



**TOWN OF BOWLING GREEN
TOWN COUNCIL MONTHLY WORKSESSION**

A G E N D A

**Thursday, April 07, 2022
5:00 PM**

CALL TO ORDER AND QUORUM ESTABLISHED:

BUSINESS:

1. FY23 Budget
2. Town Vehicle Use Policy
3. Other Matters

INFORMATIONAL ITEMS:

4. Approval of Intern (Unpaid)

ADJOURNMENT



**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
AGENDA ITEM REPORT**

AGENDA ITEM: FY23 Budget
ITEM TYPE: Town Manager & Staff Comments
PURPOSE OF ITEM: Discussion Only
PRESENTER: Allyson Finchum, townmanager@townofbowlinggreen.com
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

The preparation of the FY23 budget is ongoing. The draft of the revenue, expenditures and proposed water/sewer rates are attached for Council review.

ATTACHMENTS:

Draft FY23 Budget
Draft FY23 Water and Sewer Rates

REQUESTED ACTION:

None.

FUND #100 GENERAL FUND

	FY 21 Actual	FY 22 Appropriated	FY 23 Plan
11010 REAL ESTATE			
011010-0001 Current Year Taxes	\$138,886	\$140,000	\$140,000
011010-0002 Delinquent Taxes	\$145	\$500	\$500
--Total Department--	\$139,031	\$140,500	\$140,500
11011 RT 301 SPECIAL TAX			
011011-0001 Current Year Taxes	\$3,295	\$34,269	\$25,810
011011-0002 Delinquent Taxes	\$0	\$0	\$0
--Total Department--	\$3,295	\$34,269	\$25,810
11020 PUBLIC SERVICE			
011020-0001 Current Year	\$0	\$3,500	\$3,238
--Total Department--	\$0	\$3,500	\$3,238
11030 PERSONAL PROPERTY			
011030-0001 Current Year Taxes	\$45,659	\$45,000	\$30,000
011030-0002 Delinquent Taxes	\$2,091	\$500	\$133
--Total Department--	\$47,750	\$45,500	\$30,133
11060 PENALTY & INTEREST			
011060-0001 Penalty	\$2,819	\$2,000	\$1,500
011060-0002 Interest	\$3,532	\$3,000	\$1,222
--Total Department--	\$6,351	\$5,000	\$2,722
15100 REVENUE FROM USE OF MONEY			
015100-0001 Interest Earned	\$6,535	\$5,000	\$5,000
--Total Department--	\$6,535	\$5,000	\$5,000
16099 REFUSE COLLECTION			
016099-0003 Trash Revenue	\$88,141	\$85,729	\$85,000
--Total Department--	\$88,141	\$85,729	\$85,000

120101 SALES TAX

120101-0001	Sales Tax	\$38,902	\$40,000	\$30,000	\$27,878
--Total Department--					27878

120201 CONSUMER UTILITY TAX

120201-0001	Consumer Utility Tax	\$29,464	\$30,000	\$30,000	\$25,447
--Total Department--					25447

120301 BUSINESS LICENSE

120301-0001	Business License	\$79,500	\$68,000	\$90,000	\$104,334
--Total Department--					104334

120501 VEHICLE LICENSE & REGISTRATION FEES

120501-0001	Vehicle License Fees	\$162	\$0	\$0	\$36
120501-0005	Vehicle Registration	\$20,636	\$20,000	\$15,000	\$11,703
--Total Department--					11739

120601 BANK STOCK TAX

120601-0001	Bank Stock Tax	\$300,487	\$250,000	\$250,000	\$0
--Total Department--					0

121001 TRANSIENT OCCUPANCY TAX

121001-0001	Transient Occupancy Tax	\$3,842	\$2,000	\$3,000	\$3,466
--Total Department--					3466

121101 MEALS TAX

121101-0001	Meals Tax	\$224,233	\$235,000	\$250,000	\$227,422
--Total Department--					227422

130306 PERMITS, FEES AND LICENSES

130306-0001	Zoning Permits/Fees	\$3,100	\$3,000	\$3,000	\$4,783
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130306-0002	Home Occupation Permit	\$310	\$200	\$250	\$180
	--Total Department--	\$3,410	\$3,200	\$3,250	4963
140101 FINES AND FORFEITURE					
140101-0001	Police/Court Fines	\$34,491	\$19,500	\$25,000	\$23,694
140101-0002	Returned Check Fee	\$225	\$0	\$0	\$125
140101-0003	E Summons Fees	\$2,349	\$1,300	\$1,300	
	--Total Department--	\$37,065	\$20,800	\$26,300	23819
150201 RENTALS					
150201-0001	Cable Property Rental	\$6,073	\$6,300	\$7,000	\$6,569
150201-0002	Town Hall Rentals	\$18,535	\$5,000	\$12,000	\$10,350
150201-0004	Town Hall Deposit Forfeitures	\$350	\$0	\$0	\$150
150201-0005	Town Hall Activity Fees	\$970	\$0	\$0	
	--Total Department--	\$25,928	\$11,300	\$19,000	\$17,069
189000 OTHER MISCELLANEOUS REVENUE					
189000-0060	Sale Of Surplus Equipment	\$50	\$0	\$0	
189000-0900	Miscellaneous	(\$3,005)	\$0	\$0	
	--Total Department--	(\$2,955)	\$0	\$0	
220109 VA POLICE FUNDING					
220109-0001	VA 599 Police Funding	\$25,476	\$24,500	\$24,500	\$19,107
	--Total Department--	\$25,476	\$24,500	\$24,500	19107
220110 PPTRA STATE REIMBURSEMENT					
220110-0001	PPTRA Reimbursement	\$21,908	\$21,900	\$21,900	\$21,908
	--Total Department--	\$21,908	\$21,900	\$21,900	21908
220111 COMMUNICATIONS TAX					
220111-0001	Communications Tax	\$33,802	\$31,500	\$31,500	\$21,883
	--Total Department--	\$33,802	\$31,500	\$31,500	21883

