PUBLIC WORKS - STREETS DIVISION									
53402	COMPUTER OPERATING SUPPLIES	\$0	\$789	\$500	\$1,500	\$1,000	200.0	\$1,500	COMPUTER OPERATING SUPPLIES SUCH AS TONER AND OTHER MATERIALS. ADDITIONAL PRINTERS AND LABEL MAKERS WILL REQUIRE REFILLS AND SUPPLIES.
TOTAL MATERIAL & SUPPLIES		\$124,470	\$141,233	\$266,800	\$289,750	\$22,950	5.7		
55 CONTINUOUS CHARGES									
55006	ELECTRICITY PAYMENTS	\$0	\$18,638	\$18,900	\$20,790	\$1,890	10.0	\$20,790	ELECTRICITY PAYMENTS. INCLUDES A STANDARD 10% INCREASE IN COST FOR THE SHOP
55011	OPERATING LEASE PAYMENTS	\$2,518	\$2,285	\$2,700	\$3,000	\$300	11.1	\$3,000	FOR COPIER AT PW SHOP BUILDING - INCREASE DUE TO ADDL STAFF AT SHOP. MONTHLY RENTAL AT \$277, ADDITIONAL COPIES OVER ALLOWANCE.
55012	EQUIPMENT RENTALS	\$16,346	\$4,241	\$30,000	\$25,000	(\$5,000)	(16.7)	\$25,000	SMALL EQUIPMENT RENTAL, NON-SNOW RELATED (FY24 EQUIPMENT HAS BEEN RENTED TO ASSIST WITH SHOULDER REPAIR WORK VS. OUTSOURCING AT A HIGHER COST.
TOTAL CONTINUOUS CHARGES		\$18,865	\$25,164	\$51,600	\$48,790	(\$2,810)	(5.4)		
56 CAPITAL EXPENDITURES									
56201	COMPUTER EQUIPMENT	\$0	\$1,217	\$1,500	\$1,500	\$0		\$1,500	REPLACEMENT OR ADDITIONAL TABLETS AS NEEDED
56203	ELECTRONIC EQUIPMENT	\$5,278	\$19,179	\$7,500	\$10,000	\$2,500	33.3	\$10,000	REPLACEMENT BATTERIES, HANDHELDS; DISCUSSION IN PROCESS WITH EM RELATED TO RADIO GATEWAY TO COMBINE THE TOWN RADIO SYSTEM TO THE APP ON THE IPHONE.
TOTAL CAPITAL EXPENDITURES		\$5,278	\$20,396	\$9,000	\$11,500	\$2,500	27.8		

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100313 - PUBLIC WORKS - STREETS DIVISION									
<i>PROJECT 17002 MAINTENANCE STRIPING</i>									
52 CONTRACTUAL SERVICES									
52412	STREETS R&M	\$47,877	\$104,157	\$50,000	\$125,000	\$75,000	150.0	\$125,000	CONTRACT STRIPING (STREETS) MAINTENANCE, BEAUTIFICATION - RESTRIPE, FACILITY PARKING MAINTENANCE, ADDITIONAL BIKE SHARROWS, BRIDGE RESTRIPING THAT REQUIRES ADDITIONAL PREP, AND THE ADDITIONAL LANES MILES NOW AT 269, MORE STRIPING IS REQUIRED.
TOTAL CONTRACTUAL SERVICES		\$47,877	\$104,157	\$50,000	\$125,000	\$75,000	150.0		
TOTAL FOR PROJECT MAINTENANCE STRIPING		\$47,877	\$104,157	\$50,000	\$125,000	\$75,000	150.0		
<i>PROJECT DINE OUTDOOR SIDEWALK DINING PROGRAM</i>									
51 PERSONNEL SERVICES									
TOTAL PERSONNEL SERVICES		\$0	\$115	\$2,831	\$2,831	\$0			
TOTAL FOR PROJECT OUTDOOR SIDEWALK DINING PROGRAM			\$115	\$2,831	\$2,831				
DIV LOCAL TAX FUNDING TOTAL		\$3,298,484	\$3,661,996	\$4,045,494	\$4,435,904	\$390,410	5.8		

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100314 - PUBLIC WORKS - BUILDING MAINTENANCE DIVISION									
43 USE MONEY&PROPERTY									
43005	PARKING GARAGE SPACE RENTALS	\$0	\$0	\$0	(\$85,400)	(\$85,400)		(\$85,400)	BASED ON CURRENT TREND.
43006	PARKING GARAGE REVENUE	\$0	\$0	\$0	(\$69,000)	(\$69,000)		(\$69,000)	BASED ON CURRENT TREND.
TOTAL USE MONEY&PROPERTY		\$0	\$0	\$0	(\$154,400)	(\$154,400)			
45 MISC REVENUE									
45105	REIMBURSEMENT FROM CAPITAL PRJ	(\$10,300)	(\$10,600)	(\$10,812)	(\$11,000)	(\$188)	1.7	(\$11,000)	CAPITAL PROJECT MANAGEMENT OVERHEAD ALLOCATION.
TOTAL MISC REVENUE		(\$10,300)	(\$10,600)	(\$10,812)	(\$11,000)	(\$188)	1.7		
51 PERSONNEL SERVICES									
TOTAL PERSONNEL SERVICES		\$573,471	\$592,711	\$726,886	\$792,289	\$65,403	(4.0)		
52 CONTRACTUAL SERVICES									
52101	POSTAL SERVICES	\$0	\$0	\$500	\$500	\$0		\$500	POSTAL SERVICES FOR SHIPPING
52102	TELECOMMUNICATION SERVICES	\$6,860	\$10,643	\$8,000	\$8,000	\$0		\$8,000	INCREASED COSTS DUE TO ADDITIONAL STAFF AND DEVICES ADDED IN FY24
52201	ORGANIZATION MEMBERSHIPS	\$1,250	\$3,725	\$4,000	\$4,000	\$0		\$4,000	50% OF NVRC BUILDING ENERGY GROUP; IFMA MEMBERSHIPS FOR ALL STAFF FOR INDUSTRY INFORMATION AND REDUCED COST TRAINING.
52401	CUSTODIAL SERVICES	\$70,951	\$75,859	\$88,000	\$88,000	\$0		\$18,000	CURRENT YEARLY CONTRACT \$78.8K; CONTRACT WILL GO OUT TO BID THIS SPRING, ANTICIPATE INCREASE DUE TO INFLATION.
								\$70,000	CUSTODIAL SERVICES FOR TOWN BUILDINGS, DAILY PORTER, SPECIAL EVENTS; AND WEEKEND RESTROOM CLEANING, ADDITIONAL CLEANING COSTS FOR NEW OFFICE SPACES
52402	ELECTRICAL R&M SERVICES	\$19,183	\$0	\$35,000	\$35,000	\$0		\$35,000	GENERAL REPAIRS AND MAINTENANCE FOR ELECTRICAL EQUIPMENT
52403	EQUIPMENT R&M SERVICES	\$5,310	\$32,341	\$56,260	\$56,260	\$0		\$36,500	R&M- MAN-LIFT, SUMP PUMPS, AED DOOR OPERATORS, SPRAYER, ETC.
								\$10,760	PARKING GARAGE SYSTEM MAINTENANCE.
								\$9,000	PARKING GARAGE EQUIPMENT SUPPLIES/REPAIRS. TICKETS, GATE ARM REPLACEMENTS, PRINTERS, ETC.

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100314 - PUBLIC WORKS - BUILDING MAINTENANCE DIVISION									
52405	MECHANICAL R&M SERVICES	\$61,545	\$79,231	\$85,000	\$100,000	\$15,000	17.6	\$100,000	MAINTENANCE AND REPLACEMENT OF AGING EQUIPMENT AND PARTS
52409	BUILDING R&M SERVICES	\$182,354	\$116,532	\$297,000	\$307,000	\$10,000	3.4	\$232,000	ADDITIONAL MAINTENANCE COSTS ASSOCIATED WITH CATOCTIN CIRCLE AND FT. EVANS RD. OFFICES (EST. ADDITIONAL \$10,000)
								\$45,000	BUILDING ACCESS SYSTEM AND CCTV MAINT & REPAIR
								\$20,000	BALCH, MUSEUM & LOG CABIN MAINT.
								\$10,000	PARK ON CALL SERVICES
52502	UNIFORM SERVICES	\$5,117	\$2,807	\$6,000	\$6,000	\$0		\$6,000	NO LONGER RENTING UNIFORMS, BUT PROVIDING MAT RENTALS AND RESTROOM SERVICES.
52602	COMPUTER SOFTWARE MAINT SERV	\$0	\$0	\$1,000	\$1,000	\$0		\$1,000	PARKING PROGRAM S/W SERVICES
TOTAL CONTRACTUAL SERVICES		\$352,570	\$321,138	\$580,760	\$605,760	\$25,000	3.3		
53 MATERIAL & SUPPLIES									
53101	UNIFORM/APPAREL SUPPLIES	\$1,442	\$5,513	\$2,500	\$3,000	\$500	20.0	\$3,000	IN ADDITION TO REGULAR SAFETY EQUIPMENT AND APPAREL THERE WILL BE ADDITIONAL PURCHASES OF UNIFORMS AS WELL AS WINTER APPAREL.
53102	OFFICE SUPPLIES	\$566	\$476	\$6,000	\$6,000	\$0		\$1,600	GENERAL OFFICE SUPPLIES
								\$4,400	ADDED \$ FOR BAR CODE PRINTER, READER, SOME SHELVING UNITS
53301	BUILDING R&M MATERIALS	\$26,931	\$11,260	\$22,500	\$22,500	\$0		\$22,500	INCREASED COST OF BUILDING AND MAINTENANCE MATERIALS.
53302	CUSTODIAL R&M MATERIALS	\$2,413	\$8,732	\$14,000	\$14,000	\$0		\$14,000	MATERIAL AND SUPPLY COSTS.
53303	ELECTRICAL R&M MATERIALS	\$9,673	\$13,025	\$22,500	\$22,500	\$0		\$22,500	WIRE AND HAND TOOLS, ELECTRICAL WIRE, BULBS. INCREASED REQUESTED COST OF ELECTRICAL MATERIALS.
53308	REPAIR & MAINTENANCE MATERIALS	\$27,261	\$20,778	\$45,000	\$45,000	\$0		\$45,000	HVAC SUPPLIES, MATERIALS, FANS. INCREASED COST OF BUILDING AND MAINTENANCE MATERIALS
53402	COMPUTER OPERATING SUPPLIES	\$212	\$664	\$750	\$750	\$0		\$500	PRINTER SUPPLIES

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100314 - PUBLIC WORKS - BUILDING MAINTENANCE DIVISION									
								\$250	TONER COST INCREASES
TOTAL MATERIAL & SUPPLIES		\$68,497	\$60,447	\$113,250	\$113,750	\$500	0.4		
55 CONTINUOUS CHARGES									
55006	ELECTRICITY PAYMENTS	\$124,942	\$140,983	\$145,000	\$145,000	\$0		\$145,000	ELECTRICITY PAYMENTS.
55007	NATURAL GAS PAYMENTS	\$10,075	\$9,708	\$13,720	\$13,720	\$0		\$13,720	NATURAL GAS PAYMENTS; INCLUDES TWO HEATERS IN TRUCK SHED FOR BRINE SPRAYER AND SALT TRUCK FOR WINTER OPS
55011	OPERATING LEASE PAYMENTS	\$1,464	\$1,784	\$2,500	\$2,000	(\$500)	(20.0)	\$2,000	BUILDINGS PORTION OF COPIER RENTAL COSTS. AMENDED BASED ON PERCENTAGE OF USE.
TOTAL CONTINUOUS CHARGES		\$136,481	\$152,476	\$161,220	\$160,720	(\$500)	(0.3)		
56 CAPITAL EXPENDITURES									
56109	CONST BUILDING IMPROVEMENTS	\$62,704	\$16,222	\$87,900	\$87,900	\$0		\$87,900	SECURITY MEASURE IMPROVEMENTS AT TOWN FACILITIES INCLUDING HARDENED DOORS, PANIC BUTTONS, CAMERAS, ETC.
56201	COMPUTER EQUIPMENT	\$0	\$4,460	\$2,000	\$2,000	\$0		\$2,000	TABLET REPLACEMENTS
56202	COMPUTER SOFTWARE	\$0	\$734	\$1,000	\$1,000	\$0		\$1,000	SOFTWARE RENEWALS FOR BUILDING SYSTEMS
56209	OFFICE FURNITURE	\$43,467	\$56,983	\$45,000	\$45,000	\$0		\$25,500	OFFICE CHAIRS, TABLE, CUBICLE COMPONENTS AND OTHER FURNITURE PIECES BASED ON NEED. INCLUDES ITEMS FOR NEW OFFICE LOCATIONS.
								\$19,500	INCREASED COST OF WORKSTATIONS, CONSOLIDATION AND MODIFICATIONS FOR TOWN HALL AND NEW OFFICE LOCATIONS
TOTAL CAPITAL EXPENDITURES		\$106,171	\$78,398	\$135,900	\$135,900	\$0			
DIV LOCAL TAX FUNDING TOTAL		\$1,226,890	\$1,194,570	\$1,707,204	\$1,643,019	(\$64,185)	(4.5)		

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100315 - PUBLIC WORKS - FLEET MAINTENANCE DIVISION									
43 USE MONEY&PROPERTY									
43002	INSURANCE RECOVERIES	(\$1,908)	(\$12,012)	(\$20,000)	(\$20,000)	\$0		(\$20,000)	ESTIMATED CLAIMS RESULTING FROM AN ESTIMATED 10 ACCIDENTS PER YEAR
TOTAL USE MONEY&PROPERTY		(\$1,908)	(\$12,012)	(\$20,000)	(\$20,000)	\$0			
45 MISC REVENUE									
45101	REIMBURSE FROM UTILITIES FUND	(\$336,073)	(\$375,553)	(\$433,626)	(\$432,566)	\$1,060	(0.2)	(\$432,566)	ALLOCATION OF UTILITY FUND OVERHEAD EXPENSES.
45105	REIMBURSEMENT FROM CAPITAL PRJ	(\$10,600)	(\$10,900)	(\$11,118)	(\$11,300)	(\$182)	1.6	(\$11,300)	CAPITAL PROJECT MANAGEMENT OVERHEAD ALLOCATION.
TOTAL MISC REVENUE		(\$346,673)	(\$386,453)	(\$444,744)	(\$443,866)	\$878	(0.2)		
51 PERSONNEL SERVICES									
TOTAL PERSONNEL SERVICES		\$773,569	\$961,924	\$1,063,868	\$1,236,142	\$172,274	(0.3)		
52 CONTRACTUAL SERVICES									
52101	POSTAL SERVICES	\$82	\$280	\$1,500	\$1,500	\$0		\$1,500	
52102	TELECOMMUNICATION SERVICES	\$1,835	\$19,013	\$22,000	\$22,000	\$0		\$22,000	CELL PHONES, ALL MONTHLY COSTS FOR AVL'S FOR TOWN EQUIPMENT AND SNOW CONTRACTORS
52201	ORGANIZATION MEMBERSHIPS	\$0	\$2,250	\$2,500	\$2,500	\$0		\$2,500	NAPA MEMBERSHIP FEES
52203	EMPLOYEE TRAINING COURSES	\$978	\$10,068	\$0	\$0	\$0			
52308	COMPLIANCE TESTING & SERVICES	\$844	\$904	\$2,000	\$2,000	\$0		\$2,000	LIFT INSPECTIONS, STATE INSPECTIONS, AND COMPLIANCE.
52407	VEHICLE R&M SERVICES	\$34,736	\$40,926	\$85,000	\$85,000	\$0		\$85,000	LARGER FLEET, INCREASED VENDOR COSTS. 6 LPD ENHANCEMENT VEHICLES AND 1 UTILITIES ENHANCEMENT VEHICLE FROM FY24 INCLUDING TOWING, EZ PASS, ETC. ANYTHING NOT DONE IN-HOUSE.
52502	UNIFORM SERVICES	\$1,440	\$5,006	\$5,500	\$2,000	(\$3,500)	(63.6)	\$2,000	SHOP RAGS, BUMPER GUARDS, SHOP MATS
52602	COMPUTER SOFTWARE MAINT SERV	\$4,636	\$6,423	\$12,000	\$15,500	\$3,500	29.2	\$15,500	SHOPKEY, SCANTOOL UPDATES, FORD PROGRAM SPECIFIC SCAN TOOL SOFTWARE PACKAGES INCLUSIVE OF TRAINING, OTHER ADDITIONAL SOFTWARE UPDATES.
TOTAL CONTRACTUAL SERVICES		\$44,551	\$84,870	\$130,500	\$130,500	\$0			

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100315 - PUBLIC WORKS - FLEET MAINTENANCE DIVISION									
53 MATERIAL & SUPPLIES									
53101	UNIFORM/APPAREL SUPPLIES	\$3,949	\$8,002	\$5,000	\$5,000	\$0		\$5,000	PPE AND UNIFORM PURCHASE IN LIEU OF RENTAL PER CONTRACT NEGOTIATIONS WITH PROCUREMENT AND VENDOR/APPAREL PURCHASES
53102	OFFICE SUPPLIES	\$813	\$11,004	\$3,000	\$3,000	\$0		\$3,000	OFFICE SUPPLIES AND FIRST AID KIT REPLACEMENTS
53305	VEHICLE R&M MATERIALS	\$212,606	\$264,873	\$290,000	\$290,000	\$0		\$290,000	CPI-U OVER 5%, BATTERY COST INCREASE 40%, TIRE COST INCREASED 10%, MATERIALS/PARTS MARKET IS EXTREMELY VOLATILE. LARGER FLEET (6 LPD ENHANCEMENT CARS AND 1 UTILITIES ENHANCEMENT VEHICLE ADDED IN FY24) REQUIRES ADDITIONAL MATERIALS AND SUPPLIES. (IF ALL REQUESTED ENHANCEMENT VEHICLES ARE APPROVED, THIS BUDGET NUMBER NEEDS TO GO UP BY \$5,000 OR \$500/VEHICLE APPROVED)
53308	REPAIR & MAINTENANCE MATERIALS	\$24,724	\$38,518	\$15,000	\$15,000	\$0		\$15,000	ADDITIONAL COSTS FOR AGING VEHICLES AND INNCREASE IN MATERIAL AND SUPPLY COSTS
53402	COMPUTER OPERATING SUPPLIES	\$925	\$177	\$1,000	\$1,000	\$0		\$1,000	
TOTAL MATERIAL & SUPPLIES		\$243,016	\$322,574	\$314,000	\$314,000	\$0			
54 MISC EXP									
54001	CLAIMS AND SETTLEMENTS EXP	\$7,413	\$10,174	\$20,000	\$20,000	\$0		\$20,000	VEHICLE CLAIMS AND SETTLEMENTS
TOTAL MISC EXP		\$7,413	\$10,174	\$20,000	\$20,000	\$0			
55 CONTINUOUS CHARGES									
55006	ELECTRICITY PAYMENTS	\$0	\$6,592	\$8,000	\$8,000	\$0		\$8,000	ELECTRICITY PAYMENTS FOR TOWN SHOP

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100315 - PUBLIC WORKS - FLEET MAINTENANCE DIVISION									
55009	GASOLINE/DIESEL	\$375,463	\$373,309	\$450,000	\$450,000	\$0		\$450,000	FUEL PRICE INCREASES \$35,000/MO * 12 MO), BULK DEF TANK ADDED TO FUEL ISLAND, LARGER FLEET NEEDS MORE FUEL. FUEL COSTS ARE BEYOND OUR CONTROL. (IF ALL ENHANCEMENT VEHICLES ARE APPROVED, THIS NUMBER WILL NEED TO INCREASE BY APPROX \$2,000/VEHICLE)
TOTAL CONTINUOUS CHARGES		\$375,463	\$379,901	\$458,000	\$458,000	\$0			
56 CAPITAL EXPENDITURES									
56201	COMPUTER EQUIPMENT	\$0	\$3,293	\$3,000	\$3,000	\$0		\$3,000	NEW PRINTER FOR SHOP/PARTS INVENTORY AREA
TOTAL CAPITAL EXPENDITURES		\$0	\$3,293	\$3,000	\$3,000	\$0			
DIV LOCAL TAX FUNDING TOTAL		\$1,095,430	\$1,364,270	\$1,524,624	\$1,697,776	\$173,152	(0.2)		

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100316 - PUBLIC WORKS - REFUSE COLLECTION & RECYCLING									
45 MISC REVENUE									
45016	LOUDOUN COUNTY REVENUE	(\$14,096)	(\$16,901)	(\$9,150)	(\$9,150)	\$0		(\$9,150)	RECYCLING BIN CONTRIBUTION
TOTAL MISC REVENUE		(\$14,096)	(\$16,901)	(\$9,150)	(\$9,150)	\$0			
52 CONTRACTUAL SERVICES									
52101	POSTAL SERVICES	\$0	\$0	\$6,000	\$6,000	\$0		\$6,000	POSTAGE COSTS ASSOCIATED WITH 2 TOWN-WIDE MAILINGS ANNUALLY
52103	PRINTING SERVICES	\$755	\$0	\$4,000	\$4,000	\$0		\$4,000	PRINTING OF 2 ANNUAL TOWN-WIDE MAILINGS, GIVEAWAY ITEMS FOR TOWN EVENTS
52201	ORGANIZATION MEMBERSHIPS	\$2,777	\$2,875	\$2,875	\$2,900	\$25	0.9	\$2,900	FY 25 NVRC BUDGET, SLIGHT INCREASE IN SMALL JURISDICTION COST
52307	ADVERTISING SERVICES	\$0	\$0	\$2,000	\$2,000	\$0		\$2,000	WILL NEED TO ADVERTISE NEW CONTRACT FOR START OF FY 26
52507	REFUSE & RECYCLING SERVICES	\$3,506,521	\$3,840,635	\$3,900,000	\$4,100,000	\$200,000	5.1	\$4,100,000	ANNUAL TRASH AND RECYCLING SERVICES; ANTICIPATED TO GO UP 5% FROM FY 24; YARD WASTE TIP FEE ANTICIPATED TO GO UP \$4/TON; ENHANCED BULK AT \$1,800/MONTH; 2 SHRED EVENTS
TOTAL CONTRACTUAL SERVICES		\$3,510,053	\$3,843,510	\$3,914,875	\$4,114,900	\$200,025	5.1		
53 MATERIAL & SUPPLIES									
53202	FIELD SUPPLIES	\$0	\$0	\$13,500	\$13,500	\$0		\$13,500	PURCHASE OF RECYCLING TOTERS FOR TOWN RESIDENTS AND OUTREACH EDUCATION PROGRAMMING (IN CONJUNCTION WITH GRANT FROM LOUDOUN COUNTY).
TOTAL MATERIAL & SUPPLIES		\$0	\$0	\$13,500	\$13,500	\$0			
54 MISC EXP									
59999	BUDGET HOLD BACK	\$0	\$0	\$500,000	\$200,000	(\$300,000)	(60.0)	\$200,000	BUDGET HOLD BACK FOR FUEL SURCHARGE. DECREASE BASED ON FY 23 FULL YEAR AND FIRST 5 MONTHS OF FY 24
TOTAL MISC EXP		\$0	\$0	\$500,000	\$200,000	(\$300,000)	(60.0)		
DIV LOCAL TAX FUNDING TOTAL		\$3,495,957	\$3,826,609	\$4,419,225	\$4,319,250	(\$99,975)	(2.3)		

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100317 - PUBLIC WORKS - TRAFFIC MANAGEMENT DIVISION									
43 USE MONEY&PROPERTY									
43002	INSURANCE RECOVERIES	(\$2,123)	(\$10,000)	(\$50,000)	(\$50,000)	\$0		(\$50,000)	PROJECTED INSURANCE CLAIM PAYMENTS
TOTAL USE MONEY&PROPERTY		(\$2,123)	(\$10,000)	(\$50,000)	(\$50,000)	\$0			
45 MISC REVENUE									
45105	REIMBURSEMENT FROM CAPITAL PRJ	(\$47,400)	(\$48,400)	(\$49,368)	(\$50,400)	(\$1,032)	2.1	(\$50,400)	CAPITAL PROJECT MANAGEMENT OVERHEAD ALLOCATION.
TOTAL MISC REVENUE		(\$47,400)	(\$48,400)	(\$49,368)	(\$50,400)	(\$1,032)	2.1		
51 PERSONNEL SERVICES									
TOTAL PERSONNEL SERVICES		\$427,621	\$488,989	\$475,784	\$504,585	\$28,801	(6.8)		
52 CONTRACTUAL SERVICES									
52102	TELECOMMUNICATION SERVICES	\$2,472	\$2,952	\$3,200	\$3,200	\$0		\$3,200	CELL PHONES, TABLETS, HOT SPOTS AND LAND LINES. INCREASE BASED ON AVERAGE PHONE BILLS FOR FY 23 TO DATE AND ADDED ROUTER IN WORK TRUCK
52201	ORGANIZATION MEMBERSHIPS	\$975	\$270	\$650	\$650	\$0		\$650	IMSA, ITE MEMBERSHIPS
52402	ELECTRICAL R&M SERVICES	\$29,522	\$11,087	\$20,000	\$20,000	\$0		\$20,000	LED CONVERSION, CONTINUE INTO NEIGHBORHOODS
52404	HIGHWAY R&M SERVICES	\$16,724	\$36,388	\$60,000	\$60,000	\$0		\$60,000	INCREASE DUE TO REBID OF MILL & PAVE CONTRACT, LOOP COST 4X PREVIOUS
52411	TRAFFIC SIGNAL REPAIR & MAINT	\$60,547	\$148,708	\$53,350	\$53,350	\$0		\$53,350	LOOPS, PEDESTRIAN SIGNALS, WIRING REPLACEMENTS, ACCIDENT DAMAGE REPAIRS, ETC. INCREASE DUE TO INFLATIONARY IMPACTS
52501	ARCHITECTURE&ENGINEER RING SERV	\$0	\$39,762	\$85,500	\$85,500	\$0		\$10,500	ENGINEERING SERVICES TO REVIEW SIGNAL POLES, MAST ARMS, AND CABINETS FOR ADD OF SIGNS AND/OR SIGNAL HEADS FOR FYA PROGRAM
								\$75,000	BRIDGE INSPECTIONS (ANNUAL). DECREASE FROM FY 23 DUE TO NOT NEEDING LOAD ANALYSIS. MUST PERFORM ANNUAL INSPECTIONS ON 50% OF THE BRIDGES EACH YEAR; LOSING BRIDGE INSPECTION STAFF (CALVIN GROW)