240407 GRANTS					
240407-0001	Litter Grant	\$814	\$800	\$1,329	\$1,329
240407-0100	USDA Vehicle Grants	\$15,000	\$0		
	--Total Department--	\$15,814	\$800	\$1,329	1329
240412 VA FIRE PROGRAM					
240412-0001	Virginia Fire Program	\$10,000	\$15,000	\$15,000	
	--Total Department--	\$10,000	\$15,000	\$15,000	
410501 GENERAL FUND RESERVES					
410501-0000	Use Of Fund Balance	\$223	\$0		
410501-0000	Insurance Recoveries	\$10,115	\$0	\$515	
410501-0500	Transfer from Water Fund		\$253,986		
410501-0500	Transfer from Sewer Fund		\$161,270		
	--Total Department--		\$415,256	\$0	515
500200 RESERVE FOR CONTINGENCIES					
999999-0001	Miscellaneous	\$7,599	\$0	\$0	\$1,594
	--Total Department--	\$7,599	\$0	\$0	1594
FUND #100 TOTAL		\$1,166,376	\$1,508,754	\$1,103,182	
FUND #300 CIP					
15000 REVENUE FR					
015000-0001	USDA Loan Proceeds	\$2,005,908	\$0	\$0	
015000-0010	USDA Grant	\$50,000	\$0	\$0	
015000-0020	Use of Fund Balance	\$0	\$0	\$0	
	--Total Department--	\$2,055,908	\$0	\$0	0
15010 REVENUE FR					

015010-0500	Trsf To CIP Fund From W/S	\$0	\$0	\$0
	--Total Department--	\$1,589,545	\$0	\$0

410501 REVENUE FR

410501-0100	Trsf Fr Gen Fund To CIP	\$0	\$0	\$0
	--Total Department--	\$0	\$0	\$0

FUND #300 TOTAL \$3,645,453 \$0 \$0

FUND #320 ECONOMIC DEVELOPMENT AUTHORITY

018990-0060	Use of Fund Balance	\$0	\$10,000	\$0
	Trsf Fr Gen Fund To Eco Devlp	\$0	\$0	\$0
	--Total Department--	\$0	\$10,000	\$0

FUND #320 TOTAL \$0 \$10,000 \$0

FUND #400 EVENTS AND ACTIVITIES*

19050 EVENT AND ACTIVITIES

019050-0001	Harvest Festival	\$26,056	\$0	\$0	\$19,760
019050-0010	Wine Festival	\$0	\$0	\$7,500	
019050-0015	Town Hall Activities	\$4,650	\$0	\$5,500	\$1,970
019050-0020	USO Dance	\$808	\$0	\$0	\$500
019050-0500	Misc. Event	\$500	\$500	\$0	22230
	--Total Department--	\$32,014	\$500	\$13,000	

410501-0100 GF TRANSFER IN/USE OF FUND BALANCE

	Use of Fund Balance	\$0	\$12,950	\$1,000
	General Fund Transfer In	\$5,500	\$0	\$5,500
	--Total Department--	\$5,500	\$12,950	\$6,500

FUND #400 TOTAL **\$37,514** **\$13,450** **\$19,500**

FUND #420 DEBT SERVICE

410501-0100	Transfer From General Fund	\$0	\$0	\$0
410501-0800	RT 301 Special Tax	\$27,315	\$0	\$0
	Use of Fund Balance	\$0	\$0	\$0
	--Total Department--	\$27,315	\$0	\$0

624

FUND #420 TOTAL **\$27,315** **\$0** **\$0**

624

FUND #500 WATER

16099 WATER REVENUES

016099-0001	Water Sales	\$334,534	\$370,000	\$407,000	255952
016099-0003	Account Setup Fees	\$1,650	\$2,000	\$2,000	\$1,455
016099-0004	Water Reconnect Fees	\$1,300	\$0	\$2,000	\$200
016099-0005	Connections Fees-Water	\$3,800	\$27,000	\$2,250	\$12,750
016099-0006	Penalty Fees	(\$3,207)	\$0	\$5,000	(\$46,329)
016099-0010	Water Availability Fee	\$30,000	\$200,000	\$24,000	\$54,750
016099-0011	Well Head Protection Grant	\$0	\$10,000	\$50,000	\$0
016099-0012	Utility Inspection Fee	\$350	\$1,200	\$140	\$700
016099-0015	Irrigation System App	\$125	\$100	\$0	\$50
016099-0040	USDA Grant Proceeds	\$30,000	\$0	\$0	\$479,183
016099-00	Interim Financing Proceeds		\$1,700,000		
	Total Department--	\$398,552	\$2,310,300	\$492,390	\$758,711