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100317 - PUBLIC WORKS - TRAFFIC MANAGEMENT DIVISION									
52602	COMPUTER SOFTWARE MAINT SERV	\$0	\$14,500	\$14,500	\$14,500	\$0		\$14,500	TRAFFIC SIGNAL SYSTEM ANNUAL MAINTENANCE CONTRACT COSTS
TOTAL CONTRACTUAL SERVICES		\$110,240	\$253,668	\$237,200	\$237,200	\$0			
53 MATERIAL & SUPPLIES									
53102	OFFICE SUPPLIES	\$43	\$271	\$500	\$500	\$0		\$500	GENERAL OFFICE SUPPLIES
53303	ELECTRICAL R&M MATERIALS	\$58	\$200	\$300	\$300	\$0		\$300	MATERIAL CHARGES FROM PCARD
53309	TRAF SIGNAL MATRIAL & SUPPLY	\$26,948	\$53,781	\$54,700	\$54,700	\$0		\$54,700	TRAFFIC DIVISION SUPPLIES: WIRE, CONTROLLERS, PEDESTRIAN SIGNALS, ETC.
TOTAL MATERIAL & SUPPLIES		\$27,049	\$54,252	\$55,500	\$55,500	\$0			
55 CONTINUOUS CHARGES									
55006	ELECTRICITY PAYMENTS	\$593,136	\$633,459	\$650,000	\$650,000	\$0		\$650,000	ELECTRICITY PAYMENTS FOR SIGNALS & STREET LIGHTS. INCREASE DUE TO ADDITIONAL STREET LIGHTS IN MEADOWBROOK, TUSCARORA VILLAGE, BATTLEFIELD/7 INTERCHANGE, WHITE OAK ETC.
55012	EQUIPMENT RENTALS	\$4,995	\$4,888	\$6,000	\$6,000	\$0		\$6,000	MISC. SMALL EQUIPMENT INCLUDING RENTAL OF SNOOPER TRUCK FOR BRIDGE INSPECTIONS. QUOTES HAVE STARTED INCLUDING A FUEL SURCHARGE.
TOTAL CONTINUOUS CHARGES		\$598,131	\$638,347	\$656,000	\$656,000	\$0			
56 CAPITAL EXPENDITURES									
56107	CONSTRUCTION HIGHWAYS	\$33,403	\$29,935	\$36,000	\$36,000	\$0		\$36,000	RTC BUDGET
56113	TOWN STREET LIGHTS	\$10,274	\$15,936	\$10,600	\$10,600	\$0		\$10,600	INSTALLATION AND REMOVAL OF TOWN STREET LIGHTS
56201	COMPUTER EQUIPMENT	\$0	\$21,167	\$10,600	\$10,600	\$0		\$10,600	
56202	COMPUTER SOFTWARE	\$5,338	\$245	\$15,500	\$15,500	\$0		\$15,500	SYNCHRO LICENSE AND OTHER SOFTWARE FOR TRANSPORTATION
TOTAL CAPITAL EXPENDITURES		\$49,015	\$67,283	\$72,700	\$72,700	\$0			
DIV LOCAL TAX FUNDING TOTAL		\$1,162,532	\$1,444,139	\$1,397,816	\$1,425,585	\$27,769	(2.4)		

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100318 - PUBLIC WORKS - EMERGENCY WEATHER RESPONSE									
51 PERSONNEL SERVICES									
TOTAL PERSONNEL SERVICES		\$11,864	\$0	\$98,151	\$0	(\$98,151)	(100.0)		
53 MATERIAL & SUPPLIES									
53106	FOOD AND BEVERAGES	\$0	\$0	\$700	\$700	\$0		\$700	EMERGENCY MEALS AND PER DIEM EXPENSES
53107	ADMIN TRAVEL (NONTRAINING)	\$7,942	\$580	\$3,000	\$3,000	\$0		\$3,000	LODGING COSTS; 20 ROOMS @ \$100 DAY FOR SNOW AND OTHER EMERGENCY OPERATIONS
53301	BUILDING R&M MATERIALS	\$13,869	\$23,676	\$10,000	\$10,000	\$0		\$10,000	ICE MELT FOR SIDEWALKS AROUND TOWN FACILITIES - PALLETIZED.
53305	VEHICLE R&M MATERIALS	\$26,930	\$26,254	\$30,000	\$30,000	\$0		\$30,000	MAINTENANCE AND REPAIR COSTS FOR TOWN SNOW EQUIPMENT INCLUDING PLOWS, SPREADERS, SNOW BLOWERS, AND BRINE EQUIPMENT. INCREASE IN COST OF PARTS AS WELL AS SERVICING ADDITIONAL VEHICLES AND EQUIPMENT.
53405	HIGHWAY EMERGENCY OPS MATERIAL	\$126,085	\$2,416	\$50,000	\$50,000	\$0		\$50,000	REFILLING OF SALT DOME
TOTAL MATERIAL & SUPPLIES		\$174,826	\$52,926	\$93,700	\$93,700	\$0			
54 MISC EXP									
59999	BUDGET HOLD BACK	\$0	\$0	\$800,000	\$800,000	\$0		\$800,000	FUNDING TO BE USED AS NEEDED FOR INCLEMENT WEATHER AND EMERGENCY RESPONSE. TO BE ALLOCATED AS NEEDED.
TOTAL MISC EXP		\$0	\$0	\$800,000	\$800,000	\$0			
55 CONTINUOUS CHARGES									
55012	EQUIPMENT RENTALS	\$299,643	\$45,198	\$160,000	\$160,000	\$0		\$160,000	EQUIPMENT RENTAL
55016	HEAVY EQUIPMENT RENTALS	\$4,706	\$1,708	\$97,250	\$97,250	\$0		\$97,250	HOURLY RENTAL OF HEAVY EQUIPMENT FOR SNOW AND ICE REMOVAL.
TOTAL CONTINUOUS CHARGES		\$304,349	\$46,906	\$257,250	\$257,250	\$0			
PROJECT 9318W EMERGENCY WEATHER RESPONSE									
51 PERSONNEL SERVICES									

Budget Detail Report - Proposed	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100318 - PUBLIC WORKS - EMERGENCY WEATHER RESPONSE								
TOTAL PERSONNEL SERVICES	\$64,027	\$707	\$92,000	\$99,038	\$7,038	7.7		
TOTAL FOR PROJECT EMERGENCY WEATHER RESPONSE	\$64,027	\$707	\$92,000	\$99,038	\$7,038	7.7		
DIV LOCAL TAX FUNDING TOTAL	\$555,065	\$100,540	\$1,341,101	\$1,249,988	(\$91,113)	(6.8)		

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100319 - PUBLIC WORKS - MILLING AND PAVING									
52 CONTRACTUAL SERVICES									
52404	HIGHWAY R&M SERVICES	\$0	\$881,947	\$500,000	\$500,000	\$0		\$500,000	ENHANCEMENT TO BE SUBMITTED FOR \$900,000 FOR LONG LINE PAVING AND \$200,000 IDA LEE MAIN PARKING LOT
52408	SIDEWALK/CURBS/GUTTE R R&M SERV	\$7,517	\$50,729	\$175,000	\$175,000	\$0		\$175,000	CONCRETE SERVICES RELATED TO SIDEWALK REPAIR ASSOCIATED WITH MILLING & PAVING PROGRAM
52412	STREETS R&M	\$7,621	\$98,397	\$100,000	\$100,000	\$0		\$100,000	LONG LINE STRIPING
TOTAL CONTRACTUAL SERVICES		\$15,138	\$1,031,072	\$775,000	\$775,000	\$0			
DIV LOCAL TAX FUNDING TOTAL		\$15,138	\$1,031,072	\$775,000	\$775,000	\$0			

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100320 - PUBLIC WORKS - REGIONAL TRANSPORTATION DIVISION									
45 MISC REVENUE									
45008	COUNTY GAS TAX REVENUE	(\$245,714)	\$0	(\$320,000)	(\$320,000)	\$0		(\$320,000)	GAS TAX BALANCE TO COVER LOCAL TRANSIT SERVICES
TOTAL MISC REVENUE		(\$245,714)	\$0	(\$320,000)	(\$320,000)	\$0			
54 MISC EXP									
54003	GRANTS&CONTRIB TO OTHER ORGAN	\$245,714	\$282,013	\$320,000	\$320,000	\$0		\$320,000	LOCAL FIXED ROUTE TRANSIT CONTRACT W/ LOUDOUN- SAFE-T-RIDE, SAT. RT 57
TOTAL MISC EXP		\$245,714	\$282,013	\$320,000	\$320,000	\$0			
DIV LOCAL TAX FUNDING TOTAL		\$0	\$282,013	\$0	\$0	\$0			

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100322 - STORMWATER MANAGEMENT									
51 PERSONNEL SERVICES									
TOTAL PERSONNEL SERVICES		\$0	\$0	\$0	\$460	\$460			
52 CONTRACTUAL SERVICES									
52101	POSTAL SERVICES	\$0	\$0	\$0	\$6,000	\$6,000	\$6,000	2 MAILINGS REQUIRED FOR MS4 PERMIT COMPLIANCE	
52103	PRINTING SERVICES	\$0	\$0	\$0	\$5,000	\$5,000	\$5,000	PRINTING OF MS4 POSTCARD, PRINTING OF KLB AND SHRED EVENT GIVEAWAY ITEMS, EDUCATIONAL MATERIALS	
52201	ORGANIZATION MEMBERSHIPS	\$0	\$0	\$0	\$8,000	\$8,000	\$8,000	NVRC CLEAN WATER PARTNERS @ \$2,500; VIRGINIA MUNICIPAL STORMWATER ASSOCIATION @ \$3,950; INCREASES ANTICIPATED TO MEMBERSHIP COSTS FOR FY 25	
52303	MANAGEMENT SERVICES	\$0	\$0	\$0	\$40,000	\$40,000	\$40,000	ILLICIT DISCHARGE/SPILL RESPONSE SERVICES. ILLICIT DISCHARGE SPILL RESPONSE, APPROX. \$10K/RESPONSE	
52501	ARCHITECTURE&ENGINEERING SERV	\$0	\$0	\$0	\$200,000	\$200,000	\$50,000	MS4 GENERAL ENGINEERING SUPPORT. PROGRAM IMPLEMENTATION SUPPORT - SWPP INSPECTIONS, TRAININGS, ETC.	
							\$150,000	MS4/STORMWATER SYSTEM GIS SUPPORT. ONGOING UPDATES TO STORMWATER SYSTEM GIS MAP, INCLUDING EASEMENT INFORMATION	
52602	COMPUTER SOFTWARE MAINT SERV	\$0	\$0	\$0	\$40,000	\$40,000	\$40,000	PERMIT COMPLIANCE SOFTWARE; WINCAN LICENSE AND STORAGE	
TOTAL CONTRACTUAL SERVICES		\$0	\$0	\$0	\$299,000	\$299,000			
53 MATERIAL & SUPPLIES									
53101	UNIFORM/APPAREL SUPPLIES	\$0	\$0	\$0	\$750	\$750	\$750	SAFETY APPAREL AND SUPPLIES FOR INSPECTIONS	
53102	OFFICE SUPPLIES	\$0	\$0	\$0	\$1,500	\$1,500	\$1,500	GENERAL OFFICE SUPPLIES	
53103	STATIONERY AND FORMS	\$0	\$0	\$0	\$750	\$750	\$750	GENERAL STATIONERY AND FORMS	
53202	FIELD SUPPLIES	\$0	\$0	\$0	\$2,000	\$2,000	\$2,000	ILLICIT DISCHARGE SPILL RESPONSE KITS, WATER SAMPLING KIT	
53402	COMPUTER OPERATING SUPPLIES	\$0	\$0	\$0	\$2,000	\$2,000	\$2,000		
TOTAL MATERIAL & SUPPLIES		\$0	\$0	\$0	\$7,000	\$7,000			

Budget Detail Report - Proposed	2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
DIV LOCAL TAX FUNDING TOTAL	\$0	\$0	\$0	\$306,460	\$306,460			

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100330 - PUBLIC WORKS - CAPITAL PROJECTS DIVISION									
45 MISC REVENUE									
45101	REIMBURSE FROM UTILITIES FUND	(\$22,600)	(\$25,255)	(\$29,160)	(\$29,089)	\$71	(0.2)	(\$29,089)	ALLOCATION OF UTILITY FUND OVERHEAD EXPENSES
45105	REIMBURSEMENT FROM CAPITAL PRJ	(\$583,801)	(\$518,053)	(\$1,086,020)	(\$993,406)	\$92,614	(8.5)	(\$993,406)	TRANSFER FROM CAPITAL FUND TO COVER PROJECT MANAGEMENT COSTS INCLUDED IN ORG. 100330
TOTAL MISC REVENUE		(\$606,401)	(\$543,308)	(\$1,115,180)	(\$1,022,495)	\$92,685	(8.3)		
51 PERSONNEL SERVICES									
TOTAL PERSONNEL SERVICES		\$1,042,684	\$944,913	\$1,477,117	\$1,722,816	\$245,699	(45.6)		
52 CONTRACTUAL SERVICES									
52101	POSTAL SERVICES	\$198	\$119	\$350	\$350	\$0		\$350	UPS/USPS FEES TO SHIP DOCUMENTS SUCH AS PLAN SETS AND TO RECEIVE ITEMS SUCH AS SUPPLIES, ETC
52102	TELECOMMUNICATION SERVICES	\$3,529	\$3,345	\$4,000	\$4,700	\$700	17.5	\$4,000	CELL PHONE SVC FOR 4 EMPLOYEES; WIRELESS AIRCARDS FOR DIV LAPTOPS
								\$700	ENHANCEMENT: CELL PHONE FOR NEW CONSTRUCTION MANAGER POSITION
52103	PRINTING SERVICES	\$1,794	\$1,908	\$5,000	\$2,500	(\$2,500)	(50.0)	\$2,500	COPIES OF PROJECT PLANS, BID DOCUMENTS, ETC
52201	ORGANIZATION MEMBERSHIPS	\$148	\$150	\$260	\$260	\$0		\$260	ASCE MEMBERSHIP FOR SENIOR ENGINEER (AMERICAN SOCIETY OF CIVIL ENGINEERS)
52202	PUBLICATION SUBSCRIPTIONS	\$108	\$17	\$750	\$150	(\$600)	(80.0)	\$150	
52305	PUBLIC INFO & RELATIONS SERV	\$0	\$0	\$750	\$750	\$0		\$750	PUBLIC OUTREACH TO NEIGHBORHOODS FOR POTENTIAL PROJECTS
52307	ADVERTISING SERVICES	\$42	\$772	\$350	\$950	\$600	171.4	\$950	NEWSPAPER ADVERTISEMENTS FOR OPEN POSITIONS, PROPOSALS, CONSTRUCTION BIDS, ETC.
52501	ARCHITECTURE&ENGINEERING SERV	\$150,882	\$318,188	\$375,000	\$0	(\$375,000)	(100.0)		
52602	COMPUTER SOFTWARE MAINT SERV	\$1,248	\$7,227	\$5,000	\$7,500	\$2,500	50.0	\$7,500	AUTOCAD, RS MEANS - CAP PROJ PORTION OF COST, BLUEBEAM
TOTAL CONTRACTUAL SERVICES		\$157,948	\$331,727	\$391,460	\$17,160	(\$374,300)	(94.5)		

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100330 - PUBLIC WORKS - CAPITAL PROJECTS DIVISION									
53 MATERIAL & SUPPLIES									
53101	UNIFORM/APPAREL SUPPLIES	\$0	\$0	\$500	\$500	\$0		\$500	UNIFORMS AND SAFETY GEAR
53102	OFFICE SUPPLIES	\$500	\$684	\$2,500	\$2,500	\$0		\$2,500	GENERAL OFFICE SUPPLIES
53103	STATIONERY AND FORMS	\$0	\$276	\$1,000	\$1,000	\$0		\$1,000	COPY PAPER, LETTERHEAD, ENVELOPES, ETC.
53106	FOOD AND BEVERAGES	\$219	\$0	\$150	\$150	\$0		\$150	LUNCH MEETINGS
53202	FIELD SUPPLIES	\$0	\$557	\$750	\$750	\$0		\$750	SUPPLIES NEEDED TO SUPPORT CONSTRUCTION FIELD STAFF
53402	COMPUTER OPERATING SUPPLIES	\$2,471	\$1,002	\$2,025	\$2,025	\$0		\$2,025	PRINTER TONER, SPECIALTY INK, ETC.
TOTAL MATERIAL & SUPPLIES		\$3,190	\$2,519	\$6,925	\$6,925	\$0			
54 MISC EXP									
54090	ADMIN OVERHEAD	(\$680,431)	(\$825,812)	(\$745,000)	(\$789,000)	(\$44,000)	5.9	(\$789,000)	REIMBURSEMENT OF PROJECT MGMT COSTS
TOTAL MISC EXP		(\$680,431)	(\$825,812)	(\$745,000)	(\$789,000)	(\$44,000)	5.9		
55 CONTINUOUS CHARGES									
55001	AUTOMOBILE LIABILITY	\$989	\$976	\$1,058	\$919	(\$139)	(13.1)	\$919	AUTOMOTIVE LIABILITY INSURANCE
TOTAL CONTINUOUS CHARGES		\$989	\$976	\$1,058	\$919	(\$139)	(13.1)		
56 CAPITAL EXPENDITURES									
56201	COMPUTER EQUIPMENT	\$0	\$0	\$5,000	\$8,000	\$3,000	60.0	\$5,000	PURCHASE OF LAPTOPS FOR CAPITAL PROJECTS MANAGEMENT STAFF
								\$3,000	ENHANCEMENT: LAPTOP FOR NEW CONSTRUCTION MANAGER POSITION
56202	COMPUTER SOFTWARE	\$0	\$0	\$500	\$500	\$0		\$500	STORMWATER MANAGEMENT SOFTWARE NEEDED FOR PLAN REVIEW; ADOBE ACROBAT & PHOTOSHOP UPDATES
56207	MOTOR VEHICLE EQUIPMENT	\$0	\$0	\$0	\$55,000	\$55,000		\$55,000	ENHANCEMENT: VEHICLE FOR NEW CONSTRUCTION MANAGER POSITION
56209	OFFICE FURNITURE	\$0	\$0	\$750	\$750	\$0		\$750	REPLACEMENT OF AGING FURNITURE
TOTAL CAPITAL EXPENDITURES		\$0	\$0	\$6,250	\$64,250	\$58,000	542.2		
DIV LOCAL TAX FUNDING TOTAL		(\$82,021)	(\$88,985)	\$22,630	\$575	(\$22,055)	(99.2)		

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
PARKS AND RECREATION - ADMINISTRATION DIVISION									
44 CHARGES FOR SERVICES									
44115	P&R SPECIAL EVENTS & PROJECTS	(\$154,912)	(\$225,819)	(\$225,000)	(\$225,000)	\$0		(\$225,000)	VENDOR FEES (F&G, TASTE, ARTS & CRAFTS SHOWS), AND EVENT SPONSORSHIP.
TOTAL CHARGES FOR SERVICES		(\$154,912)	(\$225,819)	(\$225,000)	(\$225,000)	\$0			
51 PERSONNEL SERVICES									
TOTAL PERSONNEL SERVICES		\$687,977	\$737,821	\$795,769	\$702,502	(\$93,267)	(14.6)		
52 CONTRACTUAL SERVICES									
52101	POSTAL SERVICES	\$6	\$25	\$100	\$100	\$0		\$100	SHIPPING AND HANDLING FOR MISCELLANEOUS ITEMS PURCHASED FOR ADMINISTRATION
					\$550			\$550	SHIPPING AND HANDLING FOR MISCELLANEOUS ITEMS PURCHASED THROUGHOUT THE YEAR FOR SPECIAL EVENTS
52102	TELECOMMUNICATION SERVICES	\$1,117	\$1,617	\$1,900	\$1,900	\$0		\$1,900	ANNUAL MOBILE PHONE COSTS FOR DIRECTOR AND ASSISTANT DIRECTOR
					\$1,200			\$1,200	SPECIAL EVENTS STAFF PHONES NOT PREVIOUSLY BUDGETED - TRANSFER FROM 100420.53404 SIDEWALK DINING
52103	PRINTING SERVICES	\$767	\$1,317	\$1,500	\$1,500	\$0		\$1,500	ADVERTISEMENTS FOR RECRUITMENT PURPOSES AND PRINTING OF DEPARTMENT WIDE MATERIALS
					\$7,000			\$7,000	DESIGN & PRINT OF SPECIAL EVENT PROMO MATERIALS VENDOR INCREASE TRANSFER FROM 100420.53404 SIDEWALK DINING
52201	ORGANIZATION MEMBERSHIPS	\$1,575	\$1,385	\$1,250	\$1,250	\$0		\$1,000	NATIONAL RECREATION AND PARKS ASSOCIATION ANNUAL MEMBERSHIP FOR DEPARTMENT AND ALL STAFF (\$1,000)
								\$250	VRPS MEMBERSHIP FOR DEPARTMENT (\$250)
					\$800			\$800	VA PARKS & RECREATION SOCIETY & INTL FESTIVAL/ EVENTS ASSOCIATION - HISTORICAL AND INCREASE IN ANNUAL FEES

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
PARKS AND RECREATION - ADMINISTRATION DIVISION									
52305	PUBLIC INFO & RELATIONS SERV	\$30,687	\$24,875	\$31,000	\$31,000	\$0		\$31,000	SPONSORSHIP COORDINATOR TO SOLICIT SPONSORSHIP TO RAISE \$120,000 FOR FLOWER & GARDEN, JULY 4TH, AIRSHOW AND TASTE. INCREASE PER SPONSORSHIP COORDINATOR CONTRACTUAL TERMS. INCREASE TO BASE CONTRACT PRICE AND SPONSORSHIP PERCENTAGES INCREASE IN SALES
52307	ADVERTISING SERVICES	\$54,439	\$55,797	\$61,000	\$61,000	\$0		\$61,000	PRINT, ONLINE OR BROADCAST ADV. FOR SPECIAL EVENTS
52401	CUSTODIAL SERVICES	\$1,342	\$947	\$750	\$750	\$0		\$750	PEST CONTROL SERVICES AND ANNUAL CONTRACTUAL CLEANING
52405	MECHANICAL R&M SERVICES	\$666	\$450	\$2,000	\$2,000	\$0		\$2,000	PLUMBING, HVAC, AND FACILITY REPAIRS WITHIN THE FARMHOUSE AT IDA LEE, BASED ON POTENTIAL REPAIRS
52501	ARCHITECTURE&ENGINEE RING SERV	\$0	\$2,500	\$2,500	\$2,500	\$0		\$2,500	PRELIM ENG & DESIGN WORK FOR PROJECTS IDENTIFIED BY STAFF AND/OR COUNCIL MIDYEAR
					\$1,000			\$1,000	BASED ON HISTORIC COSTS FOR INSPECTION OF STAGES USED AT EVENTS
52503	ENTERTAINMENT SERVICES	\$84,167	\$115,418	\$107,849	\$107,849	\$0		\$107,849	STAGE, SOUND, ENTERTAINERS, FIREWORKS, SIGNAGE.
52602	COMPUTER SOFTWARE MAINT SERV	\$1,920	\$2,880	\$3,000	\$3,000	\$0		\$3,000	EVENT SOFTWARE
TOTAL CONTRACTUAL SERVICES		\$184,572	\$217,139	\$221,899	\$223,399	\$1,500	0.7		
53 MATERIAL & SUPPLIES									
53101	UNIFORM/APPAREL SUPPLIES	\$3,920	\$4,201	\$4,500	\$5,000	\$500	11.1	\$5,000	BASED ON HISTORIC COST INCREASE FOR EVENT T-SHIRTS - 10% INCREASE FROM VENDOR TRANSFER FROM 100420.53404 SIDEWALK DINING
53102	OFFICE SUPPLIES	\$709	\$543	\$1,500	\$1,500	\$0		\$1,500	PAPER, LETTERHEAD, ENVELOPES, WRITING SUPPLIES, MISC ITEMS
					\$250			\$250	NOTEBOOKS,PENS, TAPE, STAPLES AND COPIER PAPER
53402	COMPUTER OPERATING SUPPLIES	\$0	\$74	\$500	\$500	\$0		\$500	TONER, INK CARTRIDGES, REPLACEMENTS FOR MOUSE, KEYBOARDS, OR CABLES

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
PARKS AND RECREATION - ADMINISTRATION DIVISION									
53404	RECREATIONAL SUPPLIES	\$58,395	\$70,117	\$62,000	\$70,000	\$8,000	12.9	\$70,000	EVENT SUPPLIES - PORTABLE RESTROOMS, RENTED LIGHT TOWERS, GENERATORS, TENTS, ETC. REFLECTS COST INCREASE FOR RADIO RENTALS USED AT SPECIAL EVENTS 10%-25% INCREASE FROM RENTAL VENDORS
TOTAL MATERIAL & SUPPLIES		\$63,111	\$74,983	\$68,750	\$77,250	\$8,500	12.4		
55 CONTINUOUS CHARGES									
55001	AUTOMOBILE LIABILITY	\$3,152	\$3,111	\$3,314	\$2,879	(\$435)	(13.1)	\$2,879	AUTOMOTIVE LIABILITY INSURANCE
55002	PROPERTY INSURANCE	\$14,158	\$16,269	\$17,327	\$18,117	\$790	4.6	\$18,117	PROPERTY INSURANCE
55006	ELECTRICITY PAYMENTS	\$2,675	\$3,015	\$3,050	\$3,050	\$0		\$3,050	BASED ON HISTORICAL USAGE, ELECTRICITY COSTS FOR THE FARMHOUSE AT IDA LEE
55007	NATURAL GAS PAYMENTS	\$2,886	\$3,372	\$3,000	\$3,000	\$0		\$3,000	BASED ON HISTORICAL USAGE, NATURAL GAS PAYMENTS FOR HEATING OF THE FARMHOUSE AT IDA LEE
55011	OPERATING LEASE PAYMENTS	\$3,663	\$3,824	\$3,800	\$3,800	\$0		\$3,800	ANNUAL FEE FOR THE LEASING OF THE COPIER/SCAN/FAX MACHINE WITHIN THE P&R ADMINISTRATIVE OFFICES
TOTAL CONTINUOUS CHARGES		\$26,535	\$29,590	\$30,491	\$30,846	\$355	1.2		
PROJECT 09602 ACOUSTIC ON THE GREEN									
52 CONTRACTUAL SERVICES									
52307	ADVERTISING SERVICES	\$0	\$23	\$1,000	\$1,000	\$0		\$1,000	ACOUSTIC ON THE GREEN
52503	ENTERTAINMENT SERVICES	\$12,284	\$11,411	\$16,000	\$16,000	\$0		\$16,000	ACOUSTIC ON THE GREEN/ ENTERTAINMENT SERVICES - COSTS ASSOCIATED WITH SOUND AND PERFORMER FEES
TOTAL CONTRACTUAL SERVICES		\$12,284	\$11,434	\$17,000	\$17,000	\$0			
TOTAL FOR PROJECT ACOUSTIC ON THE GREEN		\$12,284	\$11,434	\$17,000	\$17,000				

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
PARKS AND RECREATION - ADMINISTRATION DIVISION									
PROJECT 17010 DOWNTOWN INITIATIVE									
56 CAPITAL EXPENDITURES									
56103	SITE IMPROVEMENTS	\$5,419	\$19,398	\$30,000	\$30,000	\$0		\$30,000	DOWNTOWN ENHANCEMENTS.
TOTAL CAPITAL EXPENDITURES		\$5,419	\$19,398	\$30,000	\$30,000	\$0			
TOTAL FOR PROJECT DOWNTOWN INITIATIVE		\$5,419	\$19,398	\$30,000	\$30,000				
PROJECT DINE OUTDOOR SIDEWALK DINING PROGRAM									
53 MATERIAL & SUPPLIES									
53404	RECREATIONAL SUPPLIES	\$1,240	\$90	\$3,500	\$1,500	(\$2,000)	(57.1)	\$1,500	MISCELLANEOUS SIGN REPLACEMENTS AS NEEDED TRANSFER TO 100420.52102 (\$500), 100420.53101 (\$500),100420.52103 (\$1,000)
TOTAL MATERIAL & SUPPLIES		\$1,240	\$90	\$3,500	\$1,500	(\$2,000)	(57.1)		
TOTAL FOR PROJECT OUTDOOR SIDEWALK DINING PROGRAM		\$1,240	\$90	\$3,500	\$1,500	(\$2,000)	(57.1)		
DIV LOCAL TAX FUNDING TOTAL		\$826,225	\$864,636	\$942,409	\$857,497	(\$84,912)	(11.3)		

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
PARKS AND RECREATION - PARKS DIVISION									
44 CHARGES FOR SERVICES									
44116	PARKS AND SPECIAL SERVICES	(\$51,635)	(\$43,084)	(\$40,000)	(\$40,000)	\$0		(\$40,000)	ATHLETIC FIELD USAGE FEES, PAVILION RENTALS, AND GARDEN PLOT RENTALS
TOTAL CHARGES FOR SERVICES		(\$51,635)	(\$43,084)	(\$40,000)	(\$40,000)	\$0			
48 OTH FINANCE SOURCES									
48020	USE OF FUND BALANCE	\$0	\$0	(\$498,000)	\$0	\$498,000	(100.0)		
TOTAL OTH FINANCE SOURCES		\$0	\$0	(\$498,000)	\$0	\$498,000	(100.0)		
51 PERSONNEL SERVICES									
TOTAL PERSONNEL SERVICES		\$988,946	\$1,045,130	\$1,179,104	\$1,369,826	\$190,722	2.9		
52 CONTRACTUAL SERVICES									
52101	POSTAL SERVICES	\$0	\$7	\$500	\$500	\$0		\$500	SHIPPING AND HANDLING FOR MISCELLANEOUS ITEMS PURCHASED
52102	TELECOMMUNICATION SERVICES	\$4,133	\$4,168	\$5,475	\$5,475	\$0		\$5,475	MOBILE PHONE COSTS FOR ASSISTANT DIRECTOR, PARKS OPERATIONS SUPERVISOR, ELEVEN GROUNDSKEEPERS AND TWO SHARED PARK ATTENDANTS
52103	PRINTING SERVICES	\$1,905	\$4,367	\$2,500	\$2,500	\$0		\$2,500	GRAPHIC DESIGN AND PRINT OF PERMANENT. & TEMPORARY SIGNS, BANNERS, MEMORIAL TREE MARKERS & PLAQUES
52201	ORGANIZATION MEMBERSHIPS	\$465	\$150	\$600	\$600	\$0		\$600	VIRGINIA RECREATION AND PARK SOCIETY AND FOR DEPARTMENTAL MEMBERSHIP TO SPORTS TURF MANAGERS ASSOC.
52310	FORESTRY SERVICES	\$32,210	\$32,807	\$49,230	\$49,230	\$0		\$16,000	CONTRACTUAL CARE OF EXISTING TREE CANOPY WITHIN TOWN PARKS DUE TO MATURITY AND REQUIRED SPECIALIZED CARE
								\$23,000	TREE REMOVAL FOR DAMAGED, DISEASED/ DEAD TREES; FERTILIZATION AND PEST CONTROL
								\$10,230	VETERANS PARK OPERATING EXPENSES (TREE MAINTENANCE, CLEANING SUPPLIES, PORTAJOHNS, LANDSCAPING, ETC.)