410501 GF TRANSFER IN/USE OF FUND BALANCE

410501-0100	Transfers In	\$32	\$17,135	\$203,986	\$0
	Use of Fund Balance	\$0	\$54,069	\$50,000	\$0
	--Total Department--	\$32	\$71,204	\$253,986	0

FUND #500 TOTAL		\$398,584	\$2,381,504	\$253,986
FUND #520 SEWER				
016099-0002	Sewer Sales	\$459,815	\$415,000	\$408,000
016099-0007	Connection Fees- Sewer	\$3,750	\$27,000	\$2,250
016099-0011	Sewer Availability Fee	\$30,000	\$200,000	\$12,000
016099-0040	Grant Proceeds	\$1,594,367		
	--Total Department--	\$2,087,932	\$642,000	\$422,250
				\$317,987
				\$7,500
				\$60,000
				\$385,487
410501 TRANSFER FROM GENERAL FUND				
410501-0100	Transfers In	\$123	\$17,135	\$161,270
410501-0300	Transfer in from CIP	\$1,596,495		
410501-0420	Transfer in from Debt Service	(\$1,589,545)		
410501-05	Use of Fund Balance	\$90,120		\$161,270
	Total Department--	\$7,073	\$107,255	\$322,540
FUND #520 TOTAL		\$2,095,005	\$749,255	\$744,790

12110	COUNCIL AND MANAGER'S OFFICE	FY 20 Actual	FY21 Actual	FY22 Appropriated	FY22 YTD	FY22% Remaining	FY23 Proposed
012110-1101	Salaries (Town Manager, Town Clerk (75%))	\$102,030	\$94,211	\$115,235	\$80,776	30%	\$89,800
021110-1150	Part-time Salaries and Wages	\$0	\$0	\$0			\$0
012110-2100	FICA	\$7,899	\$7,313	\$8,862	\$6,160	30%	\$5,901
012110-2210	VRS	\$14,741	\$10,724	\$16,773	\$4,433	74%	\$2,737
012110-2300	Health Plan/457 Plan	\$11,591	\$9,282	\$13,689	\$3,731	73%	\$3,730
012110-2400	Group Life	\$1,309	\$992	\$1,517	\$410	73%	\$253
012110-2500	Disability Insurance - VML	\$259	\$298	\$683	\$155	77%	\$112
012110-2600	Mayor Expenses	\$0	\$1,895	\$2,000	\$1,793	10%	\$2,500
012110-3000	Town Manager Expenses	\$153	\$1,911	\$2,000	\$230	88%	\$2,000
012110-3100	Contingency	\$5,399	\$13,182	\$20,000	\$70	99%	\$20,000
012110-3140	Contracted Services/Shredding	\$672	\$495	\$675	\$410	39%	\$675
012110-3150	Professional Services - Legal	\$20,004	\$20,004	\$36,000	\$24,000	33%	\$36,000
012110-3152	Web Based Services	\$12,129	\$8,708	\$15,000	\$9,698	35%	\$15,000
012110-3160	Compensation - Council/Commission	\$16,100	\$15,275	\$17,850	\$8,150	54%	\$17,850
012110-3600	Advertising	\$4,952	\$9,334	\$7,000	\$3,638	48%	\$5,000
012110-5250	Telecommunications	\$1,112	\$2,917	\$1,200	\$869	28%	\$1,200
012110-5300	Town Insurance-General Fund	\$14,464	\$14,554	\$15,000	\$16,828	-12%	\$20,000
012110-5545	Conference Expenses/Training	\$2,383	\$2,520	\$3,000	\$1,100	63%	\$3,000
012110-5810	Membership Dues	\$260	\$797	\$500	\$857	-71%	\$900
012110-5830	Covid-19 Expenses	\$473	\$209,413	\$0	\$66,572		\$0
012110-5840	Miscellaneous	\$1,443	\$553	\$500	\$3	99%	\$500
012110-6001	Office/Meeting Supplies & Printing	\$3,123	\$575	\$2,500	\$1,534	39%	\$2,500
012110-6021	Public Relations	\$616	\$1,666	\$1,000	\$1,616	62%	\$1,000
012110-6050	Farmers Market Expenses	\$0	\$0	\$0	\$40		\$0
012110-	FY 21 Employee Compensation Plan	\$0	\$10,302	\$0	\$0		\$0
12110-7100	BGMS Project - Grant Pass Through	\$14,701	\$5,000	\$5,000	\$0		\$5,000
ADMIN DEPT	--Total Department--	\$235,812	\$441,921	\$285,984	\$233,073		\$235,658