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
PARKS AND RECREATION - PARKS DIVISION									
52401	CUSTODIAL SERVICES	\$1,716	\$6,872	\$1,500	\$2,500	\$1,000	66.7	\$2,500	PEST MANAGEMENT AT PARK FACILITIES & PROF CLEANING OF GAZEBO AT IDA LEE PARK VENDOR INCREASE TRANSFER FROM 100412.53305
52402	ELECTRICAL R&M SERVICES	\$2,027	\$1,452	\$6,000	\$4,800	(\$1,200)	(20.0)	\$4,800	ATHLETIC LIGHTS, PARKING LOT LIGHTS, IRRIGATION CONTROLS, & PARK FACILITY LIGHTS TRANSFER TO 100412.53101
52403	EQUIPMENT R&M SERVICES	\$4,297	\$899	\$2,000	\$2,000	\$0		\$2,000	PUSH MOWERS, BLOWERS, SPRAYERS, & VACUUMS. COSTS VARY YEARLY
52405	MECHANICAL R&M SERVICES	\$3,375	\$4,256	\$6,000	\$6,000	\$0		\$6,000	MAINT. OF EQUIP AT PARK FACILITIES AIR CONDITIONERS, HVAC SYSTEMS, PLUMBING & WATER HEATERS
52406	PLANT R&M SERVICES	\$19,049	\$34,325	\$41,300	\$41,300	\$0		\$41,300	REPAIR AND REPLACEMENT OF FENCING THROUGHOUT PARK SYSTEM
52409	BUILDING R&M SERVICES	\$3,733	\$7,665	\$10,000	\$10,000	\$0		\$10,000	\$5,000 FOR EMERGENCY REPAIRS AND \$5,000 FOR NON-EMERGENCY REPAIRS AT BUILDINGS
TOTAL CONTRACTUAL SERVICES		\$72,909	\$96,967	\$125,105	\$124,905	(\$200)	(0.1)		
53 MATERIAL & SUPPLIES									
53101	UNIFORM/APPAREL SUPPLIES	\$6,539	\$6,449	\$7,500	\$8,700	\$1,200	16.0	\$8,700	UNIFORMS, RAIN & SNOW GEAR, SAFETY GEAR SHARED AND ONBOARDING TWO FULL-TIME STAFF TRANSFER FROM 100412.52402
53102	OFFICE SUPPLIES	\$319	\$173	\$250	\$250	\$0		\$250	NOTEBOOKS,PENS, TAPE, STAPLES & COPIER PAPER
53202	FIELD SUPPLIES	\$3,052	\$1,796	\$5,000	\$5,000	\$0		\$5,000	FIELD TESTING OF SOILS AND SUPPLIES FOR IRRIGATION AND RESTRICTION OF FIELD ACCESS DURING MAINT.
53203	CHEMICAL SUPPLIES	\$26,240	\$27,160	\$31,000	\$31,000	\$0		\$31,000	PESTICIDES, FERTILIZERS, SOLVENTS, FIELD PAINT, & ALGAECIDE.
53301	BUILDING R&M MATERIALS	\$6,907	\$4,331	\$10,000	\$10,000	\$0		\$10,000	PARK FACILITIES: PAINT, LUMBER, CEMENT, STONE, FENCE BOARDS, LOCKS, ROOFING MAT., PLUMBING, ETC.

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
PARKS AND RECREATION - PARKS DIVISION									
53302	CUSTODIAL R&M MATERIALS	\$17,502	\$17,789	\$17,920	\$20,920	\$3,000	16.7	\$20,920	CUSTODIAL REPAIR AND MAINTENANCE OF PARK FACILITIES AND STRUCTURES - 5% INCREASE FROM VENDOR FOR TRASH BAGS AND DOG WASTE BAGS, ADDITIONAL TRASH BAGS AND DOG WASTE BAGS FOR VETERANS PARK
53303	ELECTRICAL R&M MATERIALS	\$3,100	\$528	\$2,000	\$2,000	\$0		\$2,000	BULBS, CONDUIT WIRE, FUSES, EXTENSION CORDS, FIXTURES, SCOREBOARDS & IRRIGATION CONTROLS
53304	MECHANICAL R&M MATERIALS	\$1,615	\$5,011	\$5,000	\$5,000	\$0		\$5,000	PIPES, PUMPS, VALVES, DRILL BITS, WIRE, AND VARIOUS PARTS AS NEEDED FOR SMALL EQUIP.
53305	VEHICLE R&M MATERIALS	\$337	\$1,060	\$4,000	\$3,000	(\$1,000)	(25.0)	\$3,000	FLUIDS, GREASE, FILTERS, FANS, BELTS, BLADES, WIPERS, BATTERIES, PLUGS, & TIRES TRANSFER TO 100412.52401
53310	LANDSCAPE MATERIALS	\$46,691	\$58,135	\$71,000	\$67,000	(\$4,000)	(5.6)	\$67,000	SEED, SOD, MULCH, TOPSOIL, TREES, STONE, SUPPLIES, ETC. TRANSFER TO 100412.53404
53404	RECREATIONAL SUPPLIES	\$20,266	\$26,557	\$20,000	\$24,000	\$4,000	20.0	\$24,000	REC AMENITIES AND MAIN PARK SIGNS TRANSFER FROM 100412.53310
TOTAL MATERIAL & SUPPLIES		\$132,567	\$148,990	\$173,670	\$176,870	\$3,200	1.8		
55 CONTINUOUS CHARGES									
55006	ELECTRICITY PAYMENTS	\$31,517	\$32,733	\$34,000	\$34,000	\$0		\$34,000	PAYMENTS OF ELECTRICITY BILLS FOR PARK FACILITIES, INCLUDING LIT BALLFIELDS AT FREEDOM PARK
55011	OPERATING LEASE PAYMENTS	\$22,311	\$24,875	\$26,200	\$31,800	\$5,600	21.4	\$31,800	BASED ON HISTORICAL PAYMENTS FOR LEASED PORTABLE TOILETS AT PARKS. PORTO JON VENDOR INCREASE OF 10% ADDITION OF VETERANS PARK UNITS
55012	EQUIPMENT RENTALS	\$0	\$77	\$2,000	\$2,000	\$0		\$2,000	RENT SPECIALIZED EQUIPMENT THAT IS NOT OWNED BY THE TOWN OR ARE OUT OF SERVICE
TOTAL CONTINUOUS CHARGES		\$53,828	\$57,685	\$62,200	\$67,800	\$5,600	9.0		
56 CAPITAL EXPENDITURES									
56103	SITE IMPROVEMENTS	\$7,443	\$6,410	\$295,000	\$10,000	(\$285,000)	(96.6)	\$10,000	IMPROVEMENT PROJECTS AND PARK UPGRADES AT TOWN PARKS AS IDENTIFIED EACH YEAR BY STAFF AND/OR COUNCIL

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
PARKS AND RECREATION - PARKS DIVISION									
56207	MOTOR VEHICLE EQUIPMENT	\$0	\$0	\$241,000	\$0	(\$241,000)	(100.0)		
56208	POWER R&M EQUIPMENT	\$84,106	\$2,938	\$3,000	\$3,000	\$0		\$3,000	REPAIR & PURCHASE OF SMALL POWER EQUIPMENT
56211	RECREATION EQUIPMENT	\$0	\$0	\$52,018	\$0	(\$52,018)	(100.0)		
TOTAL CAPITAL EXPENDITURES		\$91,549	\$9,348	\$591,018	\$13,000	(\$578,018)	(97.8)		
PROJECT 17006 RECURRING WINTER EVENTS									
52 CONTRACTUAL SERVICES									
52409	BUILDING R&M SERVICES	\$0	\$0	\$24,000	\$24,000	\$0		\$24,000	CONTRACTUAL SERVICES FOR SNOW REMOVAL AT PARKS AND REC FACILITIES
TOTAL CONTRACTUAL SERVICES		\$0	\$0	\$24,000	\$24,000	\$0			
TOTAL FOR PROJECT RECURRING WINTER EVENTS				\$24,000	\$24,000				
PROJECT 17021 HOLIDAY DECORATIONS									
53 MATERIAL & SUPPLIES									
53404	RECREATIONAL SUPPLIES	\$47,856	\$42,606	\$45,000	\$45,000	\$0		\$45,000	HOLIDAY DECORATIONS
TOTAL MATERIAL & SUPPLIES		\$47,856	\$42,606	\$45,000	\$45,000	\$0			
TOTAL FOR PROJECT HOLIDAY DECORATIONS		\$47,856	\$42,606	\$45,000	\$45,000				
PROJECT DINE OUTDOOR SIDEWALK DINING PROGRAM									
51 PERSONNEL SERVICES									
TOTAL PERSONNEL SERVICES		\$277	\$363	\$25,460	\$25,460	\$0			
TOTAL FOR PROJECT OUTDOOR SIDEWALK DINING PROGRAM		\$277	\$363	\$25,460	\$25,460				
DIV LOCAL TAX FUNDING TOTAL		\$1,336,296	\$1,358,004	\$1,687,557	\$1,806,861	\$119,304	32.3		

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
PARKS AND RECREATION - RECREATION DIVISION									
44 CHARGES FOR SERVICES									
44105	RECREATION CENTER FEES	(\$1,396,641)	(\$1,509,477)	(\$1,400,000)	(\$1,610,000)	(\$210,000)	15.0	(\$1,610,000)	PASS/ DAILY ADM, CHILDCARE FEES, FACILITY RENTALS, PARTIES, MERC SALES, & VENDING
44106	P&R TENNIS	(\$1,189,858)	(\$1,681,497)	(\$1,410,000)	(\$1,532,000)	(\$122,000)	8.7	(\$1,522,000)	GROUP AND PRIVATE TENNIS LESSONS, TOURNAMENT FEES, AND COURT RENTALS
								(\$10,000)	TENNIS RACQUET RESALE.
44108	P&R AQUATIC CLASSES	(\$543,656)	(\$612,848)	(\$580,000)	(\$600,000)	(\$20,000)	3.4	(\$600,000)	GROUP/ PRV LESSONS, SAFETY PROGRAMS (CPR, FIRST AID, LIFEGUARDING), & POOL RENTALS
44109	P&R SPORTS PROGRAMS	(\$210,886)	(\$239,879)	(\$335,000)	(\$335,000)	\$0		(\$335,000)	HISTORICAL REVENUE GENERATED FROM SPORTS CLASSES, ACADEMIES, AND FLAG FOOTBALL LEAGUE
44110	P&R RECREATION CLASSES	(\$38,122)	(\$50,293)	(\$100,620)	(\$100,620)	\$0		(\$100,620)	RECREATION BASED PROGRAMS AND EVENTS TARGETING INFANTS THROUGH SENIORS
44111	P&R CAMPS	(\$286,988)	(\$326,061)	(\$297,695)	(\$304,695)	(\$7,000)	2.4	(\$304,695)	HISTORICAL REVENUE GENERATED FROM YOUTH BASED CAMP PROGRAMS OFFERED BY THE DEPARTMENT
44113	P&R PERSONAL TRAINERS/FITNESS	(\$190,685)	(\$218,412)	(\$250,000)	(\$250,000)	\$0		(\$250,000)	HISTORICAL REVENUE GENERATED FROM FEE BASED FITNESS PROGRAMS AND PERSONAL TRAINING SESSIONS
TOTAL CHARGES FOR SERVICES		(\$3,856,836)	(\$4,638,466)	(\$4,373,315)	(\$4,732,315)	(\$359,000)	8.3		
51 PERSONNEL SERVICES									
TOTAL PERSONNEL SERVICES		\$3,664,122	\$4,225,123	\$4,405,049	\$4,394,010	(\$11,039)	(10.5)		
52 CONTRACTUAL SERVICES									
52101	POSTAL SERVICES	\$305	\$275	\$550	\$550	\$0		\$550	SHIPPING AND HANDLING FOR MISCELLANEOUS ITEMS PURCHASED THROUGHOUT THE YEAR FOR IDA LEE REC CENTER
					\$100			\$100	SHIPPING AND HANDLING FOR MISC ITEMS FOR FITNESS PROGRAMS
					\$100			\$100	SHIPPING AND HANDLING FOR MISC ITEMS PURCHASED FOR AQUATICS
					\$100			\$100	SHIPPING & HANDLING FOR MISC ITEMS FOR SPORTS PROGRAMS

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
PARKS AND RECREATION - RECREATION DIVISION									
					\$100			\$100	SHIPPING AND HANDLING FOR MISCELLANEOUS ITEMS PURCHASED FOR TENNIS PROGRAM
52102	TELECOMMUNICATION SERVICES	\$524	\$515	\$420	\$420	\$0		\$420	1 NEXTEL PHONE USED DURING SUMMER CAMP PROGRAMS AND SPECIAL EVENTS
					\$9,000			\$9,000	PUBLIC WIFI & COMCAST, OIW PARK LANDLINE & MOBILE SVCS 3 STAFF INCREASE DUE TO WIFI AND CABLE INCREASE AT IDA LEE REC CENTER
					\$720			\$720	2 NEXTEL PHONES USED BY STAFF DURING ROCK PROGRAM DIRECT SERVICE HOURS - INCREASE TO REFLECT HISTORIC ANNUAL COST
					\$300			\$300	MOBILE PHONE SERVICE FOR TENNIS OPERATIONS
52103	PRINTING SERVICES	\$13,647	\$10,543	\$17,000	\$17,000	\$0		\$8,300	DESIGN COSTS FOR PUBLICATION OF LEESBURG @ LEISURE
								\$8,700	PRINTING OF LEESBURG @ LEISURE
					\$1,000			\$1,000	GRAPHIC DESIGN OF PASS SALE BANNERS, PRINT FOR NEWSPAPER ADS. PASSES, ENVEL. & SIGNAGE
					\$500			\$500	SWIMMING CLASS CERTIFICATES & CPR/FIRST AID CERTIFICATION CARDS
52201	ORGANIZATION MEMBERSHIPS	\$140	\$185	\$140	\$140	\$0		\$140	VA PARKS & REC SOCIETY FOR EVENTS & FITNESS/PRGM MGR.
					\$150			\$150	VA PARK & RECREATIONS SOCIETY FOR THE ASSISTANT DIRECTOR AND BUILDING SERVICES MANAGER
					\$70			\$70	VIRGINIA PARKS AND RECREATIONS SOCIETY FOR THE FITNESS PROGRAMMER
					\$70			\$70	VIRGINIA PARKS AND RECREATION SOCIETY FOR OUTREACH COORDINATOR
					\$1,495			\$1,495	VIRGINIA PARKS AND RECREATION SOCIETY AND SWIM TEAM MEMBERSHIP FEES
					\$70			\$70	VIRGINIA PARKS AND RECREATION SOCIETY FOR THE SPORTS AND RECREATION PROGRAM SUPERVISOR

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
PARKS AND RECREATION - RECREATION DIVISION									
					\$70			\$70	VIRGINIA PARKS AND RECREATION SOCIETY FOR THE SPORTS AND RECREATION SUPERVISOR
52302	FISCAL SERVICES	\$75,284	\$92,355	\$75,000	\$75,000	\$0		\$75,000	MERCHANT TRANSACTION FEES AND CREDIT CARD TRANSACTIONS
52303	MANAGEMENT SERVICES	\$10,209	\$9,423	\$12,750	\$12,750	\$0		\$12,750	COURSE RECORDS AND BOOKS FOR CPR/FA/LG/BABYSITTING PROGRAM PARTICIPANTS
52307	ADVERTISING SERVICES	\$1,573	\$930	\$2,500	\$2,500	\$0		\$2,500	PRINT & BROADCAST FOR DEPT EVENTS OR PROMOS
52403	EQUIPMENT R&M SERVICES	\$129,319	\$78,640	\$126,161	\$126,161	\$0		\$126,161	SCHEDULED AND UNFORESEEN REPAIRS: HVAC, BOILERS, GENERATORS, PUMPS, MOTORS, TILE WORK, ETC.
					\$35,000			\$35,000	SCHEDULED AND UNFORSEEN REPAIRS TO CARDIO AND STATIONARY EQUIPMENT
					\$12,500			\$12,500	REPAIRS HVAC, MOTORS, ELECTRICAL, PLUMBING, AND STRUCTURAL.
52409	BUILDING R&M SERVICES	\$29,984	\$48,475	\$36,000	\$36,000	\$0		\$36,000	ALARM & WEATHER MONITORING, PEST CONTROL, ELEVATOR MAINT.
					\$32,800			\$10,800	COURT SURFACES, FENCING, BUBBLE INTERIOR AND EXTERIOR SKIN
								\$22,000	ENHANCEMENT: TENNIS COURT SWEEPING
52503	ENTERTAINMENT SERVICES	\$5,293	\$5,716	\$5,000	\$5,750	\$750	15.0	\$5,750	ANNUAL LICENSING FEES FOR MUSIC & FITNESS PROGRAMS: LES MILLS, SESAC, ASCAP, & BMI VENDOR INCREASE
					\$12,300			\$12,300	ROCK FIELD TRIPS & EQUIPMENT RENTALS OR PERFORMANCE FEES FOR ONSITE SPECIAL EVENTS TRANSFER TO 100416.53106
					\$36,500			\$36,500	FIELD TRIP ADMISSION FEES AND BUSES FOR ALL K-KIDS, IDA FUN AND TEEN ADVENTURE CAMPS
52602	COMPUTER SOFTWARE MAINT SERV	\$10,963	\$10,846	\$10,400	\$23,400	\$13,000	125.0	\$10,400	ANNUAL MAINTENANCE OF REC. PROGRAM SOFTWARE - RECTRAC (\$8,000) & VERISIGN (\$2,400)
								\$13,000	ENHANCEMENT: RECTRAC APP FOR CUSTOMER PHONES

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
PARKS AND RECREATION - RECREATION DIVISION									
52603	ONLINE SERVICES	\$0	\$900	\$0	\$900	\$900		\$900	USE OF SURVEY TOOLS FOR CUSTOMER INFORMATION TRANSFER FROM 100414.53404
TOTAL CONTRACTUAL SERVICES		\$367,685	\$351,820	\$406,866	\$443,516	\$36,650	16.1		
53 MATERIAL & SUPPLIES									
53101	UNIFORM/APPAREL SUPPLIES	\$2,861	\$919	\$3,000	\$3,000	\$0		\$3,000	UNIFORM SHIRTS FOR STAFF
					\$800			\$800	PARTICIPANTS T-SHIRTS & STAFF UNIFORMS.
					\$22,200			\$22,200	BASED ON HISTORICAL SPENDING ASSOCIATED WITH THE COST FOR NFL FLAG JERSEYS
					\$1,500			\$1,500	UNIFORMS/T-SHIRTS FOR TENNIS STAFF
53102	OFFICE SUPPLIES	\$2,919	\$2,161	\$3,500	\$3,500	\$0		\$3,500	PAPER, SCISSORS, PENS, STAPLES, NOTEBOOKS, CC RECEIPTS, ETC.
					\$500			\$500	PAPER, PENS, CALENDARS, ETC.
					\$300			\$300	MISC OFFICE SUPPLIES UTILIZED BY THE TENNIS DIVISION THROUGHOUT THE YEAR
53106	FOOD AND BEVERAGES	\$2,809	\$6,271	\$3,400	\$3,400	\$0		\$3,400	BIRTHDAY PARTY PACKAGES FOR PIZZAS (\$3,000) , AND JUICE/ WATER (\$400)
					\$5,000			\$5,000	SNACK SUPPLIES FOR FOUR AFTER SCHOOL AND FOUR SUMMER ROCK PROGRAMS TRANSFER FROM 100416.52503
53203	CHEMICAL SUPPLIES	\$37,598	\$64,694	\$59,100	\$66,100	\$7,000	11.8	\$66,100	SODIUM HYPOCHLORITE AND CO2 USED FOR POOL DISINFECTION TRANSFER FROM OUTDOOR POOL \$5,500 100417.53203 AND \$1,500 100417.53302
53302	CUSTODIAL R&M MATERIALS	\$26,170	\$29,288	\$30,818	\$30,818	\$0		\$30,818	TOILET PAPER, PAPER TOWELS, TRASH BAGS, AND CLEANING CHEMICALS
53402	COMPUTER OPERATING SUPPLIES	\$1,112	\$1,603	\$3,000	\$3,000	\$0		\$3,000	COMPUTER RELATED SUPPLIES & TONER CARTRIDGES
					\$750			\$750	TONER, INK CARTRIDGES, REPLACEMENTS FOR MOUSE, KEYBOARDS, OR CABLES

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
PARKS AND RECREATION - RECREATION DIVISION									
53404	RECREATIONAL SUPPLIES	\$13,480	\$21,032	\$19,300	\$18,400	(\$900)	(4.7)	\$18,400	MERCHANDISE FOR RESALE,CHILD CARE SUPPLIES, BATTERIES, RECREATIONAL EQUIPMENT AND SIGNAGE TRANSFER TO 100414.52603
					\$8,100			\$8,100	AEROBIC MATS, EXERCISE BALLS, STEPS, BANDS, TOWELS, MAGAZINE SUBSCRIPTIONS, AND FIRST AID SUPPLIES
					\$2,000			\$2,000	BASED ON HISTORICAL COSTS TO PURCHASE ART, CRAFT AND RECREATION SUPPLIES FOR ROCK PROGRAMS
					\$10,130			\$10,130	PPE, AED BATTERIES, FIRST AID & CLASS SUPPLIES, SWIM VESTS ETC. TRANSFER FROM OUTDOOR POOL 100417.52307
					\$5,100			\$5,100	FLAG FOOTBALL TROPHIES, GYMNASTIC, SPORT & CAMP SUPPLIES, ETC.
					\$5,325			\$5,325	REPLACEMENT OF MATERIALS: ARTS & CRAFT SUPPLIES, FOOD FOR COOKING CLASSES, MISC. SUPPLIES FOR PROGRAMS
					\$43,000			\$33,000	TENNIS BALLS, GRIPS, STRINGS, & REPLACEMENT TEACHING AIDES & RESTRINGING SVCS (REV. OFFSET)
								\$10,000	TENNIS RACQUETS FOR RESALE.
					\$9,500			\$9,500	FIRST AID SUPPLIES, CAMP EQUIPMENT, CRAFT SUPPLIES, T-SHIRTS
TOTAL MATERIAL & SUPPLIES		\$174,172	\$216,366	\$230,823	\$242,423	\$11,600	4.2		
54 MISC EXP									
54004	REIMBURSEMENT TO GENERAL FUND	\$0	\$0	\$50,000	\$50,000	\$0		\$50,000	REIMBURSEMENT TO UNASSIGNED FUND BALANCE FOR TENNIS AIR STRUCTURE PER RESOLUTION 2021-175.
TOTAL MISC EXP		\$0	\$0	\$50,000	\$50,000	\$0			
55 CONTINUOUS CHARGES									
55006	ELECTRICITY PAYMENTS	\$126,013	\$151,039	\$132,000	\$150,000	\$18,000	13.6	\$150,000	ELECTRICITY COSTS FOR THE RECREATION CENTER
					\$64,000			\$64,000	BASED ON HISTORICAL USAGE, ELECTRICITY COSTS FOR THE TENNIS CENTER AT IDA LEE

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
PARKS AND RECREATION - RECREATION DIVISION									
55007	NATURAL GAS PAYMENTS	\$65,981	\$77,967	\$78,630	\$78,630	\$0		\$78,630	BASED ON HISTORICAL USAGE, NATURAL GAS COSTS FOR THE RECREATION CENTER
					\$24,000			\$24,000	NATURAL GAS PAYMENTS FOR HEATING OF THE TENNIS CENTER AT IDA LEE
55008	HEATING OIL/PROPANE PAYMENTS	\$10,255	\$8,899	\$6,000	\$9,000	\$3,000	50.0	\$9,000	BASED ON HISTORICAL USAGE, PROPANE COSTS FOR THE IZAAK WALTON PARK BUILDING
55011	OPERATING LEASE PAYMENTS	\$6,062	\$6,432	\$13,500	\$13,500	\$0		\$13,500	ANNUAL LEASE AND MAINTANACE FEES FOR THE COPIER AT THE RECREATION CENTER.
TOTAL CONTINUOUS CHARGES		\$259,715	\$332,014	\$318,130	\$339,130	\$21,000	6.6		
PROJECT OPOOL PARKS - OUTDOOR POOL									
44 CHARGES FOR SERVICES									
44117	OUTDOOR POOL	(\$356,881)	(\$367,815)	(\$311,500)	(\$350,500)	(\$39,000)	12.5	(\$350,500)	DAILY ADMISSION, MULTI-VISIT PASS SALES, AQUATIC PRGMS, FACIL RENTALS, & SNACK BAR COMMISSION
TOTAL CHARGES FOR SERVICES		(\$356,881)	(\$367,815)	(\$311,500)	(\$350,500)	(\$39,000)	12.5		
51 PERSONNEL SERVICES									
TOTAL PERSONNEL SERVICES		\$168,072	\$46,409	\$215,602	\$210,147	(\$5,455)	(2.5)		
52 CONTRACTUAL SERVICES									
52101	POSTAL SERVICES	\$0	\$0	\$500	\$500	\$0		\$500	COSTS ASSOCIATED WITH SHIPPING AND HANDLING FOR MISCELLANEOUS ITEMS PURCHASED THROUGHOUT THE YEAR FOR OUTDOOR POOL
52103	PRINTING SERVICES	\$935	\$0	\$1,000	\$1,000	\$0		\$500	GRAPHIC DESIGN AND PRINTING OF BROCHURES
								\$200	PASSES
								\$300	BANNERS AND SIGNAGE
52307	ADVERTISING SERVICES	\$305	\$0	\$5,500	\$1,500	(\$4,000)	(72.7)	\$500	PRINT MEDIA
								\$1,000	SOCIAL MEDIA OUTREACH
52403	EQUIPMENT R&M SERVICES	\$13,099	\$11,036	\$16,000	\$16,000	\$0		\$16,000	SCHEDULED AND UNFORESEEN REPAIRS WITHIN THE FACILITY
TOTAL CONTRACTUAL SERVICES		\$14,339	\$11,036	\$23,000	\$19,000	(\$4,000)	(33.3)		