12410	TREASURER	FY 20 Actual	FY21 Actual	FY22 Appropriated	FY22 YTD	FY22 % Remaining	FY23 Proposed
012410-1101	Salaries/Wages (Treasurer, Deputy Treasurer, Town Clerk(25%))	\$121,987	\$161,545	\$106,928	\$91,597	14%	\$130,668
012410-1200	Part Time	\$12,933	\$0	\$0	\$0		\$10,000
012410-2100	FICA	\$9,225	\$12,665	\$6,672	\$6,972	-5%	\$9,996
012410-2210	VRS	\$17,848	\$21,041	\$12,629	\$11,376	10%	\$18,921
012410-2300	Health Plan/457 Plan	\$16,996	\$23,274	\$16,104	\$13,328	17%	\$15,575
012410-2400	Group Life	\$1,612	\$1,946	\$1,143	\$1,072	6%	\$1,751
012410-2500	Hybrid Disability Insurance	\$415	\$333	\$218	\$114	48%	\$659
012410-3120	Audit	\$32,500	\$0	\$15,000	\$20,500	-37%	\$21,000
012410-3130	Credit Card Fees	\$4,289	\$4,140	\$4,300	\$2,752	36%	\$4,300
012410-3150	Professional Services - CPA	\$21,666	\$9,631	\$12,000	\$48	99%	\$12,000
012410-3310	Office Equipment	\$13,509	\$3,101	\$6,000	\$3,309	45%	\$6,000
012410-3320	Computer Licenses/Support	\$18,097	\$427,846	\$18,600	\$23,699	-27%	\$25,000
012410-3600	Late Fees & Penalties	\$8	\$47	\$250	\$238	5%	\$250
012410-5210	Postage	\$2,433	\$2,277	\$5,000	\$3,704	26%	\$5,000
012410-5230	Telecommunications	\$2,661	\$2,305	\$3,000	\$2,581	14%	\$3,500
012410-5540	Education/Training	\$3,066	\$2,828	\$2,000	\$0		\$2,000
012410-5810	Membership Dues	\$0	\$450	\$500	\$350	30%	\$500
012410-5840	Miscellaneous	\$27	\$231	\$250	\$1,238	-395%	\$250
012410-6001	Office Supplies & Printing	\$2,504		\$2,500	\$3,099	-24%	\$3,000
TREAS DEPT.	--Total Department--	\$281,778	\$673,660	\$213,093	\$185,977		\$270,370

31100	POLICE DEPARTMENT	FY 20 Actual	FY21 Actual	FY22 Approp	FY22 YTD	FY22 % Remaining	FY23 Proposed
031100-1101	Salaries/Wages (Full Time) (Police Chief, Officer)	\$65,000	\$62,350	\$105,000	\$78,771	25%	\$105,000
031100-1150	Part Time	\$17,606	\$22,313	\$12,857	\$3,865	70%	\$12,857
031100-2100	FICA	\$4,978	\$4,775	\$9,016	\$6,033	33%	\$9,016
031100-2210	VRS	\$9,407	\$8,717	\$15,204	\$11,403	25%	\$9,484
031100-2300	Health Plan/457 Plan	\$5,922	\$6,028	\$16,105	\$8,130	50%	\$19,296
031100-2400	Group Life	\$852	\$806	\$1,376	\$1,055	23%	\$878
031100-2500	Hybrid Disability Insurance			\$0	\$71		\$0
031100-2720	Building Repairs/Maintenance	\$50	\$0	\$500	\$0	100%	\$500
031100-3310	Vehicle Maintenance	\$2,070	\$2,799	\$3,000	\$2,189	27%	\$3,000
031100-3312	Equipment Repair	\$155	\$133	\$200	\$55	73%	\$200
031100-3320	Professional Services	\$600	\$600	\$750	\$400	47%	\$750
031100-3500	Printing	\$0	\$680	\$0	\$0		\$0
031100-3841	Court Appointed Attorney Fees	\$316	\$0	\$300	\$0	100%	\$300
031100-5110	Electricity	\$1,394	\$838	\$1,800	\$708	61%	\$1,800
031100-5230	Telecommunications	\$1,827	\$3,697	\$4,000	\$1,712	57%	\$4,000
031100-5540	Education/Training	\$350	\$549	\$1,500	\$0	100%	\$1,500
031100-5810	Membership Dues/Subscription	\$2,063	\$1,935	\$1,500	\$1,424	5%	\$1,500
031100-6001	Office Supplies & Printing	\$0	\$1,731	\$1,000	\$1,245	-24%	\$1,000
031100-6008	Vehicle Fuel/Oil	\$2,982	\$2,591	\$5,000	\$2,917	42%	\$5,000
031100-6010	Equipment/Supplies	\$4,250	\$12,861	\$5,000	\$251	93%	\$5,000
031100-6011	Uniforms	\$939	\$811	\$3,000	\$1,136	62%	\$3,000
	Total	\$120,759	\$134,214	\$187,107	\$121,363		\$184,081
31200	POLICE DEPT RESTRICTED FUND						
031200-0003	Use of E-Summons Fees	\$0	\$2,583	\$1,000	\$2,970	-197%	\$3,000
	Total	\$0	\$2,583	\$1,000	\$2,970		\$3,000
POLICE DEPT	--Total Department--	\$120,759	\$137,264	\$188,107	\$124,333		\$187,081
32000	DONATIONS						
032000-5640	BG/Volunteer Fire Department	\$1,000	\$0	\$1,000	\$0	100%	\$1,000
032000-5642	BG/Volunteer Rescue Squad	\$1,000	\$0	\$1,000	\$0	100%	\$1,000
032000-5650	Fire Program Funds (State Funds Pass Through)	\$10,000	\$0	\$15,000	\$0	100%	\$15,000
DONATION	--Total Department--	\$12,000	\$0	\$17,000	\$0		\$17,000

43100	Public Works (Streets & Sidewalks)	FY 20 Actual	FY21 Actual	FY22 Approp	FY22 YTD		FY23 Proposed
043100-1101	Salaries	\$71,582	\$64,928	\$74,000	\$66,394	10%	\$92,208
043100-1200	Part-Time Seasonal Salaries	\$13,551	\$8,196	\$0	\$0		\$0
043100-1201	Salaries/ Wages- Overtime	\$755	\$104	\$3,000	\$222	93%	\$1,500
043100-2100	FICA	\$5,467	\$4,983	\$7,100	\$5,002	30%	\$7,054
043100-2210	VRS	\$10,180	\$9,282	\$10,651	\$8,165	23%	\$12,147
043100-2300	Health Plan/457 Plan	\$11,955	\$12,444	\$12,630	\$11,565	8%	\$15,611
043100-2400	Group Life	\$921	\$858	\$961	\$755	21%	\$1,124
043100-2500	Hybrid Disability Insurance	\$284	\$225	\$316	\$155	51%	\$308
043100-3311	Vehicle Maintenance	\$1,389	\$2,580	\$2,000	\$3,224	-61%	\$2,000
043100-5110	Electricity	\$21,560	\$21,931	\$26,500	\$13,920	47%	\$26,500
043100-5230	Telecommunications	\$2,032	\$1,473	\$2,000	\$636	68%	\$2,000
043100-5300	Insurance	\$4,200	\$4,200	\$4,200	\$4,667	-11%	\$6,000
043100-5540	Education/Training	\$183	\$200	\$500	\$416	17%	\$500
043100-5840	Miscellaneous	\$2,157	\$50	\$500	\$243	51%	\$500
043100-6001	Office Supplies & Printing	\$702	\$424	\$250	\$675	-170%	\$675
043100-6005	Janitorial Supplies	\$441	\$257	\$50	\$175	-250%	\$300
043100-6006	Hand Tools	\$204	\$1,738	\$750	\$771	-3%	\$750
043100-6007	Repair/ Maintenance Town Buildings	\$13,098	\$28,812	\$14,000	\$9,790	10%	\$14,000
043100-6008	Vehicle Fuel/ Oil	\$3,033	\$1,947	\$2,500	\$2,286	9%	\$3,000
043100-6009	Equipment/ Supplies	\$1,818	\$6,650	\$1,500	\$2,774	-83%	\$2,000
043100-6011	Uniforms/ Safety Equip	\$3,312	\$2,371	\$2,500	\$648	74%	\$2,500
043100-7110	Parking Lot/Street/Sidewalk Maintenance	\$3,972	\$5,673	\$5,000	\$5,411	-8%	\$7,000
043100-7120	Park Maintenance	\$2,508	\$910	\$2,500	\$600	76%	\$1,500
043100-7130	Refuse Collection	\$87,800	\$91,385	\$94,659	\$58,353	38%	\$98,500
043100-7140	Litter Grant (State Funds)	\$985	\$1,000	\$800	\$0	100%	\$1,200
043100-7200	Town Hall Expenses	\$25,777	\$24,285	\$30,000	\$25,241	16%	\$30,000
043100-	Play Ground Upgrades			\$50,000	\$0	100%	\$0
PW DEPT	--Total Department--	\$289,055	\$296,917	\$348,867	\$222,087		\$328,877

410501	TRANSFERS OUT	FY 20 Actual	FY21 Actual	FY22 Approp	FY22 YTD		FY23 Proposed
410501-0300	Trsf To CIP From General Fund	\$0	\$0	\$0	\$0		
410501-0320	Transfer To EDA	\$0	\$0	\$0			
410501-0400	Tsfr To Events & Activities	\$5,500	\$0	\$0			
410501-0420	Transfer To Debt Service	\$182,000	\$0	\$0			

410501-0500	Transfer To Water Fund	\$32	\$17,135	\$0	100%	
410501-0520	Transfer To Sewer Fund	\$123	\$17,135	\$0	100%	
TRANSFER	--Total Department--	\$187,655	\$34,270			
	Revenue over Expense		\$234,325			
FUND 100	Total Fund 100 Expenditures		\$1,087,322			\$1,038,986