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
PARKS AND RECREATION - RECREATION DIVISION									
53 MATERIAL & SUPPLIES									
53102	OFFICE SUPPLIES	\$294	\$85	\$500	\$500	\$0		\$250	MISC OFFICE SUPPLIES -RECEIPT PAPER, ADMISSION BANDS
								\$250	MISC ITEMS
53203	CHEMICAL SUPPLIES	\$33,678	\$30,328	\$37,000	\$31,500	(\$5,500)	(14.9)	\$31,500	SODIUM HYPOCHLORITE & CO2 USED FOR POOL DISINFECTION TRANSFER TO INDOOR POOL 100417.52503
53302	CUSTODIAL R&M MATERIALS	\$711	\$929	\$3,500	\$2,000	(\$1,500)	(42.9)	\$2,000	TOILET PAPER, PAPER TOWELS, TRASH BAGS, & CLEANING CHEMICALS TRANSFER TO INDOOR POOL 100417.52503
53304	MECHANICAL R&M MATERIALS	\$10,758	\$7,820	\$10,000	\$10,000	\$0		\$10,000	REPAIRS: PUMPS, MOTORS, ELECTRICAL, PLUMBING, TILE WORK, AND STRUCTURAL
53402	COMPUTER OPERATING SUPPLIES	\$9	\$0	\$300	\$300	\$0		\$300	MISC COMPUTER RELATED SUPPLIES INCLUDING: TONER & INK CARTRIDGES
53404	RECREATIONAL SUPPLIES	\$8,388	\$6,911	\$7,180	\$7,180	\$0		\$7,180	RIVER TUBES, LESSON PRGRM EQUIP, PFDS, UNIFORMS, LANE LINES, RESCUE EQUIP, SIGNAGE, ETC.
TOTAL MATERIAL & SUPPLIES		\$53,839	\$46,073	\$58,480	\$51,480	(\$7,000)	(11.9)		
55 CONTINUOUS CHARGES									
55006	ELECTRICITY PAYMENTS	\$20,000	\$29,500	\$20,000	\$20,000	\$0		\$20,000	BASED ON HISTORICAL USAGE, ELECTRICITY COSTS FOR THE OUTDOOR POOL
TOTAL CONTINUOUS CHARGES		\$20,000	\$29,500	\$20,000	\$20,000	\$0			
TOTAL FOR PROJECT PARKS - OUTDOOR POOL		(\$100,631)	(\$234,797)	\$5,582	(\$49,873)	(\$55,455)	(332.5)		
DIV LOCAL TAX FUNDING TOTAL		\$508,228	\$252,061	\$1,043,135	\$686,891	(\$356,244)	(411.0)		

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100431 - THOMAS BALCH LIBRARY									
43 USE MONEY&PROPERTY									
43003	BUILDING RENTAL REVENUE	\$310	(\$1,330)	(\$3,000)	(\$3,000)	\$0		(\$3,000)	MEETING ROOM RENTAL
43008	BALCH LIBRARY REVENUE	(\$6,879)	(\$12,381)	(\$8,000)	(\$8,000)	\$0		(\$8,000)	INTERLIBRARY LOANS
TOTAL USE MONEY&PROPERTY		(\$6,569)	(\$13,711)	(\$11,000)	(\$11,000)	\$0			
51 PERSONNEL SERVICES									
TOTAL PERSONNEL SERVICES		\$432,504	\$500,921	\$580,819	\$597,878	\$17,059	(4.3)		
52 CONTRACTUAL SERVICES									
52101	POSTAL SERVICES	\$227	\$411	\$300	\$300	\$0		\$300	SHIPPING AND HANDLING COSTS
52102	TELECOMMUNICATION SERVICES	\$4,997	\$4,735	\$4,760	\$4,950	\$190	4.0	\$750	VERIIZON ELEVATOR PHONE TBL
								\$1,200	COMCAST WIFI FOR PUBLIC ACCESS SLIGHT INCREASE DUE TO COST INCREASE
								\$3,000	COMCAST WIFI BUSINESS INSTALLED BY IT FOR SECURITY FOR PUBLIC TO ACCESS DIGITAL SUBSCRIPTIONS INCREASE DUE TO COST INCREASE
52103	PRINTING SERVICES	\$7,060	\$4,615	\$7,350	\$7,350	\$0		\$585	RESEARCHER BROCHURES (500)
								\$4,000	BALCH COLUMN (2500)
								\$1,000	GENERAL BROCHURES (2500)
								\$800	RACK CARDS (5000)
								\$710	ELECTRONIC RESOURCES (1000)
								\$255	PCARD USAGE FEES APPROX 3.6% ADDITIONAL
52201	ORGANIZATION MEMBERSHIPS	\$2,139	\$2,511	\$3,110	\$3,144	\$34	1.1	\$425	VIRGINIA LIBRARY ASSOCIATION (SLIGHT COST INCREASE)
								\$300	AMERICAN LIBRARY ASSOCIATION (SLIGHT COST INCREASE)
								\$300	ASSOC OF CANADIAN ARCHIVISTS
								\$350	SOCIETY OF AMERICAN ARCHIVISTS
								\$270	NEW ENGLAND HISTORICAL AND GENEALOGICAL SOCIETY NEHGS
								\$65	VIRGINIA PIEDMONT HERITAGE AREA ASSOCIATION FORMERLY MOSBY HERITAGE (SLIGHT COST INCREASE)

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100431 - THOMAS BALCH LIBRARY									
								\$20	NATIONAL TRUST FOR HISTORIC PRESERVATION
								\$35	NORTHERN NECK OF VIRGINIA HISTORICAL SOCIETY NNVH
								\$30	NORTHUMBERLAND COUNTY HISTORICAL SOCIETY
								\$15	SNICKERSVILLE TURNPIKE ASSOCIATION
								\$50	VIRGINIA BAPTIST HISTORICAL SOCIETY
								\$20	CLARKE COUNTY HISTORICAL ASSOCIATION
								\$20	GLOUCESTER GENEALOGICAL SOCIETY
								\$25	HARTWICK COLLEGE USCTI
								\$85	MANUSCRIPTS SOCIETY
								\$45	MID ATLANTIC ARCHIVES CONFERENCE MARAC
								\$20	JEFFERSON COUNTY HISTORICAL SOCIETY
								\$30	FAUQUIER HISTORICAL SOCIETY
								\$50	COLONIAL WILLIAMSBURG PUBLICATION TREND AND TRADITION
								\$125	AMERICAN ASSOC FOR STATE AND LOCAL HISTORY
								\$50	AFRICAN AMERICAN HISTORICAL ASSOC OF FAUQUIER
								\$218	WASHINGTON MAP SOCIETY (SLIGHT COST INCREASE)
								\$170	VIRGINIA GENEALOGICAL SOCIETY VGS
								\$130	JOURNAL OF SOUTHERN HISTORY
								\$85	MARYLAND HISTORICAL MAGAZINE (SLIGHT COST INCREASE)
								\$125	NATIONAL GENEALOGICAL SOCIETY
								\$65	VIRGINIA MUSEUM OF HISTORY & CULTURE (FORMERLY VIRGINIA HISTORICAL SOCIETY)
								\$21	VIRGINIA CONFERENCE OF THE UNITED METHODIST CHURCH
52202	PUBLICATION SUBSCRIPTIONS	\$2,376	\$1,362	\$2,370	\$2,370	\$0		\$55	VIRGINIA LIVING

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100431 - THOMAS BALCH LIBRARY									
								\$285	WINCHESTER STAR (SLIGHT COST INCREASE)
								\$650	WASHINGTON POST (SLIGHT COST INCREASE)
								\$20	ASHBURN MAGAZINE
								\$35	WARRENTON LIFESTYLE (FORMERLY PIEDMONT VIRGINIAN)
								\$100	AFRO/AMERICAN NEWSPAPERS (BALTO EDITION)
								\$30	CIVIL WAR TIMES
								\$30	FINE BOOKS & COLLECTIONS
								\$180	LIBRARY JOURNAL (SLIGHT COST INCREASE)
								\$100	LONDON REVIEW OF BOOKS (SLIGHT COST INCREASE)
								\$100	NEW YORK REVIEW OF BOOKS
								\$300	NEW YORK TIMES BOOK REVIEW (SLIGHT COST INCREASE)
								\$55	SMITHSONIAN (SLIGHT COST INCREASE)
								\$185	TIMES LIBRARY SUPPLEMENT
								\$70	WASHINGTONIAN (SLIGHT COST INCREASE)
								\$175	WILLIAM & MARY QUARTERLY
52203	EMPLOYEE TRAINING COURSES	\$0	\$1,580	\$1,000	\$1,500	\$500	50.0	\$1,500	COURSES FOR PROFESSIONAL EVENTS/TRAINING
52205	EMPLOYEE TRANS/LODGE/MEALS	\$0	\$532	\$4,000	\$4,000	\$0		\$4,000	SUPPORT TRAINING TRAVEL FOR THE FOLLOWING POSSIBLE EVENTS FOR FULL TIME STAFF: VAM, VLA, ALA, MARAC, NGS, SAA, VA FORUM
52303	MANAGEMENT SERVICES	\$10,482	\$10,450	\$16,100	\$34,450	\$18,350	114.0	\$27,000	CAPCON OCLC - FIRST SEARCH AND ILL YEAR 2 CONTRACT FEE FOR FY25
								\$700	PEST CONTROL 4 INSPECTION/SERVICES PLUS BAT CONTROL IF NEEDED
								\$1,050	SECURITY AND FIRE PLUS 2 SERVICE CALLS
								\$5,700	NMS MINOLTA (SLIGHT COST INCREASE)
52307	ADVERTISING SERVICES	\$0	\$250	\$400	\$800	\$400	100.0	\$800	RECRUITMENT ADVERTISING

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100431 - THOMAS BALCH LIBRARY									
52401	CUSTODIAL SERVICES	\$6,497	\$6,835	\$8,200	\$10,425	\$2,225	27.1	\$10,425	CUSTODIAL SERVICES TO MAINTAIN BUILDING AND MEET HEALTH STANDARDS (INCREASE DUE TO COST INCREASES) INCLUDES EMERGENCY CLEANING IF NEEDED
52403	EQUIPMENT R&M SERVICES	\$285	\$997	\$2,000	\$2,000	\$0		\$2,000	USE BY BLDG STAFF FOR MISC REPAIRS
52405	MECHANICAL R&M SERVICES	\$179	\$105	\$225	\$325	\$100	44.4	\$325	NATIONAL ELEVATOR SERVICE 2 VISITS
TOTAL CONTRACTUAL SERVICES		\$34,242	\$34,384	\$49,815	\$71,614	\$21,799	29.6		
53 MATERIAL & SUPPLIES									
53102	OFFICE SUPPLIES	\$8,697	\$6,786	\$6,600	\$6,600	\$0		\$6,600	OFFICE SUPPLIES AND LIBRARY PROCESSING MATERIALS: BOXES, FOLDERS, PAPER, ARCHIVAL GLUES & CLEANERS, CHARCOAL, ROLLED MYLAR, ETC.
53103	STATIONERY AND FORMS	\$0	\$1,048	\$2,155	\$2,155	\$0		\$500	CALL SLIPS 3 PART NCR 1500
								\$380	BUSINESS CARDS 500
								\$200	SECOND SHEETS 1000
								\$500	NUMBER 10 ENVELOPES 1000
								\$500	LETTERHEAD 2000 SHEETS
								\$75	PCARD USE FEES
53106	FOOD AND BEVERAGES	\$2,843	\$330	\$1,000	\$1,000	\$0		\$1,000	FOOD AND BEVERAGE, VOLUNTEER RECOGNITION LUNCHEON
53301	BUILDING R&M MATERIALS	\$25	\$140	\$500	\$500	\$0		\$500	FOR USE BY PARKS & REC
53308	REPAIR & MAINTENANCE MATERIALS	\$8,270	\$3,569	\$6,000	\$6,000	\$0		\$6,000	FOR USE BY BUILDINGS STAFF
53310	LANDSCAPE MATERIALS	\$1,736	\$2,007	\$4,500	\$4,500	\$0		\$4,500	FOR USE BY PARKS & REC TO REPLACE PLANTS ANS SPRAY
53402	COMPUTER OPERATING SUPPLIES	\$325	\$1,055	\$500	\$500	\$0		\$500	PRINTER TONER
53406	LIBRARY SUPPLIES (BOOKS)	\$26,374	\$34,671	\$36,611	\$35,595	(\$1,016)	(2.8)	\$800	DIGITAL PRODUCTS - ITHAKA/JSTOR
								\$5,000	BOOKS FOR COLLECTION
								\$1,800	BINDING
								\$4,000	BOOKS FOR RESALE. OFFSET BY REVENUE

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100431 - THOMAS BALCH LIBRARY									
								\$920	COHERENT DIGITAL (FORMERLY ACCESSIBLE ARCHIVES)
								\$100	GALE CENGAGE
								\$600	PAST PERFECT
								\$3,400	PROQUEST: NEWSPAPER.COM ARCHIVE (SLIGHT COST INCREASE)
								\$1,000	PROQUEST: VA SANBORN MAPS (SLIGHT COST INCREASE)
								\$7,000	PROQUEST: HISTORICAL NEWSPAPERS (SLIGHT COST INCREASE)
								\$1,100	PROQUEST: HERITAGE QUEST (SLIGHT COST INCREASE)
								\$1,600	PROQUEST: FOLD 3 (FORMERLY FOOTNOTE) (SLIGHT COST INCREASE)
								\$3,500	PROQUEST: ANCESTRY
								\$375	PROQUEST: AFRICAN AMERICAN HERITAGE (SLIGHT COST INCREASE)
								\$1,100	MY HERITAGE (WORLD VITAL RECORDS) (SLIGHT COST INCREASE)
								\$3,300	PROQUEST: NEW YORK TIMES (SLIGHT COST INCREASE)
53408	GIFTS/PROMOTIONAL ITEMS	\$0	\$3,129	\$4,550	\$6,250	\$1,700	37.4	\$250	BOOKMARKS (1000)
								\$1,500	LEESBURG TOUR GUIDE (750)
								\$500	BAGS FOR SALE BOOKS (500)
								\$500	MEMO PADS (1000)
								\$2,000	PENCILS/PENS
								\$1,500	TBL HISTORY
TOTAL MATERIAL & SUPPLIES		\$48,269	\$52,736	\$62,416	\$63,100	\$684	(0.9)		
55 CONTINUOUS CHARGES									
55006	ELECTRICITY PAYMENTS	\$18,341	\$23,205	\$20,000	\$25,000	\$5,000	25.0	\$25,000	ELECTRICITY PAYMENTS (INCREASE DUE TO COST INCREASES)
55011	OPERATING LEASE PAYMENTS	\$3,064	\$2,934	\$3,380	\$3,500	\$120	3.6	\$1,500	RICOH FAX, SCANNER, COPIER CONTRACT (SLIGHT COST INCREASE)

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100431 - THOMAS BALCH LIBRARY									
								\$2,000	XEROX MONTHLY CHARGE PLUS COPY OVERAGE - ADJUSTMENT DUE TO COPIER BW/COLOR CHARGES (INCREASE DUE TO COST INCREASES)
TOTAL CONTINUOUS CHARGES		\$21,405	\$26,139	\$23,380	\$28,500	\$5,120	19.6		
56 CAPITAL EXPENDITURES									
56202	COMPUTER SOFTWARE	\$0	\$0	\$0	\$400	\$400		\$400	ZOOM LICENSES (QTY 2) APPROVED BY IT FOR TBL MEETING USE
TOTAL CAPITAL EXPENDITURES		\$0	\$0	\$0	\$400	\$400			
DIV LOCAL TAX FUNDING TOTAL		\$529,851	\$600,467	\$705,430	\$750,492	\$45,062	3.3		

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100531 - COMMUNITY DEVELOPMENT									
41 PERMITS & FEES									
41002	P&Z PERMITS AND FEES	(\$272,555)	(\$277,191)	(\$270,000)	(\$288,000)	(\$18,000)	6.7	(\$6,000)	ESTIMATED REVENUE FROM COAS
								(\$52,000)	ESTIMATED REVENUE FROM LARGE ZONING PERMITS
								(\$50,000)	ESTIMATED REVENUE FROM SMALL ZONING PERMITS
								(\$180,000)	ESTIMATED REVENUE FROM LAND DEVELOPMENT APPLICATIONS
41003	PLAN REVIEW PERMITS/FEES	(\$677,041)	(\$690,455)	(\$350,000)	(\$400,000)	(\$50,000)	14.3	(\$400,000)	REVENUE BASED ON POTENTIAL PLANS DEPENDENT ON DEVELOPER ACTIVITY AND/OR TOWN COUNCIL APPROVAL
41014	VPDES-TOWN PERMIT FEES	(\$12,948)	(\$4,230)	(\$5,000)	(\$5,000)	\$0		(\$5,000)	BASED ON FORECAST.
TOTAL PERMITS & FEES		(\$962,544)	(\$971,875)	(\$625,000)	(\$693,000)	(\$68,000)	8.5		
45 MISC REVENUE									
45101	REIMBURSE FROM UTILITIES FUND	(\$148,052)	(\$165,444)	(\$191,027)	(\$190,561)	\$466	(0.2)	(\$190,561)	ALLOCATION OF UTILITY FUND OVERHEAD EXPENSES
45105	REIMBURSEMENT FROM CAPITAL PRJ	(\$126,800)	(\$129,400)	(\$131,988)	(\$134,600)	(\$2,612)	2.0	(\$134,600)	CAPITAL PROJECT MANAGEMENT OVERHEAD ALLOCATION
TOTAL MISC REVENUE		(\$274,852)	(\$294,844)	(\$323,015)	(\$325,161)	(\$2,146)	0.7		
48 OTH FINANCE SOURCES									
48020	USE OF FUND BALANCE	\$0	\$0	(\$275,000)	\$0	\$275,000	(100.0)		
TOTAL OTH FINANCE SOURCES		\$0	\$0	(\$275,000)	\$0	\$275,000	(100.0)		
51 PERSONNEL SERVICES									
TOTAL PERSONNEL SERVICES		\$3,367,924	\$3,654,548	\$4,307,927	\$4,591,160	\$283,233	(7.0)		
52 CONTRACTUAL SERVICES									
52101	POSTAL SERVICES	\$0	\$0	\$100	\$600	\$500	500.0	\$600	MISC MAILINGS CERTIFIED LETTERS
52102	TELECOMMUNICATION SERVICES	\$3,576	\$4,390	\$5,400	\$12,000	\$6,600	122.2	\$12,000	(13) TOWN CELL PHONES AND (1) HOT SPOT AND (2) TABLETS
52103	PRINTING SERVICES	\$3,008	\$1,749	\$7,000	\$8,000	\$1,000	14.3	\$8,000	REGULATORY DOCUMENTS (AS NEEDED), BUSINESS CARDS, ENVELOPES, PUBLIC HEARING PLACARDS
52201	ORGANIZATION MEMBERSHIPS	\$4,973	\$4,860	\$7,325	\$9,350	\$2,025	27.6	\$4,800	AMERICAN PLANNING ASSOCIATION MEMBERSHIP

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100531 - COMMUNITY DEVELOPMENT									
								\$250	PRESERVATION VIRGINIA GROUP MEMBERSHIP
								\$150	NATIONAL TRUST FOR HISTORIC PRESERVATION GROUP MEMBERSHIP
								\$150	NATIONAL ALLIANCE OF PRESERVATION COMMISSIONS GROUP MEMBERSHIP
								\$300	URBAN LAND INSTITUTE - SPLIT COSTS WITH DEPT OF ECON DEV
								\$500	VIRGINIA ASSOCIATION OF ZONING OFFICIALS
								\$1,200	ICLEI - LOCAL GOVERNMENTS FOR SUSTAINABILITY MEMBERSHIP
								\$2,000	ENGINEERING DIVISION MEMBERSHIPS - AMERICAN SOCIETY OF CIVIL ENGINEERS, PROFESSIONAL ENGINEER CERTS, FLOODPLAIN MANAGERS, LANDSCAPE ARCHITECT, URBAN FORESTER
52202	PUBLICATION SUBSCRIPTIONS	\$148	\$472	\$1,038	\$1,065	\$27	2.6	\$95	ZONING PRACTICE
								\$200	LEXIS NEXIS
								\$120	LOUDOUN TIMES MIRROR
								\$150	WASHINGTON BUSINESS JOURNAL
								\$500	BOCA BUILDING CODE AND AASHTO ENGINEERING CODE SUBSCRIPTIONS
52303	MANAGEMENT SERVICES	\$15,045	\$15,023	\$15,870	\$29,580	\$13,710	86.4	\$16,380	ESI PEER REVIEW; COMPLETENESS REVIEWS (NOT TECHNICAL) FOR ALL MAJOR PLANS; AND SHREDDING CONTRACT IN LIEU OF PURCHASING A NEW DEPARTMENT SHREDDER
								\$200	SHREDDING - ENGINEERING SHARE
								\$13,000	PLANNING CONTRACTS/CONSULTANTS
52304	PERSONNEL MANAGEMENT SERVICES	\$27,704	\$340	\$1,000	\$1,000	\$0		\$1,000	DPZ TEAMBUILDING EVENT
52305	PUBLIC INFO & RELATIONS SERV	\$0	\$4,517	\$12,500	\$12,500	\$0		\$12,500	TRANSCRIPTION SERVICES FOR BAR, PC, AND BZA.
52307	ADVERTISING SERVICES	\$3,670	\$1,924	\$5,000	\$5,000	\$0		\$5,000	PLANNING COMMISSION PUBLIC HEARING; BZA PUBLIC HEARING AND EMPLOYMENT ADVERTISING

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100531 - COMMUNITY DEVELOPMENT									
52403	EQUIPMENT R&M SERVICES	\$0	\$0	\$1,150	\$1,150	\$0		\$1,150	SERVICE TO REPAIR AND MAINTAIN OFFICE EQUIPMENT AND MAINTENANCE CONTRACTS
52501	ARCHITECTURE&ENGINEE RING SERV	\$2,550	\$7,051	\$318,000	\$43,000	(\$275,000)	(86.5)	\$43,000	ON CALL CONSULTANT SUPPORT FOR CORE ENGINEERING TASKS
52602	COMPUTER SOFTWARE MAINT SERV	\$7,779	\$7,593	\$11,900	\$39,660	\$27,760	233.3	\$2,860	22 BLUEBEAM ELECTRONIC REVIEW LICENSES
								\$1,950	ADOBE PROFESSIONAL SOFTWARE
								\$150	MENTIMETER CROWD SOURCING SOFTWARE
								\$8,000	AUTOCAD DRAFTING SOFTWARE
								\$15,000	ENCODEPLUS ZONING ORDINANCE PLATFORM ANNUAL LICENSING FEE
								\$10,000	ENERGYCAP MANAGEMENT SOFTWARE FOR ALL TOWN OPERATIONS
								\$700	SKETCHUP PRO MODELING SOFTWARE - 2 USERS
								\$1,000	GENERAL SOFTWARE OR SUBSCRIPTIONS
TOTAL CONTRACTUAL SERVICES		\$68,453	\$47,919	\$386,283	\$162,905	(\$223,378)	2.3		
53 MATERIAL & SUPPLIES									
53102	OFFICE SUPPLIES	\$2,172	\$3,362	\$3,000	\$8,000	\$5,000	166.7	\$8,000	BINDERS; BATTERIES; PENS; PENCILS; AND SIMILAR OFFICE ITEMS
53103	STATIONERY AND FORMS	\$378	\$1,046	\$900	\$1,400	\$500	55.6	\$1,400	PRINTING APPLICATION FORMS AS NEEDED FOR CUSTOMER SERVICE
53106	FOOD AND BEVERAGES	\$281	\$493	\$500	\$1,000	\$500	100.0	\$1,000	WATER FOR BOARDS/COMM, PUBLIC OUTREACH EVENTS,& BOARDS/COMM RETREAT MEALS
53107	ADMIN TRAVEL (NONTRAINING)	\$0	\$0	\$200	\$200	\$0		\$200	REIMBURSEMENT FOR TRAVEL EXPENSES FOR TOLLS, GAS, MILEAGE AND PARKING
53402	COMPUTER OPERATING SUPPLIES	\$2,016	\$988	\$3,000	\$3,000	\$0		\$3,000	PRINTER SUPPLIES/ TONER/COMPUTER ACCESORIES
TOTAL MATERIAL & SUPPLIES		\$4,847	\$5,888	\$7,600	\$13,600	\$6,000	78.9		
55 CONTINUOUS CHARGES									
55001	AUTOMOBILE LIABILITY	\$511	\$505	\$538	\$467	(\$71)	(13.2)	\$467	AUTOMOTIVE LIABILITY INSURANCE

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100531 - COMMUNITY DEVELOPMENT									
55011	OPERATING LEASE PAYMENTS	\$0	\$0	\$0	\$147,968	\$147,968		\$147,968	MONTHLY LEASE PAYMENTS FOR COMMUNITY DEVELOPMENT OFFICE SPACE
TOTAL CONTINUOUS CHARGES		\$511	\$505	\$538	\$148,435	\$147,897	27490.1		
DIV LOCAL TAX FUNDING TOTAL		\$2,204,339	\$2,442,140	\$3,479,333	\$3,897,939	\$418,606	(0.8)		

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100124 - ECONOMIC DEVELOPMENT									
48 OTH FINANCE SOURCES									
48020	USE OF FUND BALANCE	\$0	\$0	\$0	(\$30,000)	(\$30,000)		(\$30,000)	ENHANCEMENT: USE OF UNASSIGNED FUND BALANCE FOR A CONTRIBUTION TO LEESBURG MOVEMENT (MAIN STREET)
TOTAL OTH FINANCE SOURCES		\$0	\$0	\$0	(\$30,000)	(\$30,000)			
51 PERSONNEL SERVICES									
TOTAL PERSONNEL SERVICES		\$352,305	\$481,235	\$511,721	\$594,642	\$82,921	7.3		
52 CONTRACTUAL SERVICES									
52101	POSTAL SERVICES	\$0	\$0	\$200	\$200	\$0		\$200	POSTAGE FOR BUSINESS TO BUSINESS AND TOURISM MATERIALS MAILED
52102	TELECOMMUNICATION SERVICES	\$4,578	\$2,575	\$4,875	\$4,875	\$0		\$525	WIRELESS SERVICE FOR STAFF
								\$525	MONTHLY IPHONE FOR ED DIRECTOR
								\$3,300	NEW INTERNET SERVICE AT THE ECONOMIC DEVELOPMENT OFFICE - COMCAST
								\$525	MOBILE PHONE FOR STAFF
52103	PRINTING SERVICES	\$0	\$9,714	\$6,000	\$6,000	\$0		\$4,000	EVENT SIGNAGE AND PRINTING FOR NUMEROUS EVENTS, BUSINESS FORUMS AND AWARDS, MAPS, SELFIE-STATIONS AND TOURISM
								\$200	HUBZONE INFORMATION FOR DEMONSTRATIONS AND ANNUAL MEETINGS
								\$1,800	SPONSORSHIP PRINTING
52201	ORGANIZATION MEMBERSHIPS	\$1,995	\$3,305	\$3,217	\$3,410	\$193	6.0	\$340	ULI TOWN-WIDE ANNUAL MEMBERSHIP; COST SHARE WITH PLANNING AND ZONING
								\$575	VIRGINIA ECONOMIC DEVELOPMENT ASSOCIATION MEMBERSHIP FOR 2
								\$565	LOUDOUN COUNTY CHAMBER OF COMMERCE TOWN MEMBERSHIP
								\$650	INTERNATIONAL ECONOMIC DEVELOPMENT COUNCIL MEMBERSHIP FOR DEPARTMENT

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100124 - ECONOMIC DEVELOPMENT									
								\$480	NAIOP - COMMERCIAL REAL ESTATE DEVELOPMENT ASSOCIATION FOR DEPARTMENT
								\$800	CIVIL WAR PRESERVATION TRUST
52202	PUBLICATION SUBSCRIPTIONS	\$169	\$80	\$200	\$200	\$0		\$200	ANNUAL SUBSCRIPTION TO VIRGINIA BUSINESS, WASHINGTON BUSINESS JOURNAL
52303	MANAGEMENT SERVICES	\$5,118	\$65,296	\$19,085	\$19,685	\$600	3.1	\$5,985	COSTAR SITE AND BUILDING DATABASE.
								\$2,700	WEBSITE HOSTING
								\$11,000	MARKETING AND DEMOGRAPHIC INTELLIGENCE SOFTWARE
52305	PUBLIC INFO & RELATIONS SERV	\$33,916	\$5,521	\$10,500	\$10,500	\$0		\$10,500	ED BRANDS DEVELOPMENT - INCLUDING LOCALLY LEESBURG, NON-ADVERTISING MARKETING AND SPONSORSHIP ACTIVATION
52307	ADVERTISING SERVICES	\$8,590	\$7,699	\$17,450	\$17,450	\$0		\$3,000	ADVERTISEMENT IN VIRGINIA BUSINESS MAGAZINE ANNUAL BOOK
								\$350	ADVERTISEMENT IN VML CONFERENCE PUBLICATION
								\$7,000	ADVERTISING FOR CAREER EXPO, BUSINESS AWARDS, SHOP LOCAL, MAIN STREET, TOURISM AND EDC FORUMS
								\$600	ADVERTISEMENT/TABLE FOR ED IN LCPS BUSINESS PARTNERSHIP COUNCIL EVENT
								\$3,000	SPONSORSHIP OPPORTUNITIES
								\$500	ADVERTISEMENT IN LOUDOUN COUNTY CHAMBER ANNUAL DIRECTORY
								\$3,000	COMMUNITY EVENTS SPONSORSHIP/PROMOTION
52503	ENTERTAINMENT SERVICES	\$887	\$550	\$2,400	\$2,400	\$0		\$2,400	BUSINESS EVENT VENUE EXPENSES FOR BUSINESS AWARDS, CAREER EXPO AND FORUMS
TOTAL CONTRACTUAL SERVICES		\$55,253	\$94,740	\$63,927	\$64,720	\$793	1.3		

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100124 - ECONOMIC DEVELOPMENT									
53 MATERIAL & SUPPLIES									
53102	OFFICE SUPPLIES	\$2,383	\$1,240	\$1,100	\$1,100	\$0		\$1,100	STATIONARY, BUSINESS CARDS OFFICE SUPPLIES; INCREASE DUE TO COST INCREASES AND PRODUCTION OF DOWNTOWN POCKET MAPS
53106	FOOD AND BEVERAGES	\$5,342	\$5,290	\$8,500	\$8,500	\$0		\$8,500	ATTENDEES AT MULTIPAL ANNUAL EVENTS - BUSINESS AWARDS, CAREER EXPO, FORUMS
53107	ADMIN TRAVEL (NONTRAINING)	\$0	\$0	\$700	\$700	\$0		\$700	NON TRAINING TRAVEL FOR 2 ED STAFF TO CLIENT, SITE VISITS AND PARTNER MEETINGS
53402	COMPUTER OPERATING SUPPLIES	\$767	\$2,510	\$2,500	\$2,500	\$0		\$2,500	COMPUTER, VIDEO AND PRINTER SUPPLIES.
53408	GIFTS/PROMOTIONAL ITEMS	\$938	\$14,393	\$5,000	\$5,057	\$57	1.1	\$5,057	PROMOTIONAL GIFTS AND GIVEAWAYS FOR EVENT MARKETING AND BRAND DEVELOPMENT. RIBBON CUTTING PLAQUES AND BUSINESS AWARDS.
TOTAL MATERIAL & SUPPLIES		\$9,430	\$23,434	\$17,800	\$17,857	\$57	0.3		
54 MISC EXP									
54003	GRANTS&CONTRIB TO OTHER ORGAN	\$95,000	\$95,000	\$100,000	\$130,000	\$30,000	30.0	\$95,000	VISIT LOUDOUN GRANT FOR TOURISM MARKETING AND PROGRAM SUPPORT
								\$5,000	MAIN STREET MATCHING GRANT FUNDS
								\$30,000	ENHANCEMENT: CONTRIBUTION TO LEESBURG MOVEMENT (MAIN STREET)
TOTAL MISC EXP		\$95,000	\$95,000	\$100,000	\$130,000	\$30,000	30.0		
56 CAPITAL EXPENDITURES									
56202	COMPUTER SOFTWARE	\$0	\$454	\$1,000	\$150	(\$850)	(85.0)	\$150	CANVA ANNUAL SUBSCRIPTION
TOTAL CAPITAL EXPENDITURES		\$0	\$454	\$1,000	\$150	(\$850)	(85.0)		
PROJECT 12607 15 N. KING STR ECON DEV									
55 CONTINUOUS CHARGES									
55011	OPERATING LEASE PAYMENTS	\$0	\$62,500	\$78,125	\$81,113	\$2,988	3.8	\$81,113	LEASE AGREEMENT AT 15 N KING STREET.
TOTAL CONTINUOUS CHARGES		\$0	\$62,500	\$78,125	\$81,113	\$2,988	3.8		
TOTAL FOR PROJECT 15 N. KING STR ECON DEV			\$62,500	\$78,125	\$81,113	\$2,988	3.8		
DIV LOCAL TAX FUNDING TOTAL		\$511,988	\$757,364	\$772,573	\$858,482	\$85,909	8.7		

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100710 - AIRPORT									
41 PERMITS & FEES									
41006	FUEL FLOW FEES	(\$36,544)	(\$53,426)	(\$17,500)	(\$45,000)	(\$27,500)	157.1	(\$45,000)	FUEL FLOW FEES - ESTIMATED FROM QUALIFYING FBO FUEL SALES
41007	ANNUAL USERS FEES	(\$42,382)	(\$46,079)	(\$34,000)	(\$40,000)	(\$6,000)	17.6	(\$40,000)	ANNUAL AIRPORT USER FEES CHARGED TO BASED AIRCRAFT AND FEE CALCULATED ON AIRCRAFT WEIGHT
41008	ANNUAL FBO LICENSE FEES	(\$28,082)	(\$101,342)	(\$65,000)	(\$65,000)	\$0		(\$65,000)	AIRPORT COMMERCIAL OPERATOR PERMIT FEE- BASED ON APPENDIX B FEE SCHEDULE - % GROSS FROM COMMERCIAL AVIATION BUSINESSES
41011	COMMERCIAL OPERATING PERMIT FE	(\$31,333)	\$31,333	(\$1,600)	(\$800)	\$800	(50.0)	(\$200)	MONTHLY AIRPORT COMMERCIAL OPERATOR FEES (2)
								(\$600)	ANNUAL AIRPORT COMMERCIAL OPERATOR PERMIT FEES
TOTAL PERMITS & FEES		(\$138,341)	(\$169,514)	(\$118,100)	(\$150,800)	(\$32,700)	26.6		
43 USE MONEY&PROPERTY									
43010	COMMERCIAL TENANT LEASE	(\$406,922)	(\$355,341)	(\$503,496)	(\$529,496)	(\$26,000)	5.2	(\$6,900)	TEXTRON AVIATION OFFICE LEASE
								(\$202,920)	FAA OFFICE LEASE
								(\$32,724)	LEESBURG HANGAR LLC LAND LEASE
								(\$1,020)	LEESBURG HANGAR LLC FUEL FARM LEASE
								(\$22,860)	MINDSTAR AVIATION OFFICE LEASE (1 OF 2)
								(\$5,964)	MINDSTAR AVIATION LEASE (2 OF 2)
								(\$30,372)	PROJET AVIATION FBO LEASE
								(\$40,848)	AVIATION ADVENTURES OFFICE LEASE
								(\$47,328)	OPENAIR FLIGHT SCHOOL OFFICE LEASE (STE 3)
								(\$43,968)	SK AVIATION LAND LEASE (SITE B)
								(\$46,176)	AERO ELITE OFFICE LEASE
								(\$1,332)	KUHN JET CENTER FUEL FARM GROUND LEASE
								(\$4,800)	PHI HELIPAD LEASE
								(\$5,400)	KUHN JET CENTER AUTO PARKING SPACES

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100710 - AIRPORT									
								(\$10,884)	KUHN JET CENTER AIRCRAFT APRON LEASE
								(\$26,000)	JK LAND HOLDINGS - NORTHEAST HANGAR LAND LEASE
43012	T-HANGAR TENANT LEASES	(\$636,063)	(\$914,706)	(\$1,185,480)	(\$1,215,000)	(\$29,520)	2.5	(\$285,600)	T-HANGAR LEASES - A, B, & C (34 UNITS @ \$700/MO) X 100% OCCUPANCY
								(\$150,000)	NORTH CORPORATE D HANGARS (5 UNITS AT \$2,500/MONTH) X 100% OCCUPANCY
								(\$144,000)	SOUTH CORPORATE HANGAR LEASES (6 AT \$2,000/MONTH) X 100% OCCUPANCY
								(\$18,000)	T-HANGAR LEASES C-1 & C-2 (2 UNITS @ \$750/MO) X 100% OCCUPANCY
								(\$78,000)	T-HANGAR LEASES SOUTH (10 UNITS @ \$650/MO) X 100% OCCUPANCY
								(\$72,000)	T-HANGAR LEASES #1-6 AND # 13-18 (12 UNITS @ \$500/MO) X 90% OCCUPANCY
								(\$46,800)	T-HANGAR LEASES #7-12 (6 UNITS @ \$650/MO) X 100% OCCUPANCY
								(\$223,200)	T-HANGAR LEASES #20-34 AND #35-50 (31 UNITS @ \$600/MO) X 90% OCCUPANCY
								(\$10,200)	T-HANGAR LEASES #19 (1 UNIT @ \$850/MO)
								(\$187,200)	T-HANGAR LEASES NEW NORTH (26 UNITS @ \$600/MO)
43013	TIE DOWN TENANTS	(\$164,263)	(\$177,834)	(\$165,600)	(\$165,600)	\$0		(\$165,600)	TIE DOWN RENTALS (115 AT \$120/MONTH)
TOTAL USE MONEY&PROPERTY		(\$1,207,248)	(\$1,447,882)	(\$1,854,576)	(\$1,910,096)	(\$55,520)	3.5		
46 REV FROM STATE									
46015	DOAV MAINT REIMBURSEMENTS	(\$46,714)	(\$33,751)	(\$90,000)	(\$90,000)	\$0		(\$90,000)	VA DEPARTMENT OF AVIATION - AIRPORT MAINTENANCE GRANT REIMBURSEMENTS ANTICIPATED - TYPICAL PROJECTS ELIGIBLE FOR 80% REIMBURSEMENT.
TOTAL REV FROM STATE		(\$46,714)	(\$33,751)	(\$90,000)	(\$90,000)	\$0			
51 PERSONNEL SERVICES									

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100710 - AIRPORT									
TOTAL PERSONNEL SERVICES		\$371,966	\$540,992	\$600,167	\$643,359	\$43,192	(6.5)		
52 CONTRACTUAL SERVICES									
52101	POSTAL SERVICES	\$6	\$60	\$100	\$100	\$0		\$100	POSTAGE FOR NOTICES TO TENANTS, GRANT DOCS, LICENSES, ETC.
52102	TELECOMMUNICATION SERVICES	\$4,866	\$5,110	\$5,580	\$5,460	(\$120)	(2.2)	\$2,100	INTERNET SERVICE FOR US CUSTOMS FACILITY
								\$660	AWOS WEATHER SYSTEM ANALOG PHONE LINE PROVIDES THE PUBLIC AND PILOTS WITH CURRENT WEATHER INFORMATION.
								\$540	2 MOBILE DATA SERVICES - AIRPORT MAINTENANCE & TOWER
								\$2,160	CELL PHONES FOR 4 AIRPORT STAFF @ \$45/LINE
52201	ORGANIZATION MEMBERSHIPS	\$1,725	\$1,675	\$1,750	\$1,750	\$0		\$1,375	US CONTRACT TOWER ASSOCIATION MEMBERSHIP (1/2 OF STANDARD RATE).
								\$100	VIRGINIA AIRPORT OPERATORS COUNCIL.
								\$275	AMERICAN ASSOCIATION AIRPORT EXECUTIVES
52303	MANAGEMENT SERVICES	\$27,438	\$27,438	\$31,000	\$27,000	(\$4,000)	(12.9)	\$27,000	AIRPORT STORM WATER PLAN & INDUSTRIAL PERMIT (SWPPP) INSPECTIONS, TESTING, & REPORTING FOR COMPLIANCE WITH VA DEQ REGULATIONS.
52307	ADVERTISING SERVICES	\$0	\$0	\$200	\$200	\$0		\$200	ADVERTISEMENTS FOR PUBLIC ANNOUNCEMENTS AND AIRPORT INVITATIONS FOR BIDS.
52401	CUSTODIAL SERVICES	\$18,990	\$19,375	\$19,000	\$20,800	\$1,800	9.5	\$20,500	CUSTODIAL SERVICES CONTRACT - AIRPORT TERMINAL BLDG. INCREASE UNDER NEW CONTRACT, BUT RTOWER FACILITY REMOVED.
								\$300	CUSTODIAL SERVICES - SPECIAL EVENTS, AS-NEEDED SERVICES
52402	ELECTRICAL R&M SERVICES	\$7,979	\$7,228	\$12,600	\$10,600	(\$2,000)	(15.9)	\$6,000	ELECTRICAL HANGAR DOOR CONTROL REPAIRS AND MOTORS FOR 133 HANGARS
								\$1,000	REPAIRS TO THE AWOS WEATHER SYSTEM & AIRFIELD LIGHTING SYSTEMS. 95% DOAV GRANT ELIGIBLE.

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100710 - AIRPORT									
								\$3,600	TRIANNUAL AWOS WEATHER SYSTEM INSPECTIONS AS REQUIRED BY FAA. REIMBURSED BY 95% DOAV GRANT.
52405	MECHANICAL R&M SERVICES	\$20,821	\$24,702	\$32,725	\$24,500	(\$8,225)	(25.1)	\$5,000	HANGAR & BUILDING REPAIRS
								\$10,000	REPAIR SERVICES FOR TERMINAL & FAA BLDG HEATING AND AIR CONDITIONING SYSTEMS
								\$9,500	TERMINAL & FAA BUILDING HVAC PREVENTATIVE MAINTENANCE CONTRACT
52406	PLANT R&M SERVICES	\$86,254	\$115,851	\$116,729	\$130,416	\$13,687	11.7	\$90,000	AIRPORT PAVEMENT MAINTENANCE & REPAIRS INCLUDING MARKINGS, CRACK SEALING, & PATCHING. 80% DOAV GRANT ELIGIBLE.
								\$6,500	LANDSCAPE SERVICE CONTRACT - FOR AIRPORT GROUNDS, PARKING LOT, TERMINAL BLDGS.
								\$3,000	GATE ACCESS CONTROL & SECURITY CAMERA SYSTEM REPAIRS. 80% DOAV GRANT ELIGIBLE
								\$1,300	ANNUAL FIRE ALARM, EMERGENCY LIGHTING TESTS. QUARTERLY FIRE SPRINKLER TESTS. FOR FAA BLDG.
								\$1,300	ANNUAL FIRE ALARM, EMERGENCY LIGHTING TESTS. QUARTERLY FIRE SPRINKLER TESTS - FOR TERMINAL BLDG.
								\$2,800	REPAIRS & BATTERIES FOR FIRE ALARM, SPRINKLER, EMERGENCY LIGHTING & ELEVATOR FOR TERMINAL & FAA BLDGS.
								\$4,000	WEED HERBICIDE SPRAYING - FOR FENCELINE AND APRON MAINTENANCE - 80% DOAV GRANT ELIGIBLE
								\$800	FIRE ALARM SYSTEM MONITORING CONTRACT - FOR TERMINAL BLDG.
								\$984	PEST CONTROL SERVICE CONTRACT - FOR TERMINAL & FAA BLDGS
								\$150	TERMINAL ELEVATOR INSPECTION TERMINAL BLDG - ANNUAL PRESSURE TEST & CERTIFICATION

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100710 - AIRPORT									
								\$2,064	ELEVATOR SERVICE CONTRACT - TERMINAL BLDG
								\$3,000	FIRE EXTINGUISHER SERVICE - FOR TERMINAL, FAA, & T-HANGARS
								\$14,518	2 INSPECTIONS AND SERVICE OF THE MOBILE AIR TRAFFIC CONTROL - MINIMUM EQUIPMENT LIST INCL RADIOS, VOICE, DATA LINES, BACKUP WEATHER SYSTEM.
TOTAL CONTRACTUAL SERVICES		\$168,079	\$201,438	\$219,684	\$220,826	\$1,142	8.4		
53 MATERIAL & SUPPLIES									
53101	UNIFORM/APPAREL SUPPLIES	\$618	\$527	\$500	\$500	\$0		\$500	UNIFORMS AND PERSONAL PROTECTIVE EQUIPMENT FOR MAINTENANCE STAFF
53102	OFFICE SUPPLIES	\$253	\$425	\$200	\$200	\$0		\$200	OFFICE SUPPLIES FOR AIRPORT ADMINISTRATIVE OFFICE.
53103	STATIONERY AND FORMS	\$0	\$156	\$200	\$200	\$0		\$200	STATIONARY FOR CORRESPONDENCE TO CUSTOMERS AND AGENCIES.
53106	FOOD AND BEVERAGES	\$197	\$0	\$350	\$350	\$0		\$350	AIRPORT PUBLIC EVENTS FOOD & BEVERAGES (NON-AIRSHOW).
53301	BUILDING R&M MATERIALS	\$8,767	\$10,073	\$14,200	\$14,200	\$0		\$8,000	HANGAR DOOR REPAIR PARTS, MOTORS, GEARBOXES, PULLEYS, CABLES, HINGES, BEARINGS, & WHEELS - INCREASE DUE TO CONDO HANGAR (50 UNITS) TURNOVER IN FY23
								\$1,000	SECURITY GATE & ACCESS CONTROL SYSTEM PARTS- OPERATORS, LOCKS, VEHICLE LOOP DETECTORS, SYSTEM BOARDS, ETC
								\$500	DOOR HARDWARE & REPAIR PARTS CLOSERS, LOCKSETS, AND KEYS FOR TERMINAL, FAA & 57 T-HANGAR UNITS.
								\$500	PLUMBING PARTS AND SUPPLIES FOR REPAIRING AIRPORT RESTROOM FACILITIES.
								\$4,000	SUPPLIES FOR BUILDING MAINTENANCE - FOR EXAMPLE: CEILING TILES, PAINT, SMALL TOOLS, PARTS AND FIXTURES.
								\$200	WILDLIFE CONTROL SUPPLIES TO REMOVE WILDLIFE FROM THE AIRCRAFT OPERATING AREA

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100710 - AIRPORT									
53303	ELECTRICAL R&M MATERIALS	\$9,822	\$8,267	\$7,000	\$7,000	\$0		\$2,000	LIGHT BULBS, BALLASTS, & REPLACEMENT FIXTURES FOR AIRPORT TERMINAL, FAA BLDG, & HANGARS.
								\$3,000	AIRFIELD LIGHTING SYSTEM FIXTURES AND PARTS. ELIGIBLE FOR 80% DOAV MAINTENANCE GRANT.
								\$1,500	MISC ELECTRICAL REPAIR PARTS FOR AIRPORT INFRASTRUCTURE
								\$500	BULBS FOR AIRFIELD LIGHTING, APPROACH LIGHTS, WINDSOCKS, AND PAPI'S. 80% DOAV MAINTENANCE GRANT ELIGIBLE.
53305	VEHICLE R&M MATERIALS	\$3,550	\$102	\$2,000	\$2,000	\$0		\$2,000	MATERIALS TO MAINTAIN AIRPORT EQUIPMENT IN OPERATING CONDITION, INCL MOWER BLADES, WHEELS, SWEEPER PARTS, & AIRFIELD RADIOS.
TOTAL MATERIAL & SUPPLIES		\$23,208	\$19,550	\$24,450	\$24,450	\$0			
55 CONTINUOUS CHARGES									
55001	AUTOMOBILE LIABILITY	\$888	\$877	\$935	\$812	(\$123)	(13.2)	\$812	AUTOMOTIVE LIABILITY INSURANCE
55002	PROPERTY INSURANCE	\$13,585	\$15,611	\$16,626	\$17,384	\$758	4.6	\$17,384	PROPERTY INSURANCE
55004	GENERAL LIABILITY	\$45,298	\$31,596	\$19,134	\$46,292	\$27,158	141.9	\$32,662	GENERAL LIABILITY INSURANCE
								\$13,630	AIRPORT LIABILITY POLICY - USI CONTRACT YEAR 3 OF 3.
55006	ELECTRICITY PAYMENTS	\$80,022	\$83,290	\$101,496	\$94,660	(\$6,836)	(6.7)	\$8,000	ACCOUNT 044 - REMOTE TOWER SUITE AT MILLER DRIVE
								\$950	ACCOUNT 022 - D HANGARS
								\$2,650	ACCOUNT 021 - C HANGARS
								\$5,400	ACCOUNT 014 - B HANGARS
								\$2,700	ACCOUNT 015 - A HANGARS
								\$4,400	ACCOUNT 003 - S HANGARS BLDGS
								\$1,600	ACCOUNT 002 - FUEL FARM & ROTATING BEACON LIGHT
								\$5,000	ACCOUNT 023 - AIRFIELD LIGHTING VAULT
								\$48,000	ACCOUNT 027 - TERMINAL BUILDING ELECTRICITY.
								\$6,000	ACCOUNT 576 - HANGARS #20-#50

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100710 - AIRPORT									
								\$360	ACCOUNT 046 - AIRPORT ENTRANCE SIGN
								\$4,800	ACCOUNT 575 - HANGARS 1-20
								\$4,800	ACCOUNT 047 - E HANGARS
55007	NATURAL GAS PAYMENTS	\$5,538	\$5,366	\$5,000	\$5,700	\$700	14.0	\$5,700	NATURAL GAS PAYMENTS FOR TERMINAL BUILDING HEATING SYSTEM
55009	GASOLINE/DIESEL	\$2,763	\$2,464	\$3,000	\$3,000	\$0		\$3,000	DIESEL FUEL DELIVERIES FOR AIRPORT TRACTORS, MOWERS, SNOWPLOW
55011	OPERATING LEASE PAYMENTS	\$7,737	\$3,836	\$3,720	\$124,080	\$120,360	3235.5	\$4,080	PRINTER/COPIER LEASE FOR AIRPORT OFFICE
								\$120,000	RENTAL OF MOBILE AIR TRAFFIC CONTROL TOWER
TOTAL	CONTINUOUS CHARGES	\$155,832	\$143,040	\$149,911	\$291,928	\$142,017	14.9		
56 CAPITAL EXPENDITURES									
56103	SITE IMPROVEMENTS	\$573	\$0	\$7,000	\$0	(\$7,000)	(100.0)		
56201	COMPUTER EQUIPMENT	\$0	\$0	\$1,600	\$25,000	\$23,400	1462.5	\$25,000	US CUSTOMS FACILITY COMPUTER EQUIPMENT REFRESH.
56209	OFFICE FURNITURE	\$816	\$0	\$2,000	\$0	(\$2,000)	(100.0)		
TOTAL	CAPITAL EXPENDITURES	\$1,389	\$0	\$10,600	\$25,000	\$14,400	135.8		
PROJECT 10610 AIRSHOW									
45 MISC REVENUE									
45002	CONTRIBUTIONS - PRIVATE	(\$37,480)	(\$50,650)	(\$50,000)	(\$60,000)	(\$10,000)	20.0	(\$60,000)	AIR SHOW PRIVATE DONATIONS, SPONSORSHIP, & VENDOR FEES
TOTAL	MISC REVENUE	(\$37,480)	(\$50,650)	(\$50,000)	(\$60,000)	(\$10,000)	20.0		
46 REV FROM STATE									
46016	DOAV PROMOTIONS	(\$10,000)	(\$10,000)	(\$10,000)	(\$10,000)	\$0		(\$10,000)	VA DEPARTMENT OF AVIATION - AIR SHOW PROMOTIONAL GRANT REIMBURSEMENT
TOTAL	REV FROM STATE	(\$10,000)	(\$10,000)	(\$10,000)	(\$10,000)	\$0			
52 CONTRACTUAL SERVICES									
52103	PRINTING SERVICES	\$1,894	\$1,428	\$2,750	\$2,750	\$0		\$2,750	AIR SHOW GRAPHICS DESIGN, POSTERS, & PROGRAMS
52303	MANAGEMENT SERVICES	\$0	\$0	\$24,000	\$24,000	\$0		\$21,000	AIR SHOW SHUTTLE BUS TRANSPORTATION (FY23 INC 20% BASED ON FEEDBACK)

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100710 - AIRPORT									
								\$3,000	AIR SHOW FUND RAISING SPECIALIST
52307	ADVERTISING SERVICES	\$7,283	\$1,800	\$3,700	\$3,700	\$0		\$3,700	AIR SHOW ADVERTISING - INCLUDES PRINT AND ONLINE ADVERTISEMENT PURCHASES
52503	ENTERTAINMENT SERVICES	\$50,197	\$57,421	\$33,300	\$45,900	\$12,600	37.8	\$8,500	AIR SHOW LEAD PERFORMANCE
								\$3,500	AIR SHOW PERFORMER
								\$5,500	AIR SHOW WARBIRD AIRCRAFT DISPLAY AND FLIGHT
								\$1,500	AIR SHOW HOTEL & CAR RENTALS FOR PERFORMERS
								\$3,500	AIR SHOW FLYING CIRCUS JUMPERS & ACT
								\$3,500	AIR SHOW SCOTT FRANCIS
								\$5,900	AIR SHOW AIR BOSS & ANNOUNCER SERVICES
								\$3,500	AIR SHOW PERFORMER
								\$5,500	AIR SHOW SOUND PRODUCTION
								\$5,000	AIR SHOW RJ GRITTER PERFORMER
TOTAL CONTRACTUAL SERVICES		\$59,374	\$60,649	\$63,750	\$76,350	\$12,600	32.5		
53 MATERIAL & SUPPLIES									
53101	UNIFORM/APPAREL SUPPLIES	\$1,997	\$2,102	\$1,900	\$1,900	\$0		\$1,900	AIR SHOW VOLUNTEER UNIFORMS
53106	FOOD AND BEVERAGES	\$3,776	\$3,875	\$3,600	\$3,600	\$0		\$3,600	AIR SHOW FOOD & BEVERAGE FOR SPONSORS AND VOLUNTEERS
TOTAL MATERIAL & SUPPLIES		\$5,773	\$5,976	\$5,500	\$5,500	\$0			
55 CONTINUOUS CHARGES									
55004	GENERAL LIABILITY	\$2,981	\$5,535	\$2,677	\$2,800	\$123	4.6	\$2,800	AIR SHOW LIABILITY INSURANCE
55009	GASOLINE/DIESEL	\$4,360	\$5,835	\$3,800	\$7,000	\$3,200	84.2	\$7,000	AIR SHOW FUEL AND OIL FOR AEROBATIC PERFORMANCES
55012	EQUIPMENT RENTALS	\$2,171	\$562	\$4,375	\$4,375	\$0		\$750	AIR SHOW - VARIABLE MESSAGE BOARDS RENTAL
								\$1,600	AIR SHOW - INFLATABLES RENTAL
								\$1,400	AIR SHOW PORTABLE TOILETS RENTAL
								\$625	AIR SHOW TENT RENTALS
TOTAL CONTINUOUS CHARGES		\$9,512	\$11,933	\$10,852	\$14,175	\$3,323	13.9		

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100710 - AIRPORT									
TOTAL FOR PROJECT AIRSHOW		\$27,178	\$17,908	\$20,102	\$26,025	\$5,923	33.4		
PROJECT 17006 RECURRING WINTER EVENTS									
51 PERSONNEL SERVICES									
TOTAL PERSONNEL SERVICES		\$0	\$0	\$7,859	\$7,859	\$0			
52 CONTRACTUAL SERVICES									
52403	EQUIPMENT R&M SERVICES	\$10,690	\$0	\$16,000	\$16,000	\$0		\$7,000	SOLID RUNWAY DE-ICER
								\$9,000	CONTRACT SNOW REMOVAL SERVICES FOR AIRPORT TERMINAL PARKING LOT & ACCESS ROADS.
TOTAL CONTRACTUAL SERVICES		\$10,690	\$0	\$16,000	\$16,000	\$0			
TOTAL FOR PROJECT RECURRING WINTER EVENTS		\$10,690		\$23,859	\$23,859				
DIV LOCAL TAX FUNDING TOTAL		(\$633,962)	(\$728,218)	(\$1,013,903)	(\$895,449)	\$118,454	1.9		