FUND 300	CIP		FY 20 Actual	FY21 Actual	FY22 Approp	FY22 YTD	FY23 Proposed
300100	CAPITAL PROJECTS FUND(GF)						
300100-8100	Emergency Water/Sewer Repairs		\$0		\$0		\$0
300100-8500	Purchase Vehicle(s) Water/USDA		\$0		\$0		\$0
300100-8600	General		\$0		\$0	\$30,485	\$0
300100-8700	Refinancing And USDA Project		\$1,594,211		\$0		\$0
CIP	--Total Department--		\$1,594,211		\$0	\$30,485	\$0
FUND 320	ECONOMIC DEVELOPMENT AUTHORITY						
320100	EDA Programs						
320100-0001	EDA Loans/Grants		\$5,711	\$106,546	\$10,000	\$2,000	\$0
EDA	--Total Department--		\$5,711	\$106,546	\$10,000	\$2,000	\$0
FUND 400	EVENTS & ACTIVITIES						
71200	EVENTS & ACTIVITIES						
071200-1110	Event Coordinator (Harvest Festival)		\$0	\$0	\$0		\$10,000
071200-1210	Harvest Festival		\$21,996	\$81	\$23,500	\$13,409	\$23,500
071200-1220	Wine Festival		\$1,222	\$0	\$0	\$0	\$0
071200-1230	Music On The Green		\$3,985	\$3,923	\$7,000	\$4,683	\$5,000
071200-1240	Clean Sweep		\$185	\$241	\$250	\$417	\$250
071200-1250	Parade/Holiday Events		\$3,120	\$135	\$3,000	\$12,201	\$3,000
071200-1260	USO Dance		\$659	\$0	\$0	\$0	\$0
071200-1310	Town Hall Activities		\$5,180	\$1,925	\$3,000	\$1,820	\$2,000
071200-1310	Marketing		\$200	\$0	\$200	\$39	\$200
EV. & ACT	--Total Department--		\$36,547	\$6,305	\$36,950	\$32,570	\$43,950
FUND 420	DEBT SERVICE						
500400	DEBT SERVICE						
500400-0002	Debt Service		\$215,256				
DEBT	--Total Department--		\$215,256				
	TOTAL		\$2,978,784	\$1,525,350	\$1,134,272		\$1,082,936

Fund 500	WATER EXPENDITURES	FY 20 Actual	FY21 Actual	FY22 Approp	FY22 YTD	FY23 Proposed
500100	WATER OPERATIONS					
500100-1101	Salaries	\$74,931	\$72,818	\$110,150	\$79,306	\$98,723
500100-1201	Salaries/Wages-Overtime	\$3,576	\$2,479	\$3,000	\$3,302	\$3,000
500100-2100	FICA	\$5,850	\$5,626	\$8,427	\$6,162	\$7,552
500100-2210	VRS	\$10,860	\$10,270	\$15,950	\$10,510	\$13,090
500100-2300	Health Plan/457 Plan	\$13,549	\$14,855	\$18,923	\$15,887	\$16,665
500100-2400	Group Life	\$983	\$950	\$1,443	\$972	\$1,211
500100-2500	Hybrid Disability Insurance	\$208	\$126	\$573	\$64	\$387
500100-3140	Engineering/Prof. Services	\$15,000	\$0	\$0	\$0	\$0
500100-3311	Vehicle Maintenance	\$1,670	\$4,013	\$2,000	\$2,063	\$2,000
500100-3320	Computer Licenses/Support	\$1,748	\$1,716	\$2,000	\$90	\$2,000
500100-5110	Electricity	\$19,192	\$23,710	\$20,000	\$12,899	\$20,000
500100-5210	Mailing Costs	\$585	\$1,364	\$1,000	\$304	\$1,000
500100-5230	Telecommunications	\$4,025	\$4,244	\$3,000	\$4,031	\$4,200
500100-5300	Town Insurance-Water	\$4,200	\$4,200	\$4,200	\$4,667	\$4,700
500100-5540	Education/Training/Licenses	\$1,277	\$840	\$3,500	\$1,314	\$3,500
500100-5810	Fees And Dues	\$3,181	\$2,831	\$4,000	\$3,234	\$4,000
500100-5820	Licenses and Permits	\$1,200	\$0	\$1,200	\$0	\$1,200
500100-5840	Miscellaneous	\$2,032	\$166	\$500	\$222	\$500
500100-5899	Miss Utility Costs	\$525	\$880	\$500	\$497	\$500
500100-6001	Office Supplies/Equipment	\$731	\$3,372	\$2,500	\$543	\$2,500
500100-6005	Janitorial Supplies	\$218	\$1,746	\$1,500	\$1,069	\$1,500
500100-6006	Hand Tools	\$74	\$12,002	\$2,000	\$1,715	\$2,000
500100-6007	Repair/Maintenance	\$154,703	\$129,812	\$125,000	\$9,113	\$125,000
500100-6008	Vehicle Fuel/Oil	\$3,080	\$1,947	\$2,333	\$2,224	\$2,333
500100-6009	Equipment/Supplies	\$681	\$69,315	\$3,500	\$1,525	\$3,500
500100-6011	Uniforms/Safety Equip	\$2,379	\$5,837	\$3,333	\$563	\$3,333
500100-6021	Testing Supplies/Chemicals	\$754	\$1,315	\$3,000	\$1,475	\$3,000
500100-6022	Water Testing	\$4,710	\$6,268	\$15,000	\$2,090	\$15,000
500100-6050	Meter Purchases	\$5,641	\$19,674	\$5,000	\$21,978	\$5,000
500100-6060	Well Head Protection Grant	\$0	\$13,350	\$10,000	\$0	\$10,000
500100-8500	2018 Loan Payments	\$0	\$24,573	\$53,986	\$18,430	\$53,986
	Expenses Net of Transfer			\$427,518		\$411,380
500100-9100	Repayment of GF Trans FY21			\$253,986	\$0	\$253,986
	--Total Department--	\$337,563	\$440,299	\$681,504	\$288,249	\$665,366