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100910 - NONDEPARTMENTAL - DEBT SERVICE									
48 OTH FINANCE SOURCES									
48020	USE OF FUND BALANCE	\$0	\$0	(\$3,000,000)	(\$4,225,000)	(\$1,225,000)	40.8	(\$4,225,000)	USE OF DEBT SERVICE RESERVE TO OFFSET ANNUAL DEBT SERVICE AS PART OF THE TOWN'S LONG TERM SUSTAINABILITY PLAN.
TOTAL OTH FINANCE SOURCES		\$0	\$0	(\$3,000,000)	(\$4,225,000)	(\$1,225,000)	40.8		
57 DEBT SVCS EXPEND									
57003	GO BOND RETIREMENT PRINCIPAL	\$5,906,664	\$6,594,059	\$6,519,932	\$6,616,847	\$96,915	1.5	\$1,015,000	2014 SERIES GG PRIN
								\$925,000	2015 SERIES GG PRIN
								\$855,000	2019 SERIES GG PRIN
								\$750,000	2020 SERIES GG PRIN
								\$686,531	2016B VRA GG PRIN
								\$288,000	2021 SERIES GO GF PRIN
								\$196,000	2021 SERIES GO (Airport) PRIN
								\$353,000	2021 (TRUIST YR 1) PRIN
								\$345,075	2022 TRUIST CARP (YEAR 2)
								\$265,105	FY 2023 TRUIST
								\$406,780	FY 2024 TRUIST CARP
								\$531,356	FY 2025 TRUIST CARP
57004	GO BOND RETIREMENT INTEREST	\$1,958,321	\$1,886,867	\$1,683,609	\$3,130,389	\$1,446,780	85.9	\$218,994	2014 SERIES GG INT
								\$318,863	2015 SERIES GG INT
								\$268,400	2019 SERIES GG INT
								\$89,300	2020 SERIES GG INT
								\$218,074	2016B VRA GG INT
								\$91,083	2021 SERIES GO GF INT
								\$62,003	2021 SERIES GO (AIRPORT) INT
								\$10,395	2021 (TRUIST YR 1) INT CARP
								\$35,061	2022 TRUIST CARP (YEAR 2)
								\$62,254	FY23 TRUIST YR 3 CARP
								\$36,028	FY 2024 TRUIST CARP
								\$66,184	FY 2025 TRUIST (CARP)
								\$1,653,750	FY 2024 SERIES GG PRIN

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100910 - NONDEPARTMENTAL - DEBT SERVICE									
57100	CAPITAL LEASE PRINCIPAL	\$752,169	\$767,490	\$667,822	\$409,592	(\$258,230)	(38.7)		
								\$215,321	BOA DRAW 3 PRIN
								\$194,271	BOA DRAW 4 PRIN
57101	CAPITAL LEASE INTEREST	\$48,952	\$33,630	\$373,686	\$312,672	(\$61,014)	(16.3)	\$3,119	BOA DRAW 3 INT
								\$3,866	BOA DRAW 4 INT
								\$305,687	GG LOC INT (AUB)
TOTAL DEBT SVCS EXPEND		\$8,666,106	\$9,282,047	\$9,245,049	\$10,469,500	\$1,224,451	18.0		
DIV LOCAL TAX FUNDING TOTAL		\$8,666,106	\$9,282,047	\$6,245,049	\$6,244,500	(\$549)	17.4		

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
100999 - NONDEPARTMENTAL									
48 OTH FINANCE SOURCES									
48020	USE OF FUND BALANCE	\$0	\$0	\$0	(\$300,000)	(\$300,000)		(\$300,000)	USE OF REVENUE STABILIZATION RESERVE
TOTAL OTH FINANCE SOURCES		\$0	\$0	\$0	(\$300,000)	(\$300,000)			
51 PERSONNEL SERVICES									
TOTAL PERSONNEL SERVICES		\$0	\$0	(\$1,231,622)	(\$1,368,288)	(\$136,666)	11.1		
54 MISC EXP									
59999	BUDGET HOLD BACK	\$0	\$0	\$204,000	\$204,000	\$0			
								\$132,000	TRAINING FOR GENERAL FUND
								\$17,000	KAIZEN EVENT
								\$20,000	TOWN-WIDE CUSTOMER SERVICE TRAINING
								\$35,000	ANTICIPATED MARKET RATE SALARY ADJUSTMENTS
TOTAL MISC EXP		\$0	\$0	\$204,000	\$204,000	\$0			
85 TRANSFER OUT									
85032	TRANSFER TO CAPITAL PROJECTS	\$2,622,692	\$2,392,396	\$2,235,964	\$2,166,406	(\$69,558)	(3.1)	\$2,166,406	AMOUNT REQUIRED TO COVER PROJECT CIP ADMINSTRATIVE AND OVERHEAD COSTS
TOTAL TRANSFER OUT		\$2,622,692	\$2,392,396	\$2,235,964	\$2,166,406	(\$69,558)	(3.1)		
DIV LOCAL TAX FUNDING TOTAL		\$2,622,692	\$2,392,396	\$1,208,342	\$702,118	(\$506,224)	(25.0)		

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
5002 - UTILITIES - REVENUE									
44 CHARGES FOR SERVICES									
44200	WATER SERVICE FEES	(\$9,988,187)	(\$10,242,996)	(\$10,617,765)	(\$11,251,989)	(\$634,224)	6.0	(\$11,251,989)	PROJECTED REVENUE PER THE 2023 UTILITY RATE STUDY
44201	SEWER SERVICE FEES	(\$10,265,824)	(\$10,458,781)	(\$10,914,951)	(\$11,981,652)	(\$1,066,701)	9.8	(\$11,981,652)	PROJECTED REVENUE PER THE 2023 UTILITY RATE STUDY
44202	WATER FIXED CHARGE	(\$2,934,313)	(\$3,009,734)	(\$3,204,344)	(\$3,266,349)	(\$62,005)	1.9	(\$3,266,349)	PROJECTED REVENUE PER THE 2023 UTILITY RATE STUDY
44203	SEWER FIXED CHARGE	(\$2,338,857)	(\$2,394,424)	(\$2,554,090)	(\$2,721,318)	(\$167,228)	6.5	(\$2,721,318)	PROJECTED REVENUE PER THE 2023 UTILITY RATE STUDY
44204	LATE PENALTY CHARGE	(\$259,366)	(\$256,989)	(\$250,000)	(\$250,000)	\$0		(\$250,000)	BASED ON FY23 ACTUAL
44205	SERVICE CHARGE	(\$129,696)	(\$119,932)	(\$125,000)	(\$115,000)	\$10,000	(8.0)	(\$115,000)	BASED ON FY23 ACTUAL AND APPROVED PROJECTS
44210	WATER CONNECTION	(\$150,129)	(\$96,467)	(\$125,000)	(\$95,000)	\$30,000	(24.0)	(\$95,000)	NEW CONSTRUCTION CHARGE FOR WATER CONNECTION ON PUBLIC FACILITIES PERMIT
44211	CONSTRUCTION INSPECTIONS	(\$7,560)	(\$6,075)	(\$6,000)	(\$5,000)	\$1,000	(16.7)	(\$5,000)	OVERTIME CONSTRUCTION INSPECTION REQUESTS FROM DEVELOPERS
44212	SEWER CONNECTION	(\$16,480)	(\$8,320)	(\$15,000)	(\$8,000)	\$7,000	(46.7)	(\$8,000)	NEW CONSTRUCTION CHARGE FOR SEWER CONNECTION ON PUBLIC FACILITIES PERMIT
44213	UB SERVICE	(\$66,840)	(\$85,421)	(\$55,000)	(\$70,000)	(\$15,000)	27.3	(\$70,000)	BASED ON FY23 ACTUAL
44215	ADMIN/UMD SERVICE	(\$20,521)	(\$38,811)	(\$20,000)	(\$25,000)	(\$5,000)	25.0	(\$25,000)	BASED ON FY23 ACTUAL
44216	WPCD SERVICE	(\$17,781)	(\$10,510)	(\$5,000)	(\$2,000)	\$3,000	(60.0)	(\$2,000)	NEW CONTRACT FOR TLC DISTRIBUTION
44217	WSD SERVICE	(\$108,351)	(\$129,813)	(\$100,000)	(\$115,000)	(\$15,000)	15.0	(\$115,000)	BASED ON FY TRENDS
44218	METER SET	(\$10,100)	(\$5,450)	(\$10,000)	(\$5,000)	\$5,000	(50.0)	(\$5,000)	BASED ON FY23 ACTUAL AND APPROVED PROJECTS
44219	FIRE LINE CONNECTION	(\$1,920)	(\$720)	(\$1,500)	(\$700)	\$800	(53.3)	(\$700)	BASED ON FY23 ACTUAL AND APPROVED PROJECTS
TOTAL CHARGES FOR SERVICES		(\$26,315,924)	(\$26,864,443)	(\$28,003,650)	(\$29,912,008)	(\$1,908,358)	6.8		
UTILITIES DIVISION TOTAL		(\$26,315,924)	(\$26,864,443)	(\$28,003,650)	(\$29,912,008)	(\$1,908,358)	6.8		

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
5005 - UTILITIES - REVENUE									
43 USE MONEY&PROPERTY									
43001	INTEREST REVENUE	\$72,008	(\$2,185,650)	(\$84,000)	(\$84,000)	\$0		(\$84,000)	INTEREST FROM INVESTMENT
43007	SALE OF SURPLUS PROPERTY	\$0	\$0	(\$5,000)	\$0	\$5,000	(100.0)		
43017	NUTRIENT CREDIT	(\$2,372)	(\$4,730)	(\$7,500)	(\$7,505)	(\$5)	0.1	(\$7,505)	BASED ON AGREEMENTS WITH LOUDOUN MILLING, TOWN OF HILLSBORO AND RV PARK
43019	USE OF TOWN INFORMATION	(\$3,750)	(\$5,200)	(\$3,000)	(\$4,000)	(\$1,000)	33.3	(\$4,000)	BASED ON CURRENT TREND
43020	RECYCLED SCRAP	(\$11,293)	(\$6,802)	(\$8,000)	(\$7,000)	\$1,000	(12.5)	(\$7,000)	BASED ON CURRENT TREND
43022	HYDRANT RENTAL	(\$169,224)	(\$107,575)	(\$125,000)	(\$125,000)	\$0		(\$125,000)	BASED ON CURRENT TREND
43999	MISC USE OF MONEY & PROP	(\$19,024)	(\$16,258)	(\$15,000)	(\$15,000)	\$0		(\$15,000)	BASED ON CURRENT TREND
TOTAL USE MONEY&PROPERTY		(\$133,656)	(\$2,326,214)	(\$247,500)	(\$242,505)	\$4,995	(2.0)		
44 CHARGES FOR SERVICES									
44209	REIMBURSEMENT FOR SERVICES	(\$14,108)	(\$7,415)	(\$12,000)	(\$7,000)	\$5,000	(41.7)	(\$7,000)	BASED ON CURRENT TREND
TOTAL CHARGES FOR SERVICES		(\$14,108)	(\$7,415)	(\$12,000)	(\$7,000)	\$5,000	(41.7)		
45 MISC REVENUE									
45201	COLLECTION FEE	(\$2,806)	(\$3,791)	(\$1,500)	(\$2,500)	(\$1,000)	66.7	(\$2,500)	BASED ON CURRENT TREND
45202	RETURN CHECK FEE	(\$9,328)	(\$11,872)	(\$7,500)	(\$7,500)	\$0		(\$7,500)	BASED ON CURRENT TREND
TOTAL MISC REVENUE		(\$12,135)	(\$15,662)	(\$9,000)	(\$10,000)	(\$1,000)	11.1		
PROJECT 05402 CARR TANK #2 - AT&T									
43 USE MONEY&PROPERTY									
43015	CELL ANTENNA SPACE RENTAL	(\$44,712)	(\$41,878)	(\$51,606)	(\$53,155)	(\$1,549)	3.0	(\$53,155)	BASED ON LEASE AGREEMENT
TOTAL USE MONEY&PROPERTY		(\$44,712)	(\$41,878)	(\$51,606)	(\$53,155)	(\$1,549)	3.0		
TOTAL FOR PROJECT CARR TANK #2 - AT&T		(\$44,712)	(\$41,878)	(\$51,606)	(\$53,155)	(\$1,549)	3.0		

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
5005 - UTILITIES - REVENUE									
<i>PROJECT 10604 CARR TANK #2 - T-MOBILE</i>									
43 USE MONEY&PROPERTY									
43015	CELL ANTENNA SPACE RENTAL	(\$56,871)	(\$55,013)	(\$56,525)	(\$58,221)	(\$1,696)	3.0	(\$58,221)	BASED ON LEASE AGREEMENT
TOTAL USE MONEY&PROPERTY		(\$56,871)	(\$55,013)	(\$56,525)	(\$58,221)	(\$1,696)	3.0		
TOTAL FOR PROJECT CARR TANK #2 - T-MOBILE		(\$56,871)	(\$55,013)	(\$56,525)	(\$58,221)	(\$1,696)	3.0		
<i>PROJECT 10606 HOGBACK MT TANK - AT&T</i>									
43 USE MONEY&PROPERTY									
43015	CELL ANTENNA SPACE RENTAL	(\$46,974)	(\$48,383)	(\$54,401)	(\$56,033)	(\$1,632)	3.0	(\$56,033)	BASED ON LEASE AGREEMENT
TOTAL USE MONEY&PROPERTY		(\$46,974)	(\$48,383)	(\$54,401)	(\$56,033)	(\$1,632)	3.0		
TOTAL FOR PROJECT HOGBACK MT TANK - AT&T		(\$46,974)	(\$48,383)	(\$54,401)	(\$56,033)	(\$1,632)	3.0		
<i>PROJECT 10607 HOSPITAL TANK - T-MOBILE</i>									
43 USE MONEY&PROPERTY									
43015	CELL ANTENNA SPACE RENTAL	(\$39,515)	(\$46,255)	(\$47,642)	(\$49,192)	(\$1,550)	3.3	(\$49,192)	BASED ON LEASE AGREEMENT
TOTAL USE MONEY&PROPERTY		(\$39,515)	(\$46,255)	(\$47,642)	(\$49,192)	(\$1,550)	3.3		
TOTAL FOR PROJECT HOSPITAL TANK - T-MOBILE		(\$39,515)	(\$46,255)	(\$47,642)	(\$49,192)	(\$1,550)	3.3		
<i>PROJECT 10611 HOSPITAL TANK - VERIZON</i>									
43 USE MONEY&PROPERTY									
43015	CELL ANTENNA SPACE RENTAL	\$0	\$0	(\$53,762)	(\$57,036)	(\$3,274)	6.1	(\$57,036)	BASED ON LEASE AGREEMENT
TOTAL USE MONEY&PROPERTY		\$0	\$0	(\$53,762)	(\$57,036)	(\$3,274)	6.1		
TOTAL FOR PROJECT HOSPITAL TANK - VERIZON				(\$53,762)	(\$57,036)	(\$3,274)	6.1		
UTILITIES DIVISION TOTAL		(\$347,971)	(\$2,540,820)	(\$532,436)	(\$533,142)	(\$706)	0.1		

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
500610 - UTILITIES - ADMINISTRATION									
51 PERSONNEL SERVICES									
TOTAL PERSONNEL SERVICES		\$3,204,850	\$3,480,566	\$4,272,176	\$4,023,690	(\$248,486)	(18.4)		
52 CONTRACTUAL SERVICES									
52101	POSTAL SERVICES	\$5,703	\$2,039	\$4,000	\$4,000	\$0		\$4,000	PO BOX ANNUAL FEE AND SHIPPING & HANDLING INCLUDING RETURNING METER TRANSMITTING UNITS (MTU)
52102	TELECOMMUNICATION SERVICES	\$36,639	\$40,092	\$66,820	\$58,820	(\$8,000)	(12.0)	\$31,520	VERIZON WIRELESS AND AT&T ACCOUNTS FOR STAFF CELL PHONES, LAPTOPS, IPADS AND DCU METER READING
								\$14,600	GPS TRACKING UNITS ON VEHICLES
								\$700	FAX SOLUTION
								\$12,000	CUSTOMER SERVICE PHONE SYSTEM (RING CENTRAL)
52103	PRINTING SERVICES	\$4,724	\$13,037	\$5,000	\$5,000	\$0		\$5,000	PRINTING AND SCANNING SERVICES FOR DOCUMENT MANAGEMENT
52201	ORGANIZATION MEMBERSHIPS	\$25,108	\$21,227	\$31,468	\$27,100	(\$4,368)	(13.9)	\$2,800	EMPLOYEE MEMBERSHIP TO AMERICAN WATERWORKS ASSOCIATION (AWWA)
								\$800	EMPLOYEE MEMBERSHIP FOR WATER ENVIRONMENT FEDERATION (WEF)
								\$5,000	METROPOLITAN COUNCIL OF GOVERNMENT MEMBERSHIP FOR PUBLIC ENGAGEMENT
								\$500	EMPLOYEE MEMBERSHIP FOR GIS
								\$18,000	NOVA REGIONAL COMMISSION ANNUAL CONTRIBUTION AND ENERGY STRATEGY
52202	PUBLICATION SUBSCRIPTIONS	\$4,203	\$4,445	\$4,500	\$4,500	\$0		\$4,500	AWWA STANDARDS, ANNUAL RENEWAL
52203	EMPLOYEE TRAINING COURSES	\$12,172	\$6,734	\$19,495	\$19,495	\$0		\$19,495	EMPLOYEE TRAINING FOR CONTINUING EDUCATION
52204	EMPLOYEE TUITION REIMBURSEMENT	\$4,500	\$4,500	\$9,000	\$5,000	(\$4,000)	(44.4)	\$5,000	EMPLOYEE TUITION REIMBURSEMENT PER PPM
52205	EMPLOYEE TRANS/LODGE/MEALS	\$1,405	\$3,960	\$9,775	\$9,775	\$0		\$9,775	TRAVEL EXPENSES FOR EMPLOYEE TRAINING TO MEET CONTINUING EDUCATION REQUIREMENTS FOR ADDITIONAL COURSES IDENTIFIED BY STAFF

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
500610 - UTILITIES - ADMINISTRATION									
52206	PROFESSIONAL LICENSE FEES	\$290	\$985	\$1,000	\$1,000	\$0		\$1,000	EMPLOYEE PROFESSIONAL LICENSE RENEWALS INCLUDING DPOR ENGINEER, BACKFLOW AND GIS
52302	FISCAL SERVICES	\$58,205	\$56,820	\$92,500	\$77,950	(\$14,550)	(15.7)	\$55,000	PRINTING AND MAILING SERVICES FOR WATER AND SEWER UTILITY BILLS VENDOR DATAMATX
								\$22,950	MERKLE LOCKBOX PROCESSING CONTRACT
52303	MANAGEMENT SERVICES	\$19,632	\$38,906	\$42,870	\$40,370	(\$2,500)	(5.8)	\$20,000	ANNUAL REVIEW OF RATE STUDY WITH CONSULTANT FOR UTILITIES FUND
								\$15,370	CALIBRATION OF WATER METER TEST BENCH AND METER FIELD TESTER PER CONTRACT
								\$5,000	CONSTRUCTION PLANS SCANNING SERVICES
52304	PERSONNEL MANAGEMENT SERVICES	\$12,405	\$882	\$21,000	\$21,000	\$0		\$1,000	EMPLOYEE SPOT AWARDS, RETIREMENT AND RECOGNITION
								\$20,000	RECRUITMENT, RETENTION, COACHING, STAFF TRAINING, ETC. CONSULTING SERVICES
52305	PUBLIC INFO & RELATIONS SERV	\$7,690	\$2,175	\$1,000	\$1,000	\$0		\$1,000	PR NEEDS REGARDING UTILITIES,
52306	LEGAL SERVICES	\$4,947	\$26,722	\$50,000	\$40,000	(\$10,000)	(20.0)	\$40,000	OUTSIDE LEGAL COUNSEL FOR REVIEW OF CONTRACTS, AGREEMENTS AND REGULATORY CHANGES
52307	ADVERTISING SERVICES	\$1,421	\$956	\$2,000	\$2,000	\$0		\$2,000	ADS FOR PUBLIC HEARINGS AND JOB RECRUITMENTS
52401	CUSTODIAL SERVICES	\$2,813	\$4,543	\$8,000	\$8,000	\$0		\$8,000	UTILITY MAINTENANCE BUILDING CLEANING SERVICES, NEW CONTRACT FALL 2023 SHARED COST WITH UMD FOR BUILDING CLEANING
52405	MECHANICAL R&M SERVICES	\$219	\$222	\$500	\$500	\$0		\$500	BACKFLOW DEVICE TESTING AND CALIBRATION
52413	UTILITY SYSTEM R&M	\$0	\$0	\$100,000	\$100,000	\$0		\$100,000	CONTINGENCY FOR UTILITY SYSTEM & PLANT EMERGENCIES. TM APPROVAL REQUIRED.
52501	ARCHITECTURE&ENGINEERING SERV	\$451	\$0	\$275,000	\$150,000	(\$125,000)	(45.5)	\$150,000	CONTINUING ENGINEERING SUPPORT SERVICES FOR MISC REPORTS, PERMIT REVIEWS, MAP UPDATES & DOCUMENT PREPARATION

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
500610 - UTILITIES - ADMINISTRATION									
52502	UNIFORM SERVICES	\$3,595	\$3,216	\$5,200	\$5,200	\$0		\$5,200	STAFF UNIFORMS NEW CONTRACT AUGUST 2023
52601	COMPUTER HARDWARE MAINT SERV	\$16,205	\$8,505	\$15,000	\$43,950	\$28,950	193.0	\$30,450	ACLARA WATER METER READING SYSTEM ANNUAL MAINTENANCE OF DATA COLLECTOR UNITS (DCU) AND HANDHELDS SYSTEM MONITORING PER CONTRACT
								\$2,000	REPLACEMENT BATTERY BACK (UPS) UP FOR MAIN SWITCH MOVED UP FROM 52602
								\$5,000	ENHANCEMENT: MAINTENANCE ON INTERNET SWITCH AT UMB
								\$6,500	ENHANCEMENT: R2-SUB FOOT KIT RANGER FINDER FOR LOCATING GPS POINTS OF UTILITY INFRASTRUCTURE
52602	COMPUTER SOFTWARE MAINT SERV	\$135,145	\$257,018	\$353,775	\$254,300	(\$99,475)	(28.1)		
								\$5,500	GPS UNIT ANNUAL SOFTWARE AND HARDWARE MAINTENANCE CONTRACT
								\$75,000	INTERGRATION OF UTILITY SOFTWARE PROGRAMS INCLUDING LUCITY, MUNIS (UPGRADES), WATER REPORTINGS RESIDENT ACCESS,
								\$20,000	WATER AND SEWER MODEL
								\$35,100	ONLINE SERVICE SUPPORT AND LICENSING FOR PROGRAMS SUCH AS POWER BI, SNAG IT, TRACK IT, BLUEBEAM, PROCORE, SPARKPOST ETC
								\$5,000	SECURITY SERVER SOFTWARE UPDATE
								\$75,000	IT INTEGRATION CONSULTANT SUPPORT FOR LASERFICHE, WATER REPORTING
								\$38,700	ANNUAL SUBSCRIPTION FOR WATER METER READING SYSTEM
52603	ONLINE SERVICES	\$0	\$0	\$0	\$91,300	\$91,300		\$21,300	SERVICES FOR LUCITY TEST ENVIRONMENT VARIOUS MODULES
								\$70,000	ANNUAL SERVICES FOR CENTRAL SQUARE LUCITY ASSET MANAGEMENT FOR UTILITIES
TOTAL CONTRACTUAL SERVICES		\$357,470	\$496,985	\$1,117,903	\$970,260	(\$147,643)	(17.5)		

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
500610 - UTILITIES - ADMINISTRATION									
53 MATERIAL & SUPPLIES									
53102	OFFICE SUPPLIES	\$1,882	\$974	\$2,000	\$2,000	\$0		\$2,000	OFFICE SUPPLIES FOR STAFF
53103	STATIONERY AND FORMS	\$0	\$408	\$2,500	\$1,000	(\$1,500)	(60.0)	\$1,000	DOOR ANNOUNCEMENTS , STATIONARY & FORMS
53106	FOOD AND BEVERAGES	\$1,270	\$1,172	\$1,000	\$1,200	\$200	20.0	\$1,200	EMERGENCY MEAL REIMBURSEMENT AND APPROVED FOOD FOR MEETINGS AT UMB PER PROCUREMENT POLICY
53107	ADMIN TRAVEL (NONTRAINING)	\$0	\$0	\$750	\$750	\$0		\$750	STAFF LODGING FOR INCLEMENT WEATHER OR TOWN EMERGENCY PER PROCUREMENT POLICY
53304	MECHANICAL R&M MATERIALS	\$222	\$0	\$1,000	\$1,000	\$0		\$1,000	REPAIR OF CROSS CONNECTION TESTING DEVICE OR LOCATOR EQUIPMENT
53402	COMPUTER OPERATING SUPPLIES	\$1,912	\$1,168	\$3,000	\$3,000	\$0		\$3,000	PRINTER AND PLOTTER INK, COPY PAPER
53408	GIFTS/PROMOTIONAL ITEMS	\$185	\$2,479	\$8,500	\$6,000	(\$2,500)	(29.4)	\$6,000	FOR GIVEWAYS AT EVENTS
TOTAL MATERIAL & SUPPLIES		\$5,471	\$6,202	\$18,750	\$14,950	(\$3,800)	(20.3)		
54 MISC EXP									
54001	CLAIMS AND SETTLEMENTS EXP	\$579	\$228	\$2,500	\$2,500	\$0		\$2,500	CUSTOMER CLAIMS PER TAO POLICY
54004	REIMBURSEMENT TO GENERAL FUND	\$1,764,000	\$1,893,000	\$2,185,723	\$2,180,381	(\$5,342)	(0.2)	\$2,180,381	OVERHEAD ALLOCATION FOR SERVICES PROVIDED BY THE GENERAL FUND TO SUPPORT THE UTILITIES FUND OPERATIONS.
54090	ADMIN OVERHEAD	(\$101,949)	(\$153,058)	(\$124,450)	(\$124,450)	\$0		(\$124,450)	CONTRA-ENTRY FOR PROJECT MANAGEMENT COSTS THAT ARE REFLECTED IN UTILITY PROJECTS.
TOTAL MISC EXP		\$1,662,630	\$1,740,170	\$2,063,773	\$2,058,431	(\$5,342)	(0.3)		
55 CONTINUOUS CHARGES									
55001	AUTOMOBILE LIABILITY	\$16,026	\$15,819	\$16,848	\$14,639	(\$2,209)	(13.1)	\$14,639	AUTOMOTIVE LIABILITY INSURANCE
55002	PROPERTY INSURANCE	\$69,561	\$79,934	\$85,130	\$89,012	\$3,882	4.6	\$89,012	PROPERTY INSURANCE
55011	OPERATING LEASE PAYMENTS	\$2,226	\$2,236	\$2,500	\$2,500	\$0		\$2,500	MONTHLY LEASE FOR COPIER
55015	CYBER SECURITY	\$8,045	\$5,233	\$8,700	\$7,089	(\$1,611)	(18.5)	\$7,089	CYBER SECURITY INSURANCE UTILITIES FUND SHARE
TOTAL CONTINUOUS CHARGES		\$95,858	\$103,221	\$113,178	\$113,240	\$62	0.1		

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500610 - UTILITIES - ADMINISTRATION									
56 CAPITAL EXPENDITURES									
56201	COMPUTER EQUIPMENT	\$8,393	\$9,091	\$9,000	\$2,000	(\$7,000)	(77.8)	\$2,000	COMPUTER MONITOR REPLACEMENTS FOR DEPARTMENT
56204	VOICE&DATA TRANSMISSION EQUIP	\$36	\$60	\$5,500	\$1,500	(\$4,000)	(72.7)	\$1,500	ACCESSORIES INCLUDES CASES (REPLACE) FOR TECHNOLOGY DEVICES
56207	MOTOR VEHICLE EQUIPMENT	\$0	\$0	\$120,000	\$0	(\$120,000)	(100.0)		
56209	OFFICE FURNITURE	\$11,036	\$15,706	\$3,000	\$3,000	\$0		\$3,000	REPLACEMENT OF OFFICE FURNITURE INCLUDING CHAIRS
TOTAL CAPITAL EXPENDITURES		\$19,464	\$24,857	\$137,500	\$6,500	(\$131,000)	(95.3)		
PROJECT 15604 SAFETY PROGRAM									
52 CONTRACTUAL SERVICES									
52303	MANAGEMENT SERVICES	\$9,807	\$19,801	\$7,500	\$7,500	\$0		\$7,500	TOWN WIDE SAFETY CONSULTANT DIVISION SHARE
TOTAL CONTRACTUAL SERVICES		\$9,807	\$19,801	\$7,500	\$7,500	\$0			
TOTAL FOR PROJECT SAFETY PROGRAM		\$9,807	\$19,801	\$7,500	\$7,500				
PROJECT UTSUP Utilities Support Services									
52 CONTRACTUAL SERVICES									
52501	ARCHITECTURE&ENGINEERING SERV	\$112,417	\$27,642	\$100,000	\$0	(\$100,000)	(100.0)		
TOTAL CONTRACTUAL SERVICES		\$112,417	\$27,642	\$100,000	\$0	(\$100,000)	(100.0)		
TOTAL FOR PROJECT Utilities Support Services		\$112,417	\$27,642	\$100,000		(\$100,000)	(100.0)		
UTILITIES DIVISION TOTAL		\$5,467,968	\$5,899,443	\$7,830,780	\$7,194,571	(\$636,209)	(16.3)		

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
500620 - UTILITIES - LINES AND MAINTENANCE									
51 PERSONNEL SERVICES									
TOTAL PERSONNEL SERVICES		\$2,334,814	\$2,503,344	\$2,825,555	\$2,957,405	\$131,850	(7.8)		
52 CONTRACTUAL SERVICES									
52101	POSTAL SERVICES	\$1,949	\$783	\$2,000	\$2,000	\$0		\$2,000	SHIPPING & HANLDING CHARGES
52102	TELECOMMUNICATION SERVICES	\$21,249	\$22,749	\$28,920	\$27,950	(\$970)	(3.4)	\$27,250	STAFF CELL PHONES, WIRELESS CARDS FOR LAPTOPS, TABLETS.
								\$700	FAX SOLLUTION
52103	PRINTING SERVICES	\$872	\$0	\$1,000	\$1,000	\$0		\$1,000	DOOR ANNOUNCEMENTS AND STAFF BUSINESS CARDS
52201	ORGANIZATION MEMBERSHIPS	\$0	\$0	\$850	\$850	\$0		\$200	STAFF MEMBERSHIP FOR AMERICAN WATERWORKS ASSOCIATION (AWWA)
								\$400	EMPLOYEE MEMBERSHIP FOR WATER ENVIRONMENT FEDERAT (WEF)
								\$250	EMPLOYEE MEMBERSHIP FOR NORTH AMERICAN SOCIETY FOR TRENCHLESS TECHNOLOGY (NASTT)
52203	EMPLOYEE TRAINING COURSES	\$10,813	\$2,374	\$27,735	\$19,585	(\$8,150)	(29.4)	\$12,385	EMPLOYEE TRAINING FOR CONTINUING EDUCATION.
								\$7,200	CDL LICENSE SAFETY REQUIREMENTS DUE TO FEDERAL MOTOR CARRIER REGULATIONS.
52205	EMPLOYEE TRANS/LODGE/MEALS	\$596	\$0	\$6,800	\$6,800	\$0		\$6,800	TRAVEL EXPENSES FOR EMPLOYEE TRAINING FOR CONTINUING EDUCATION
52303	MANAGEMENT SERVICES	\$13,994	\$9,942	\$26,500	\$26,500	\$0		\$2,500	FIRE SPRINKLER TESTING AT UTILITY MAINTENANCE BUILDING (UMB)
								\$2,000	HAZARDOUS WASTE DISPOSAL (LIGHT BULBS, PAINT AND GROUT CHEMICALS)
								\$2,000	REQUIRED EMPLOYEE HEALTH PHYSICALS AND IMMUNIZATIONS
								\$20,000	MISS UTILITY
52304	PERSONNEL MANAGEMENT SERVICES	\$184	\$125	\$500	\$500	\$0		\$500	EMPLOYEE SPOT AWARDS, RETIREMENT AND RECOGNITION
52307	ADVERTISING SERVICES	\$247	\$298	\$3,000	\$1,500	(\$1,500)	(50.0)	\$1,500	ADS FOR ANNUAL SYSTEM OPERATIONS AND JOB RECRUITMENTS

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500620 - UTILITIES - LINES AND MAINTENANCE									
52401	CUSTODIAL SERVICES	\$3,263	\$4,543	\$8,000	\$8,000	\$0		\$8,000	CLEANING SERVICE CONTRACT FOR UMB, NEW CONTRACT IN AUG 2023 SHARED COST WITH UA FOR BUILDING CLEANING
52403	EQUIPMENT R&M SERVICES	\$9,822	\$19,544	\$16,000	\$18,500	\$2,500	15.6	\$10,000	SEWER CAMERA EQUIPMENT REPAIRS
								\$6,000	SEWER LATERAL CAMERA EQUIPMENT REPAIRS
								\$1,000	FLOW AND GAS MONITOR EQUIPMENT REPAIRS
								\$1,500	TOOL REPAIRS SUCH AS TAMPER, MOLES, LOCATORS AND FORKLIFT MAINTENANCE
52404	HIGHWAY R&M SERVICES	\$76,124	\$21,056	\$125,000	\$125,000	\$0		\$125,000	CONTRACT PAVING OF ROADWAY DUE TO WATER MAIN AND SANITARY SEWER REPAIRS
52405	MECHANICAL R&M SERVICES	\$11,052	\$2,002	\$11,900	\$12,000	\$100	0.8	\$2,000	ANNUAL ELEVATOR CONTRACT FOR INSPECTION AND MAINTENANCE AT UMB
								\$10,000	HVAC ANNUAL CONTRACT FOR INSPECTION AND MAINTENANCE OF UMB SYSTEM
52407	VEHICLE R&M SERVICES	\$8,031	\$14,384	\$3,000	\$20,000	\$17,000	566.7	\$20,000	CONTRACT SERVICES FOR VEHICLE REPAIR NOT COVERED UNDER WARRANTY IE VACTOR TRUCKS
52408	SIDEWALK/CURBS/GUTTER R&M SERVICES	\$9,474	\$4,950	\$10,000	\$10,000	\$0		\$10,000	CONTRACT FOR REPLACING SIDEWALK DUE TO WATER MAIN AND SANITARY SEWER REPAIRS
52409	BUILDING R&M SERVICES	\$6,965	\$43,893	\$17,470	\$54,550	\$37,080	212.2	\$5,550	ANNUAL FIRE ALARM CONTACT AT UMB
								\$1,500	ANNUAL CONTRACT FOR PEST CONTROL AT UMB
								\$10,000	ANNUAL CONTRACT FOR SECURITY SYSTEM CAMERAS, DOORS AND GATES AT UMB
								\$2,500	FIRE EXTINGUISHER INSPECTION AND SERVICE AT UMB AND VEHICLES
								\$5,000	YEARLY MAINTENANCE ON HEATING BOILERS
								\$30,000	ENHANCEMENT: SECURITY GATE UPGRADE

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500620 - UTILITIES - LINES AND MAINTENANCE									
52410	ROW GROUNDS R&M	\$77,434	\$82,196	\$140,000	\$170,000	\$30,000	21.4	\$120,000	MOWING CONTRACT TO INCLUDE REMOTE SITES, UTILITY MAIN BLDG, WATER PLANT AND WATER POLLUTION FACILITIES
								\$20,000	TREE TRIMMING FOR ACCESS AND CONTRACT FOR BUSHHOG AND MOWING EASEMENTS
								\$30,000	ENHANCEMENT: LANSCAPING AT UTILITIES FACILITIES
52413	UTILITY SYSTEM R&M	\$8,686	\$55,781	\$97,000	\$97,000	\$0		\$12,000	CHEMICAL TREATMENT FOR ROOT CONTROL OF SANITARY SEWER MAINS AND LATERALS
								\$10,000	LEAK DETECTION AND INFRASTRUCTURE LOCATING FOR UTILITY SYSTEM REPAIR
								\$75,000	EMERGENCY ON-CALL FOR REPAIRS OUTSIDE SCOPE OF ABILITY: TRENCH DEPTH & RECLAIMED WATER
52501	ARCHITECTURE&ENGINEE RING SERV	\$44,481	\$106,898	\$100,000	\$100,000	\$0		\$100,000	CONSULTANT ENGINEERING SUPPORT SERVICE
52502	UNIFORM SERVICES	\$19,220	\$20,933	\$30,000	\$25,000	(\$5,000)	(16.7)	\$25,000	STAFF UNIFORM CONTRACT
52602	COMPUTER SOFTWARE MAINT SERV	\$1,500	\$13,500	\$2,000	\$5,000	\$3,000	150.0	\$5,000	WINCAN ANNUAL SUPPORT
TOTAL CONTRACTUAL SERVICES		\$325,956	\$425,950	\$657,675	\$731,735	\$74,060	22.4		
53 MATERIAL & SUPPLIES									
53101	UNIFORM/APPAREL SUPPLIES	\$23,171	\$20,689	\$27,000	\$32,000	\$5,000	18.5	\$32,000	STAFF APPAREL, SAFETY GLOVES, VESTS, PPE
53102	OFFICE SUPPLIES	\$1,607	\$949	\$2,500	\$2,500	\$0		\$2,500	OFFICE SUPPLIES
53103	STATIONERY AND FORMS	\$350	\$485	\$1,500	\$500	(\$1,000)	(66.7)	\$500	FORMS, STATIONERY, ENVELOPES
53106	FOOD AND BEVERAGES	\$724	\$267	\$1,000	\$1,000	\$0		\$1,000	EMERGENCY FOOD PER PROCUREMENT POLICY
53107	ADMIN TRAVEL (NONTRAINING)	\$506	\$0	\$2,000	\$2,000	\$0		\$2,000	INCLEMENT WEATHER LODGING OR TOWN EMERGENCY PER PROCUREMENT POLICY
53202	FIELD SUPPLIES	\$128,316	\$135,824	\$178,500	\$178,500	\$0		\$10,000	MISC SPECIALTY PARTS AND TOOLS
								\$10,000	REPLACE OLD AND WORN TOOLS
								\$25,000	ODOR CONTROL MODULES AND CHEMICAL TREATMENT FOR REDUCTION OF GREASE IN SEWER MAINS

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500620 - UTILITIES - LINES AND MAINTENANCE									
								\$100,000	MONTHLY CONTRACT OF CHEMICAL ADDITION FOR GREASE AND ODOR CONTROL AT PUMP STATIONS
								\$21,000	REPAIR PARTS FOR SEWER CAMERA AND GAS MONITORS
								\$1,000	REPAIRS FOR METER TEST BENCH DURING CALIBRATION
								\$1,500	REPAIRS TO PICOTE CUTTER (SEWER PIPE CUTTER)
								\$10,000	MISS UTILITY PAINT SUPPLIES FOR MARKING
53301	BUILDING R&M MATERIALS	\$15,213	\$5,378	\$15,000	\$15,000	\$0		\$15,000	BUILDING SUPPLIES FOR UMB INCLUDING LIGHT BULBS, FILTERS
53302	CUSTODIAL R&M MATERIALS	\$10,852	\$10,805	\$25,000	\$25,000	\$0		\$25,000	CLEANING SUPPLIES, TOWELS, TOLIET PAPER, DISINFECTANTS FOR UMB AND FIELD OPERATIONS. NEW CONTRACT AND PROVIDING SUPPLIES TO WSD AND WPCD
53303	ELECTRICAL R&M MATERIALS	\$1,798	\$1,247	\$3,500	\$3,500	\$0		\$3,500	ELECTRICAL REPAIRS AT UMB INCLUDING SWITCHES AND SUPPLIES
53304	MECHANICAL R&M MATERIALS	\$186,453	\$324,235	\$424,000	\$424,000	\$0		\$25,000	FIRE HYDRANT REPAIR PARTS
								\$30,000	MATERIALS (PIPE AND GROUT) FOR IN HOUSE REHAB AND REPAIRS OF SEWER MAINS AND LATERALS VIA TRENCHLESS TECHNOLOGY
								\$20,000	MANHOLE FRAMES & COVERS REQUIRED FOR ADJUSTMENT PRIOR TO MILLING & PAVING BY PW CONTRACT
								\$209,000	WATER SYSTEM REPAIR MATERIALS INCLUDING PIPES, VALVES AND METERS
								\$80,000	WATER FITTINGS
								\$10,000	NUTS & BOLTS
								\$50,000	SEWER FITTINGS
53305	VEHICLE R&M MATERIALS	\$1,649	\$9,064	\$13,500	\$15,000	\$1,500	11.1	\$15,000	VACTOR TRUCK TUBES AND HOSES, MISC REPAIR PARTS FOR VACTOR TRUCK NOT COVERED UNDER WARRANTY
53306	HIGHWAY R&M MATERIALS	\$10,868	\$14,835	\$36,700	\$36,700	\$0		\$16,500	STONE FOR BACKFILLING WATER AND SEWER TRENCH

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500620 - UTILITIES - LINES AND MAINTENANCE									
								\$20,000	ASPHALT REPLACEMENT AFTER BACKFILL OF WATER AND SEWER TRENCH
								\$200	VDOT RIGHT OF PERMIT IF WORK OUTSIDE TOWN CORPORATE LIMITS
53308	REPAIR & MAINTENANCE MATERIALS	\$1,146	\$3,000	\$15,000	\$10,000	(\$5,000)	(33.3)	\$10,000	DISPOSE OF SPENT MATERIALS, ASPHALT AND CONCRETE. NO LONGER CAN HAUL TO LANDFILL
53402	COMPUTER OPERATING SUPPLIES	\$913	\$515	\$2,000	\$2,000	\$0		\$2,000	PRINTER INK, COPY PAPER
TOTAL MATERIAL & SUPPLIES		\$383,568	\$527,294	\$747,200	\$747,700	\$500	0.0		
54 MISC EXP									
54090	ADMIN OVERHEAD	(\$50,224)	(\$48,172)	(\$58,200)	(\$58,200)	\$0		(\$58,200)	CONTRA-ENTRY FOR PROJECT MANAGEMENT COSTS THAT ARE REFLECTED IN UTILITY PROJECTS.
TOTAL MISC EXP		(\$50,224)	(\$48,172)	(\$58,200)	(\$58,200)	\$0			
55 CONTINUOUS CHARGES									
55006	ELECTRICITY PAYMENTS	\$24,417	\$28,732	\$29,000	\$35,000	\$6,000	20.7	\$35,000	DOMINION ELECTRIC ACCOUNT FOR UMB INCREASE PER DOMINION FUEL SURCHARGE
55007	NATURAL GAS PAYMENTS	\$13,027	\$14,128	\$23,500	\$23,500	\$0		\$23,500	NATURAL GAS FOR HEATING OF UMB
55011	OPERATING LEASE PAYMENTS	\$2,081	\$2,089	\$2,500	\$2,500	\$0		\$2,500	MONTHLY COPIER LEASE
55012	EQUIPMENT RENTALS	\$47,303	\$46,093	\$53,125	\$53,125	\$0		\$7,000	RENTAL OF EQUIPMENT FOR EMERGENCY REPAIRS AND EASEMENT MAINTENANCE
								\$46,125	ANNUAL SEWER FLOW MONITOR EQUIPMENT RENTAL AND RAIN GAUGE
TOTAL CONTINUOUS CHARGES		\$86,828	\$91,042	\$108,125	\$114,125	\$6,000	3.7		
56 CAPITAL EXPENDITURES									
56109	CONST BUILDING IMPROVEMENTS	\$0	\$17,654	\$50,000	\$40,000	(\$10,000)	(20.0)	\$40,000	INVENTORY SHELVING, CARD ACCESS, AND SHELVING FOR WPCF WTP INVENTORY CONTROL IMPROVEMENTS
56110	UTILITY LINES	\$159,832	\$132,672	\$260,000	\$140,000	(\$120,000)	(46.2)	\$140,000	INVENTORY PURCHASE OF NEW CONSTRUCTION WATER SYSTEM INFRASTRUCTURE
56201	COMPUTER EQUIPMENT	\$40	\$483	\$8,700	\$0	(\$8,700)	(100.0)		

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500620 - UTILITIES - LINES AND MAINTENANCE									
56202	COMPUTER SOFTWARE	\$0	\$0	\$5,600	\$21,000	\$15,400	275.0	\$21,000	ENHANCEMENT: ANNUAL ENTERPRISE FOR CCTV, INCLUDE MOBILE SOFTWARE, STORAGE, ASSET MANANGEMENT LINK ANNUAL SUPPORT AND TRAINING
56204	VOICE&DATA TRANSMISSION EQUIP	\$371	\$778	\$1,000	\$1,000	\$0		\$1,000	ACCESSORIES INCLUDES CASES (REPLACE) FOR TECHNOLOGY DEVICES
56206	CONSTRUCTION EQUIPMENT	\$70,454	\$53,661	\$33,100	\$28,800	(\$4,300)	(13.0)	\$28,800	PURCHASE REPLACEMENT TOOLS FOR PLANT MAINTENANCE, GAP VAC HAND TOOLS, CLEANING NOZZLES, METAL LOCATOR,, PARTS SCALE FOR INVENTORY
56207	MOTOR VEHICLE EQUIPMENT	\$175,994	\$5,707	\$30,000	\$12,000	(\$18,000)	(60.0)	\$12,000	ENHANCEMENT: 2 PERSON LIFT BASKET FOR CRANE TRUCK
56208	POWER R&M EQUIPMENT	\$73,396	\$210,506	\$20,000	\$0	(\$20,000)	(100.0)		
56209	OFFICE FURNITURE	\$612	\$216	\$1,000	\$1,000	\$0		\$1,000	REPLACEMENT OF OFFICE FURNITURE INCLUDING CHAIRS
TOTAL CAPITAL EXPENDITURES		\$480,699	\$421,675	\$409,400	\$243,800	(\$165,600)	(40.4)		
PROJECT 15604 SAFETY PROGRAM									
52 CONTRACTUAL SERVICES									
52303	MANAGEMENT SERVICES	\$27,678	\$7,242	\$7,500	\$7,500	\$0		\$7,500	TOWN WIDE SAFETY CONSULTANT DIVISION SHARE
TOTAL CONTRACTUAL SERVICES		\$27,678	\$7,242	\$7,500	\$7,500	\$0			
TOTAL FOR PROJECT SAFETY PROGRAM		\$27,678	\$7,242	\$7,500	\$7,500				
UTILITIES DIVISION TOTAL		\$3,589,319	\$3,928,374	\$4,697,255	\$4,744,065	\$46,810	(0.9)		

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
500630 - UTILITIES - WATER SUPPLY									
51 PERSONNEL SERVICES									
TOTAL PERSONNEL SERVICES		\$1,817,050	\$1,912,504	\$2,019,761	\$2,381,336	\$361,575	1.9		
52 CONTRACTUAL SERVICES									
52101	POSTAL SERVICES	\$43	\$818	\$1,000	\$1,000	\$0		\$1,000	SHIPPING AND HANDLING FOR ORDERS AND CONTRACTED LAB SAMPLES
52102	TELECOMMUNICATION SERVICES	\$15,810	\$16,719	\$28,300	\$24,100	(\$4,200)	(14.8)	\$7,200	SCADA REMOTE SITE
								\$14,400	CELLULAR SERVICES - PHONES FOR STAFF AND OTHER DEVICES, TABLETS AND REMOTE SITE SECURITY
								\$1,900	WATER TREATMENT PLANT AND VERIZON REMOTE SITE ALARMS
								\$600	ENHANCEMENT: TELECOM FOR NEW POSITION (WATER PLANT OPERATOR)
52103	PRINTING SERVICES	\$464	\$0	\$2,000	\$5,000	\$3,000	150.0	\$2,000	MISC PRINTING NEEDS
								\$3,000	ENHANCEMENT: LCRR MATERIALS OUTREACH MATERIALS
52201	ORGANIZATION MEMBERSHIPS	\$6,663	\$7,686	\$6,445	\$7,045	\$600	9.3	\$1,245	AMERICAN WATERWORKS ASSOCIATION (AWWA) MEMBERSHIP FOR STAFF
								\$3,500	INTERSTATE COMMISSION ON THE POTOMAC RIVER BASIN (ICPRB) PARTNERSHIP AND VIRGINIA MUNICIPAL DRINKING WATER ASSOCIATION DUES
								\$2,300	WATER ISAC MEMBERSHIP
52203	EMPLOYEE TRAINING COURSES	\$6,522	\$9,988	\$11,500	\$11,850	\$350	3.0	\$6,300	TRAINING COURSES AND WORKSHOPS FOR CONTINUING EDUCATION REQUIRED FOR OPERATOR LICENSES
								\$5,550	OPERATOR TRAINEES TO ATTEND WEEK-LONG TRAINING SCHOOL AT VA-TECH AND CORRESPONDENCE COURSES
52205	EMPLOYEE TRANS/LODGE/MEALS	\$0	\$706	\$2,500	\$2,500	\$0		\$2,500	TRAVEL AND TRAINING EXPENSE FOR CONTINUING EDUCATION COURSES.
52206	PROFESSIONAL LICENSE FEES	\$700	\$900	\$700	\$1,400	\$700	100.0	\$1,400	WATERWORKS OPERATOR LICENSE RENEWAL; ODD YEAR - 16 X \$80.
52303	MANAGEMENT SERVICES	\$0	\$0	\$1,000	\$1,000	\$0		\$1,000	LAB AND MISC WASTE DISPOSAL
52304	PERSONNEL MANAGEMENT SERVICES	\$2,512	\$3,971	\$3,100	\$4,000	\$900	29.0	\$4,000	REGULATORY REQUIREMENT FOR EMPLOYEE PHYSICALS AND RESPIRATORY FIT TESTING

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
500630 - UTILITIES - WATER SUPPLY									
52307	ADVERTISING SERVICES	\$10	\$20	\$200	\$200	\$0		\$200	ADVERTISING FOR JOB RECRUITMENTS
52308	COMPLIANCE TESTING & SERVICES	\$237,170	\$264,747	\$285,200	\$595,200	\$310,000	108.7	\$270,000	HAULING AND DISPOSAL OF PLANT RESIDUALS INCLUDING FUEL CHARGES
								\$24,000	COMPLIANCE TESTING SERVICES PER REGULATORY AND ANNUAL WATER QUALITY REPORT
								\$1,200	STATE LAB CERTIFICATION FEE
								\$300,000	ENHANCEMENT: LCRR MATERIALS INVESTIGATION
52401	CUSTODIAL SERVICES	\$975	\$0	\$1,000	\$1,000	\$0		\$1,000	FLOOR WAXING AND WINDOW CLEANING AT WATER TREATMENT PLANT
52402	ELECTRICAL R&M SERVICES	\$28,304	\$5,353	\$48,000	\$38,000	(\$10,000)	(20.8)	\$30,000	ELECTRICAL INSPECTION AND BREAKER TESTING FOR ARC FLASH REQUIREMENTS
								\$8,000	VARIABLE FREQUENCY DRIVE (VFD) MAINTENANCE
52403	EQUIPMENT R&M SERVICES	\$79,892	\$115,563	\$104,000	\$120,000	\$16,000	15.4	\$75,000	PROCESS EQUIP: INSTR, VALVES & SOURCE WATER MONITOR EQUIP
								\$11,000	WATER PLANT GENERATOR MAINTENANCE
								\$34,000	SCADA/PLC MAINTENANCE, SECURITY, FIRE ALARM, AND TANK CATHODIC PROTECTION
52405	MECHANICAL R&M SERVICES	\$28,590	\$19,392	\$30,000	\$30,000	\$0		\$25,500	HVAC AND BOILER MAINTENANCE AND EQUIPMENT REPAIRS.
								\$4,500	ANNUAL ELEVATOR INSPECTION AND MONTHLY MAINTENANCE
52406	PLANT R&M SERVICES	\$39,650	\$5,977	\$35,000	\$20,000	(\$15,000)	(42.9)	\$20,000	NON ROUTINE WATER TREATMENT PLANT EQUIPMENT REPAIR AND REPLACEMENT
52407	VEHICLE R&M SERVICES	\$0	\$0	\$500	\$500	\$0		\$500	MISC VEHICLE REPAIR NOT COVERED BY WARRANTY
52409	BUILDING R&M SERVICES	\$1,837	\$2,903	\$3,000	\$3,000	\$0		\$3,000	WATER FACILITIES/BUILDING REPAIR AND MAINTENANCE SERVICES
52410	ROW GROUNDS R&M	\$4,526	\$0	\$5,000	\$5,000	\$0		\$5,000	ANNUAL GROUNDS MAINTENANCE AT WATER FACILITIES; SEALING AND STRIPING

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
500630 - UTILITIES - WATER SUPPLY									
52501	ARCHITECTURE&ENGINEE RING SERV	\$218,045	\$194,449	\$301,200	\$201,200	(\$100,000)	(33.2)	\$1,200	PREPARATION OF ANNUAL WATER QUALITY REPORT (CONSUMER CONFIDENCE REPORT/CCR)
								\$200,000	CONSULTANT ENGINEERING SUPPORT SERVICES
52502	UNIFORM SERVICES	\$6,625	\$8,439	\$12,000	\$12,700	\$700	5.8	\$12,700	UNIFORM RENTAL
52601	COMPUTER HARDWARE MAINT SERV	\$0	\$0	\$1,000	\$1,000	\$0		\$1,000	NON ROUTINE PROCESS CONTROL HARDWARE MAINTENANCE
52602	COMPUTER SOFTWARE MAINT SERV	\$41,750	\$38,666	\$50,500	\$150,500	\$100,000	198.0	\$26,500	ANNUAL OA SCADA SOFTWARE MAINTENANCE AGREEMENT
								\$4,000	ANNUAL PROGRAMMABLE LOGIC CONTROLLER (PLC) MAINTENANCE
								\$20,000	REPAIR AND REPLACEMENT OF PROCESS CONTROL EQUIPMENT AND APPLICATION CHANGES AND OA2 SOFTWARE MAINTENANCE LICENSING
								\$100,000	PLANT AND LABORATORY DATA MANAGEMENT SOFTWARE (SPLIT WITH WPCF)
TOTAL CONTRACTUAL SERVICES		\$720,088	\$696,299	\$933,145	\$1,236,195	\$303,050	54.8		
53 MATERIAL & SUPPLIES									
53101	UNIFORM/APPAREL SUPPLIES	\$4,343	\$4,955	\$6,000	\$6,200	\$200	3.3	\$6,200	PURCHASE OF STAFF APPAREL, SAFETY GEAR, GLOVES, RUBBER BOOTS AND OTHER REQUIRED PPE
53102	OFFICE SUPPLIES	\$1,749	\$1,525	\$1,500	\$1,500	\$0		\$1,500	PURCHASE OF OFFICE SUPPLIES
53103	STATIONERY AND FORMS	\$259	\$125	\$400	\$100	(\$300)	(75.0)	\$100	ENVELOPES AND MISC STATIONERY
53106	FOOD AND BEVERAGES	\$93	\$0	\$1,000	\$1,000	\$0		\$1,000	FOOD AND BEVERAGE
53107	ADMIN TRAVEL (NONTRAINING)	\$297	\$0	\$2,000	\$2,000	\$0		\$2,000	EMERGENCY INCLEMENT WEATHER LODGING FOR STAFF PER TOWN POLICY AND PROCUREMENT
53201	LABORATORY SUPPLIES	\$37,287	\$29,435	\$40,000	\$35,000	(\$5,000)	(12.5)	\$35,000	TESTING SUPPLIES AND CONSUMABLES FOR REQUIRED WATER QUALITY TESTING
53202	FIELD SUPPLIES	\$13,653	\$28,090	\$22,000	\$27,000	\$5,000	22.7	\$27,000	ON-LINE AND REMOTE ANALYZER SUPPLIES, REGULATORY COMPLIANCE CRITICAL
53203	CHEMICAL SUPPLIES	\$406,151	\$684,516	\$671,000	\$674,000	\$3,000	0.4	\$225,000	FERRIC CHLORIDE
								\$55,000	POWDERED ACTIVATED CARBON