500500	WATER CIP											
	Engineering	\$0				\$200,000	\$95,389				52%	
500500-3500	2019 USDA System Upgrade	\$0	\$2,791			\$1,500,000	\$478,509				68%	
	--Total Department--	\$0	\$2,791			\$1,700,000	\$573,899					
WATER	Total Fund 500	\$337,563	\$443,090			\$2,381,504	\$573,899					\$665,366

Fund 520	SEWER FUND												
520100	SEWER OPERATIONS												
		FY 20 Actual	FY21 Actual	FY22 Approp	FY22 YTD							FY23 Proposed	
520100-1101	Salaries	\$150,639	\$175,734	\$141,596	\$108,994							23%	\$137,010
520100-1201	Overtime	\$3,423	\$2,286	\$3,423	\$970								\$3,423
520100-2100	FICA	\$1,175	\$13,473	\$10,382	\$8,317								\$10,482
520100-2210	VRS	\$21,291	\$21,374	\$20,503	\$13,847								\$18,634
520100-2300	Health Insurance/457 Plan	\$26,184	\$25,940	\$25,767	\$16,871								\$21,600
520100-2400	Group Life	\$1,926	\$1,967	\$1,855	\$1,279								\$1,724
520100-2500	Hybrid Disability Insurance	\$757	\$664	\$765	\$164								\$735
520100-3160	Testing	\$20,515	\$21,873	\$15,000	\$13,695								\$20,000
500100-3180	Sludge Removal	\$13,188	\$15,803	\$15,000	\$10,064								\$15,000
500100-3311	Vehicle Maintenance	\$1,342	\$1,908	\$2,000	\$1,981								\$2,000
500100-3320	Professional Services	\$6,844	\$6,175	\$4,000	\$33,111								\$4,000
500100-5110	Electricity	\$30,038	\$28,177	\$30,000	\$19,323								\$30,000
500100-5120	Propane	\$297	\$2,353	\$2,000	\$3,520								\$2,000
500100-5210	Mailing Costs	\$542	\$2,025	\$1,000	\$854								\$1,000
500100-5230	Telecommunications	\$3,035	\$2,708	\$3,103	\$1,939								\$3,103
500100-5300	Insurance	\$3,470	\$3,740	\$4,200	\$4,207								\$4,200
500100-5540	Education/Training/License/P	\$3,233	\$2,125	\$4,000	\$2,247								\$4,000
500100-5613	VPDES Fees/DEQ	\$2,825	\$3,650	\$2,750	\$3,768								\$3,768
500100-5840	Miscellaneous	\$0	\$654	\$500	\$302								\$500
500100-5899	Miss Utility Costs	\$0	\$0	\$300	\$0								\$300
500100-6001	Office Supplies	\$635	\$858	\$600	\$516								\$600
500100-6004	Lab Supplies/Chemicals	\$8,509	\$9,996	\$6,004	\$4,621								\$8,000
500100-6005	Janitorial Supplies	\$463	\$99	\$2,000	\$830								\$1,000
500100-6006	Small Tools	\$432	\$8,382	\$2,000	\$1,767								\$2,000
500100-6007	Repair/ Maintenance	\$107,068	\$200,876	\$69,000	\$55,319								\$69,000
500100-6008	Vehicle Fuel & Oil	\$3,115	\$1,972	\$2,334	\$2,224								\$2,334
500100-6011	Uniforms/ Safety Equipment	\$7,037	\$6,562	\$2,834	\$1,042								\$2,834
500100-6030	Plant & Lab Supplies/Chemicals	\$4,262	\$4,130	\$3,500	\$1,721								\$4,000
500100-8101	Office Equipment/Supplies	\$107	\$346	\$300	\$88								\$300
500100-8200	2018 Loan Payments												
500100-8300	Large Equipment Purchase			\$50,000	\$8,509								\$0
500100-8500	2018 Loan Interest Expense	\$0	\$73,419	\$161,270	\$55,064								\$161,270
	Expenses Net of Transfer	\$422,353	\$565,850	\$426,715	\$322,089								\$373,547
500100-9100	Repayment of GF Transfer			\$161,270	\$0								\$161,270
DEPT	--Total Department--	\$422,353	\$639,269	\$587,985	\$377,154								\$534,817