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
500630 - UTILITIES - WATER SUPPLY									
								\$130,000	SODIUM HYPOCHLORITE BULK
								\$45,000	PHOSPHORIC ACID BULK
								\$17,000	FLUORIDE
								\$2,000	POLYMER
								\$30,000	POTASSIUM PERMANGANATE
								\$120,000	CAUSTIC SODA
								\$50,000	SULFURIC ACID BULK
53301	BUILDING R&M MATERIALS	\$786	\$1,286	\$2,500	\$2,500	\$0		\$2,500	MATERIALS TO COMPLETE WATER FACILITY AND BUILDING REPAIR
53302	CUSTODIAL R&M MATERIALS	\$10,798	\$8,812	\$9,000	\$9,000	\$0		\$9,000	SUPPLIES FOR CUSTODIAL CLEANING AND MAINTENANCE
53303	ELECTRICAL R&M MATERIALS	\$33,340	\$14,252	\$30,000	\$30,000	\$0		\$30,000	ELECTRICAL REPAIR MATERIALS
53304	MECHANICAL R&M MATERIALS	\$76,198	\$69,384	\$70,000	\$70,000	\$0		\$70,000	MECHANICAL REPAIR SUPPLIES AND MATERIALS INCLUDED BUT NOT LIMITED TO HVAC SYSTEMS AND AGING INFRASTRUCTURE
53305	VEHICLE R&M MATERIALS	\$0	\$0	\$200	\$200	\$0		\$200	ASSORTED VEHICLE MAINTENANCE SUPPLIES
53308	REPAIR & MAINTENANCE MATERIALS	\$7,218	\$10,502	\$7,000	\$7,000	\$0		\$7,000	MISC MATERIALS TO COMPLETE REPAIRS AT WATER TREATMENT FACILITIES
53402	COMPUTER OPERATING SUPPLIES	\$1,585	\$1,979	\$1,500	\$1,500	\$0		\$1,500	PRINTER INK, COPIER TONER AND PAPER
TOTAL MATERIAL & SUPPLIES		\$593,758	\$854,863	\$864,100	\$867,000	\$2,900	0.4		
54 MISC EXP									
54090	ADMIN OVERHEAD	(\$1,931)	(\$4,784)	(\$52,500)	(\$17,100)	\$35,400	(67.4)	(\$17,100)	CONTRA-ENTRY FOR PROJECT MANAGEMENT COSTS THAT ARE REFLECTED IN UTILITY PROJECTS.
TOTAL MISC EXP		(\$1,931)	(\$4,784)	(\$52,500)	(\$17,100)	\$35,400	(67.4)		
55 CONTINUOUS CHARGES									
55006	ELECTRICITY PAYMENTS	\$360,180	\$448,930	\$391,700	\$480,600	\$88,900	22.7	\$449,100	REQUIRED ELECTRICAL COSTS FOR WATER TREATMENT PLANT AND SEVEN REMOTE SITES - DOMINION ACCOUNTS
								\$31,500	REQUIRED ELECTRICAL COSTS FOR NOVEC ACCOUNTS - 2 REMOTE SITES
55008	HEATING OIL/PROPANE PAYMENTS	\$8,623	\$13,548	\$16,500	\$16,500	\$0		\$16,500	WATER TREATMENT PLANT (WTP) HEATING OIL

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500630 - UTILITIES - WATER SUPPLY									
55009	GASOLINE/DIESEL	\$3,513	\$5,010	\$3,500	\$5,000	\$1,500	42.9	\$5,000	FUEL FOR WATER TREATMENT PLANT GENERATORS AND REMOTE SITES. REQUIRED FOR STAND-BY POWER.
55011	OPERATING LEASE PAYMENTS	\$17,771	\$26,392	\$26,500	\$36,900	\$10,400	39.2	\$5,600	ANNUAL COST FOR WATERSUITE SOURCE WATER ASSESSMENT WEB TOOL USED FOR CONTAMINATION SOURCE IDENTIFICATION AND EMERGENCY PREPAREDNESS EFFORTS IN WATERSHED
								\$2,300	RICOH COPIER RENTAL AND SERVICE
								\$16,000	QUARTERLY PAXTON WELL LEASE PAYMENT
								\$6,000	UPSTREAM SOURCE WATER MONITORING NETWORK THROUGH MWCOG
								\$7,000	LOUDOUN WATER INTERCONNECT, REIMBURSEMENT FOR TESTING OR EMERGENCY WATER
55012	EQUIPMENT RENTALS	\$1,432	\$2,314	\$1,500	\$1,500	\$0		\$1,500	MISC EQUIPMENT RENTALS; GENERATORS, PUMPS
55013	WATER CONNECTION EXPENSE	\$49,533	\$49,659	\$51,000	\$52,000	\$1,000	2.0	\$52,000	ANNUAL VIRGINIA DEPARTMENT OF HEALTH (VDH) ASSESSMENT FEE FOR WATER CONNECTIONS
TOTAL CONTINUOUS CHARGES		\$441,052	\$545,854	\$490,700	\$592,500	\$101,800	23.5		
56 CAPITAL EXPENDITURES									
56109	CONST BUILDING IMPROVEMENTS	\$45,459	\$0	\$60,000	\$200,000	\$140,000	233.3	\$150,000	ENHANCEMENT: ADDITIONAL SECURITY EQUIPMENT AND NEW EQUIPMENT FOR WTP STORAGE/INVENTORY ROOMS.
								\$50,000	ENHANCEMENT: CAULKING AND PAINTING AT WTP AND REMOTE SITES
56201	COMPUTER EQUIPMENT	\$1,984	\$2,313	\$6,000	\$2,000	(\$4,000)	(66.7)	\$2,000	ENHANCEMENT: COMPUTER EQUIPMENT FOR NEW WATER PLANT OPERATOR POSITION
56202	COMPUTER SOFTWARE	\$4,702	\$10,299	\$120,000	\$0	(\$120,000)	(100.0)		
56205	LABORATORY EQUIPMENT	\$4,112	\$0	\$5,000	\$5,000	\$0		\$5,000	MISC LABORATORY EQUIPMENT
56209	OFFICE FURNITURE	\$1,313	\$805	\$2,000	\$2,000	\$0		\$2,000	MISC REPLACEMENT OF OFFICE AND LAB FURNITURE
TOTAL CAPITAL EXPENDITURES		\$57,570	\$13,417	\$193,000	\$209,000	\$16,000	61.7		

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500630 - UTILITIES - WATER SUPPLY									
<i>PROJECT 15604 SAFETY PROGRAM</i>									
52 CONTRACTUAL SERVICES									
52303	MANAGEMENT SERVICES	\$4,261	\$8,356	\$12,000	\$12,000	\$0		\$12,000	TOWN WIDE SAFETY CONSULTANT CONTRACT, DIVISION SHARE
TOTAL CONTRACTUAL SERVICES		\$4,261	\$8,356	\$12,000	\$12,000	\$0			
TOTAL FOR PROJECT SAFETY PROGRAM		\$4,261	\$8,356	\$12,000	\$12,000				
UTILITIES DIVISION TOTAL		\$3,631,848	\$4,026,509	\$4,460,206	\$5,280,931	\$820,725	15.6		

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
500640 - UTILITIES - WATER POLLUTION CONTROL									
51 PERSONNEL SERVICES									
TOTAL PERSONNEL SERVICES		\$2,901,774	\$3,455,545	\$3,506,472	\$3,971,559	\$465,087	(1.9)		
52 CONTRACTUAL SERVICES									
52101	POSTAL SERVICES	\$1,358	\$618	\$2,000	\$1,500	(\$500)	(25.0)	\$1,500	POSTAL SERVICES; REQUIRED OPERATIONS & LAB MAILING.
52102	TELECOMMUNICATION SERVICES	\$18,711	\$20,993	\$33,750	\$27,500	(\$6,250)	(18.5)	\$16,300	WIRELESS COMMUNICATION - INTERNET & CELLULAR TO (10) REMOTE SITES.
								\$2,300	LAND LINES FOR WPCF & DECLOR-
								\$7,900	(12) STAFF CELL PHONES (3) FACILITY TABLETS.
								\$1,000	SERVICE FOR TABLETS FOR DATA LOGGER.
52103	PRINTING SERVICES	\$180	\$0	\$1,000	\$500	(\$500)	(50.0)	\$500	REQUIRED REGULATORY PRINTING SERVICES
52201	ORGANIZATION MEMBERSHIPS	\$11,484	\$11,454	\$12,950	\$12,950	\$0		\$6,100	VAMWA MEMBERSHIP
								\$3,200	NUTRIENT TRADING ASSOCIATION (NTA) & VIRGINIA ASSOCIATION OF MUNICIPALITY WASTEWATER AGENCY
								\$600	FACILITY MEMBERSHIP FEE FOR VIRGINIA RURAL WATER
								\$100	CDL LICENSE RENEWAL FEE FOR EMPLOYEE, REQUIRED FOR EMPLOYMENT
								\$2,950	24 STAFF MEMBERSHIP FOR WATER ENVIRONMENT FEDERATION (WEF)
52203	EMPLOYEE TRAINING COURSES	\$7,231	\$14,599	\$19,800	\$17,000	(\$2,800)	(14.1)	\$1,500	OPERATIONS TRAINING AND CPE LICENSE REQUIREMENTS.
								\$4,400	LICENSE PREP & EXAM.
								\$2,400	CORRESPONDENCE COURSES
								\$1,500	SPECIAL SEMINARS/ADMIN
								\$5,200	SPECIALTY CONFERENCES (VPI).
								\$800	OPERATION TRAINING
								\$1,200	VRWA/WEF CONFERENCE.
52205	EMPLOYEE TRANS/LODGE/MEALS	\$1,035	\$918	\$3,700	\$4,000	\$300	8.1	\$500	OPERATION TRAINING
								\$1,800	SPECIAL SEMINARS/ADMIN

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500640 - UTILITIES - WATER POLLUTION CONTROL									
								\$1,200	SPECIALTY CONFERENCES (VPI)
								\$500	VRWA CONFERENCE/WEF CONFERENCE
52206	PROFESSIONAL LICENSE FEES	\$1,760	\$0	\$3,100	\$200	(\$2,900)	(93.5)	\$200	WASTEWATER LICENSE RENEWAL FEES FOR DPOR. (EVEN YEARS).
52303	MANAGEMENT SERVICES	\$411,541	\$104,783	\$285,000	\$210,000	(\$75,000)	(26.3)	\$2,600	DCLS CERTIFICATION FEE
								\$600	ANNUAL AIR PERMIT RENEWAL FEE
								\$500	HAZARDOUS WASTE DISPOSAL
								\$300	EMPLOYEE IMMUNIZATIONS
								\$400	VDACS D&M FEES
								\$250	VDACS LICENSE FEES
								\$10,000	ANNUAL DEQ DISCHARGE PERMIT FEE
								\$175,000	SYNAGRO-GRIT SCREENING AND SCUM HAULING SERVICES
								\$6,250	PEST CONTROL SERVICES INCLUDING GROUNDHOG REMOVAL BASED ON DEQ REQUIREMENT.
								\$14,100	SYNAGRO-DRYER PELLET DISTRIBUTION HAULING SERVICES.
52304	PERSONNEL MANAGEMENT SERVICES	\$0	\$848	\$5,000	\$5,000	\$0		\$200	DOT PHYSICALS
								\$4,800	HR CONSULTANT TRAINING SERVICES
52306	LEGAL SERVICES	\$15,032	\$0	\$50,000	\$20,000	(\$30,000)	(60.0)	\$20,000	LEGAL SERVICES
52307	ADVERTISING SERVICES	\$644	\$9	\$1,000	\$500	(\$500)	(50.0)	\$500	ADS FOR JOB RECRUITMENTS AND DEQ PERMIT RENEWAL
52315	REGULATORY TESTING	\$20,700	\$13,582	\$14,900	\$27,500	\$12,600	84.6	\$1,300	EXPANDED EFFLUENT TESTING
								\$2,800	EFFLUENT TOXICITY ANALYSIS
								\$5,500	BIOSOLIDS ANALYSIS FOR TESTING COSTS.
								\$3,000	ODOR AND CORROSION TESTING
								\$1,500	MISC. LIQUID TREATMENT TESTING
								\$12,000	CLEAN METALS TESTING- INCREASE DUE TO ADDITIONAL TESTING REQUIREMENTS
								\$1,400	LAB WATER TESTING
52401	CUSTODIAL SERVICES	\$8,781	\$10,328	\$12,000	\$13,000	\$1,000	8.3	\$13,000	CUSTODIAL SERVICES. NEW CUSTODIAL CONTRACT FOR FY25.

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
500640 - UTILITIES - WATER POLLUTION CONTROL									
52402	ELECTRICAL R&M SERVICES	\$247,321	\$86,051	\$250,000	\$250,000	\$0		\$25,000	ANNUAL GENERATOR PREVENTATIVE MAINTENANCE FOR PUMP STATIONS AND WPCF
								\$25,000	ARC FLASH INCLUDING PPE GUIDANCE AND PROGRAM UPDATE (ANNUAL PROGRAM BASED ON SECTOR CYCLE)
								\$100,000	ANNUAL SECTOR CYCLE BREAKER TESTING, CLEANING, & REMEDIATION.
								\$100,000	ELECTRICAL CONTRACT SERVICES FOR DIVISION FACILITIES
52403	EQUIPMENT R&M SERVICES	\$92,841	\$99,852	\$120,000	\$140,000	\$20,000	16.7	\$2,000	ADMINISTRATIVE EQUIPMENT REPAIRS (IPS, DRYER AND DIGESTER)
								\$4,000	HOIST AND CRANES
								\$35,000	UST LEAK DETECTION INSPECTION AND REPAIR
								\$15,000	GENERAL LABORATORY EQUIPMENT REPAIR AND MAINTENANCE SERVICES (HACH, IDEXX, FUME HOOD)
								\$15,000	INSTRUMENT AND EQUIPMENT R&M SERVICES
								\$10,000	VALVE AND ACTUATOR REPAIR AND MAINTENANCE SERVICES
								\$17,000	GENERATOR FUEL FILTERING
								\$1,500	METER CALIBRATION
								\$18,500	SOLIDS HANDLING AIR COMPRESSORS REPAIR AND FIRE SYSTEM
								\$10,000	ATMOSPHERIC MONITORING IPS- DRYER-CBPS
								\$12,000	SEAL
52405	MECHANICAL R&M SERVICES	\$89,498	\$117,995	\$150,000	\$150,000	\$0		\$35,000	MANUFACTURER INSPECTIONS FOR DRYER BUILDING AND ASSOCIATED PROCESSES
								\$75,000	EQUIPMENT SERVICES
								\$18,000	PUMPING STATION SERVICES
								\$10,000	MISC. SOLIDS HANDLING SERVICES
								\$12,000	DI SYSTEM MAINTENANCE SERVICES

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
500640 - UTILITIES - WATER POLLUTION CONTROL									
52406	PLANT R&M SERVICES	\$69,421	\$47,779	\$110,000	\$100,000	(\$10,000)	(9.1)	\$15,000	BOILER REPAIR AND MAINTENANCE SERVICES
								\$10,000	FIRE EXTINGUISHER SPRINKLER REPAIR AND MAINTENANCE SERVICES
								\$10,000	SECURITY SYSTEM MAINTENANCE AND REPAIRS (GATES, DOORS, CAMERA).
								\$15,000	WPCD LINES/INSPECT REPAIR
								\$20,000	AERATION BLOWER SERVICE CONTRACT
								\$10,000	BUILDING AND GROUNDS MAINTENANCE SERVICES
								\$20,000	HVAC REPAIR AND MAINTENANCE SERVICES
52501	ARCHITECTURE&ENGINEERING SERV	\$214,652	\$259,226	\$350,000	\$250,000	(\$100,000)	(28.6)	\$50,000	FACILITY TANK INSPECTION. NEW CONTRACT
								\$200,000	ARCHITECTURAL & ENGINEERING SERVICES
52502	UNIFORM SERVICES	\$6,891	\$11,594	\$15,000	\$12,000	(\$3,000)	(20.0)	\$12,000	STAFF UNIFORM CLEANING & SERVICE
52602	COMPUTER SOFTWARE MAINT SERV	\$109,765	\$197,632	\$162,000	\$212,000	\$50,000	30.9	\$31,300	MISC SOFTWARE SUBSCRIPTIONS
								\$11,000	OA ANNUAL CONTRACT FOR ANNUAL COST
								\$15,000	PLC/SCADA SYSTEM MAINTENANCE
								\$12,500	OA SUPPORT NON-SCADA
								\$35,200	MCDEAN SUPPORT SERVICES FOR ADDITIONAL SUPPORT
								\$30,000	IMACS-CALIBRATIONS AND SUPPORT
								\$27,000	OA SECURITY & SOFTWARE UPDATE
								\$50,000	DATA LOGGER. COST SHARED WITH WTP FOR SOFTWARE LICENSING FEE- PERMIT REQUIRED FOR DATA LOGS. IMPLEMENTED, ON GOING
TOTAL CONTRACTUAL SERVICES		\$1,328,847	\$998,261	\$1,601,200	\$1,453,650	(\$147,550)	(4.0)		
53 MATERIAL & SUPPLIES									
53101	UNIFORM/APPAREL SUPPLIES	\$5,990	\$6,134	\$10,000	\$10,000	\$0		\$10,000	STAFF APPAREL, RAINCOATS, GLOVES, SAFETY GLASSES AND REQUIRED PPE
53102	OFFICE SUPPLIES	\$1,555	\$1,839	\$2,000	\$2,200	\$200	10.0	\$2,200	STAFF OFFICE SUPPLIES
53103	STATIONERY AND FORMS	\$736	\$472	\$1,000	\$500	(\$500)	(50.0)	\$500	STATIONERY AND FORMS

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
500640 - UTILITIES - WATER POLLUTION CONTROL									
53105	PACKAGING & SHIPPING SUPPLIES	\$0	\$0	\$250	\$250	\$0		\$250	SHIPPING FEES FOR OVERNIGHTING SAMPLES AS REQUIRED BY DEQ PERMIT
53106	FOOD AND BEVERAGES	\$79	\$606	\$500	\$1,000	\$500	100.0	\$1,000	FOOD AND DRINK PER TOWN PROCUREMENT POLICY (EMERGENCY AND SPOT AWARD)
53107	ADMIN TRAVEL (NONTRAINING)	\$1,582	\$0	\$3,500	\$2,000	(\$1,500)	(42.9)	\$2,000	STAFF LODGING FOR INCLEMENT WEATHER OR TOWN EMERGENCY PER PROCUREMENT POLICY
53201	LABORATORY SUPPLIES	\$70,331	\$71,853	\$59,500	\$72,000	\$12,500	21.0	\$62,000	TESTING SUPPLIES NH3 FECAL. (PROCESS NUTRIENTS ALK, QAC, SURFACTANTS.
								\$10,000	REUSE LABORATORY SUPPLIES
53202	FIELD SUPPLIES	\$31,860	\$55,571	\$35,000	\$35,000	\$0		\$11,500	SUPPLIES FOR WATER POLLUTION CONTROL TREATMENT PROCESS OPERATIONS
								\$1,500	DRYER ANALYZER CONSUMABLES AND BAGGING MATERIALS
								\$10,000	INSTRUMENT AND EQUIPMENT R&M SUPPLIES
								\$1,000	GROUND KEEPING SUPPLIES SUCH AS SEED, STRAW AND GRAVEL
								\$2,000	ATMOSPHERIC MONITORING
								\$1,000	ODOR AND CORROSION CONTROL
								\$8,000	TLC (BIOSOLIDS) BAGS FOR DISTRIBUTION
53203	CHEMICAL SUPPLIES	\$469,752	\$624,091	\$700,000	\$744,000	\$44,000	6.3	\$60,000	METHANOL
								\$154,000	SODIUM HYDROXIDE
								\$8,000	SODIUM BISULFITE
								\$147,000	SODIUM HYPOCHLORITE. NEW CONTRACT PRICING FOR FY25
								\$5,000	MINERAL OIL
								\$3,000	NITROGEN GAS
								\$50,000	CATIONIC POLYMER (EML) SOLIDS & LIQUIDS PROCESSES
								\$317,000	FERRIC CHLORIDE. NEW CONTRACT PRICING FOR FY25

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
500640 - UTILITIES - WATER POLLUTION CONTROL									
53301	BUILDING R&M MATERIALS	\$4,339	\$5,278	\$17,500	\$10,000	(\$7,500)	(42.9)	\$5,000	WPCD FACILITIES AND BUILDINGS - AGING STRUCTURES
								\$5,000	SOLIDS HANDLING BUILDING SUPPLIES
53302	CUSTODIAL R&M MATERIALS	\$4,117	\$5,838	\$5,000	\$5,000	\$0		\$5,000	CLEANING PRODUCTS
53303	ELECTRICAL R&M MATERIALS	\$56,976	\$32,666	\$80,000	\$80,000	\$0		\$80,000	ELECTRICAL PARTS FOR AGING MOTORS AND A/C DRIVES
53304	MECHANICAL R&M MATERIALS	\$513,487	\$146,253	\$250,000	\$250,000	\$0		\$214,260	WPCF TREATMENT PROCESS OPERATIONS. EQUIPMENT REPLACEMENT COSTS
								\$35,740	REMOTE SITE INCLUDING PUMPING STATIONS AND DECHLOR BUILDING/OUTFALL
53305	VEHICLE R&M MATERIALS	\$445	\$0	\$2,000	\$0	(\$2,000)	(100.0)		
53402	COMPUTER OPERATING SUPPLIES	\$2,059	\$2,408	\$4,000	\$4,000	\$0		\$4,000	PRINTER INK, COPY PAPER, COMPUTER BATTERIES.
TOTAL MATERIAL & SUPPLIES		\$1,163,309	\$953,009	\$1,170,250	\$1,215,950	\$45,700	5.5		
54 MISC EXP									
54090	ADMIN OVERHEAD	(\$1,832)	(\$15,306)	(\$30,250)	(\$30,250)	\$0		(\$30,250)	CONTRA-ENTRY FOR PROJECT MANAGEMENT COSTS THAT ARE REFLECTED IN UTILITY PROJECTS
TOTAL MISC EXP		(\$1,832)	(\$15,306)	(\$30,250)	(\$30,250)	\$0			
55 CONTINUOUS CHARGES									
55006	ELECTRICITY PAYMENTS	\$456,300	\$648,327	\$580,000	\$732,700	\$152,700	26.3	\$658,700	DOMINION ELECTRCITY. INCREASE DUE TO RIDER AND FUEL SURCHARGE
								\$74,000	DOMINION ELECTRICITY ACCOUNTS FOR WPCD REMOTE PUMPING STATIONS
55007	NATURAL GAS PAYMENTS	\$204,607	\$342,049	\$230,000	\$345,000	\$115,000	50.0	\$345,000	WASHINGTON GAS ACCOUNT FOR WPCF OPERATIONS
55009	GASOLINE/DIESEL	\$7,280	\$11,734	\$12,000	\$12,000	\$0		\$12,000	GENERATORS AT WPCF AND REMOTE PUMPING STATIONS
55011	OPERATING LEASE PAYMENTS	\$2,292	\$2,292	\$2,500	\$2,500	\$0		\$2,500	MONTHLY COPIER LEASE
55012	EQUIPMENT RENTALS	\$3,304	\$1,224	\$3,000	\$3,000	\$0		\$3,000	RENTALS FOR PUMPS, MANLIFT AND SCAFFOLDING
TOTAL CONTINUOUS CHARGES		\$673,783	\$1,005,627	\$827,500	\$1,095,200	\$267,700	29.9		

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
500640 - UTILITIES - WATER POLLUTION CONTROL									
56 CAPITAL EXPENDITURES									
56201	COMPUTER EQUIPMENT	\$15,373	\$278	\$21,000	\$10,000	(\$11,000)	(52.4)	\$10,000	MONITORS AND OTHER PLC ACCESSORIES
56202	COMPUTER SOFTWARE	\$5,671	\$10,649	\$120,000	\$0	(\$120,000)	(100.0)		
56209	OFFICE FURNITURE	\$5,508	\$3,138	\$2,500	\$5,000	\$2,500	100.0	\$5,000	REPLACE OFFICE FURNITURE INCLUDING CHAIRS
TOTAL CAPITAL EXPENDITURES		\$26,552	\$14,065	\$143,500	\$15,000	(\$128,500)	(89.5)		
PROJECT 15604 SAFETY PROGRAM									
52 CONTRACTUAL SERVICES									
52303	MANAGEMENT SERVICES	\$8,562	\$9,752	\$12,000	\$12,000	\$0		\$12,000	TOWN WIDE SAFETY CONSULTANT DIVISION SHARE.
TOTAL CONTRACTUAL SERVICES		\$8,562	\$9,752	\$12,000	\$12,000	\$0			
TOTAL FOR PROJECT SAFETY PROGRAM		\$8,562	\$9,752	\$12,000	\$12,000				
PROJECT 17017 RECLAIMED WATER - POTOMAC ENERGY									
44 CHARGES FOR SERVICES									
44216	WPCD SERVICE	(\$765,456)	(\$681,037)	(\$968,136)	(\$700,990)	\$267,146	(27.6)	(\$700,990)	POTOMAC ENERGY REIMBURSEMENT REVENUE PER AGREEMENT
TOTAL CHARGES FOR SERVICES		(\$765,456)	(\$681,037)	(\$968,136)	(\$700,990)	\$267,146	(27.6)		
TOTAL FOR PROJECT RECLAIMED WATER - POTOMAC ENERGY		(\$765,456)	(\$681,037)	(\$968,136)	(\$700,990)	\$267,146	(27.6)		
UTILITIES DIVISION TOTAL		\$5,335,541	\$5,739,917	\$6,262,536	\$7,032,119	\$769,583	2.4		

Budget Detail Report - Proposed		2022 Actual	2023 Actual	2024 Adopted Budget	2025 Proposed Budget	FY24/FY25 VAR, \$	FY24/FY25 VAR, %	Item, \$	Description
500920 - UTILITIES - DEBT SERVICE									
57 DEBT SVCS EXPEND									
57003	GO BOND RETIREMENT PRINCIPAL	\$0	\$0	\$3,468,469	\$3,554,102	\$85,633	2.5	\$660,000	2014 SERIES UF GO PRIN
								\$1,270,000	2015 SERIES UF GO PRIN
								\$153,469	2016B VRA SERIES GO PRIN
								\$160,000	2019 SERIES UF GO PRIN
								\$1,115,000	2020 SERIES UF GO PRIN
								\$195,633	2024 SERIES UF GO PRIN
57004	GO BOND RETIREMENT INTEREST	\$1,922,180	\$1,760,130	\$1,816,840	\$2,639,362	\$822,522	45.3		
								\$360,394	2014 SERIES GO UF INT
								\$801,400	2015 SERIES GO UF INT
								\$128,952	2016B VRA GO SERIES UF INT
								\$98,844	2019 SERIES GO UF INT
								\$99,500	2020 SERIES GO UF INT
								\$613,197	LOC NEW INTEREST
								\$537,075	2024 SERIES GO UF INT
TOTAL DEBT SVCS EXPEND		\$1,922,180	\$1,760,130	\$5,285,309	\$6,193,464	\$908,155	18.5		
UTILITIES DIVISION TOTAL		\$1,922,180	\$1,760,130	\$5,285,309	\$6,193,464	\$908,155	18.5		
GRAND TOTAL		\$197,510,905	\$181,974,694	\$255,612,209	\$279,453,583	\$34,330,390	9.3		