Current BI-Monthly Water & Sewer Rates

RESIDENTIAL		COMMERCIAL				COMMERCIAL				
In-Town		In-Town				Out-of-Town				
Gallons	Water	Sewer	Gallons	Water	Sewer	Gallons	Water	Sewer	Gallons	
0-5,000	\$40.12	\$86.53	0-5,000	\$40.12	\$93.48	0-5,000	\$80.23	\$112.38		
5,001-10,000	\$2.04	\$4.39	5,001-10,000	\$2.24	\$5.21	5,001-10,000	\$4.48	\$6.26		
10,001-20,000	\$2.15	\$4.62	10,001-20,000	\$2.31	\$5.40	10,001-20,000	\$4.63	\$6.49		
20,010-30,000	\$2.24	\$4.82	20,001-30,000	\$2.40	\$5.58	20,001-30,000	\$4.79	\$6.71		
30,001 & Up	\$2.31	\$5.00	30,001-40,000	\$2.51	\$5.83	30,001-40,000	\$4.99	\$7.01		
Out-of-Town										
Gallons	Water	Sewer	40,001-50,000	\$2.57	\$6.02	40,001-50,000	\$5.19	\$7.23		
0-5,000	\$80.23	\$97.80	50,001-100,000	\$2.67	\$6.24	50,001-100,000	\$5.32	\$7.50		
5,001-10,000	\$4.08	\$4.96	100,001 & Up	\$2.75	\$6.39	100,001 & Up	\$5.49	\$7.68		
10,001-20,000	\$4.28	\$5.22								
20,010-30,000	\$4.48	\$5.45								
30,001 & Up	\$4.63	\$5.65								

Proposed BI-Monthly Water & Sewer Rates										
RESIDENTIAL					COMMERCIAL					
In-Town					In-Town					
Gallons	Water	Sewer	Gallons	Water	Sewer	Gallons	Water	Sewer	Sewer	
0-5,000	\$46.13	\$86.53	0-5,000	\$46.13	\$93.48	0-5,000	\$92.27	\$112.38	\$112.38	
5,001-10,000	\$2.34	\$4.39	5,001-10,000	\$2.58	\$5.21	5,001-10,000	\$5.15	\$6.26	\$6.26	
10,001-20,000	\$2.47	\$4.62	10,001-20,000	\$2.66	\$5.40	10,001-20,000	\$5.33	\$6.49	\$6.49	
20,010-30,000	\$2.58	\$4.82	20,001-30,000	\$2.76	\$5.58	20,001-30,000	\$5.50	\$6.71	\$6.71	
30,001 & Up	\$2.66	\$5.00	30,001-40,000	\$2.88	\$5.83	30,001-40,000	\$5.74	\$7.01	\$7.01	
Out-of-Town					Out-of-Town					
Gallons	Water	Sewer	Gallons	Water	Sewer	Gallons	Water	Sewer	Sewer	
0-5,000	\$ 92.27	\$97.80	50,001-100,000	\$3.07	\$6.24	50,001-100,000	\$6.12	\$7.50	\$7.50	
5,001-10,000	\$4.69	\$4.96	100,001 & Up	\$3.16	\$6.39	100,001 & Up	\$6.31	\$7.68	\$7.68	
10,001-20,000	\$4.92	\$5.22								
20,010-30,000	\$5.15	\$5.45								
30,001 & Up	\$5.33	\$5.65								



**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
AGENDA ITEM REPORT**

AGENDA ITEM: Vehicle Use Policy
ITEM TYPE: Town Manager & Staff Comments
PURPOSE OF ITEM: Discussion Only
PRESENTER: Allyson Finchum, townmanager@townofbowlinggreen.com
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

A proposed Employee Vehicle Use Policy has been drafted to assist in controlling costs of vehicle replacement and fuel.

ATTACHMENTS:

Draft Employee Vehicle Use Policy

REQUESTED ACTION:

Review in Worksession for action at Town Council meeting.

PERSONNEL POLICY
Town of Bowling Green, Virginia

Policy Title: Use of Town Vehicle

Effective Date:

Section No. :

I. PURPOSE

It is the objective of the Bowling Green Town Council to establish standard procedures with respect to the accounting of the use of town owned vehicles, and to follow IRS regulations on the reporting of the taxable value of the commuting fringe benefit to the employee.

II. SCOPE

This policy applies to all employees who are employed in a position that permits them to commute to and from work in a town provided vehicle for valid non-compensatory business reasons. The following vehicles are excluded from this policy, as they are defined by IRS regulations as qualified nonpersonal use vehicles. A qualified nonpersonal use vehicle is any vehicle the employee is not likely to use more than minimally for personal purposes because of its design:

- Clearly marked police vehicles
 - Marking on a license plate is NOT considered a 'clear mark'. Employee must always be on call. Employee must be required by the employer to use the vehicle for commuting. Employer must prohibit personal use (other than commuting) for travel outside of the officer's jurisdiction.
- Unmarked vehicles used by law enforcement officers if the use is officially authorized.
 - Employer must officially authorize personal use and the personal use must be incident to use for law-enforcement purposes; i.e., no vacation use. The employer must be a governmental unit responsible for prevention or investigation of crime.
 - The vehicle must be used by a full-time LAW ENFORCEMENT Officer, i.e. officer authorized to carry firearms, execute warrants, and make arrests. The officer must regularly carry firearms, except when it is not possible to do so because of the requirements of undercover work.

PROCEDURE

A. USAGE STANDARDS

An employee may be permitted to commute to and from work in a town vehicle for valid business reasons provided that the employee resides within twenty (20) miles of the Town of Bowling Green. An employee is not authorized to use the vehicle for uses other than commuting and de minimis personal use.

B. COMPLIANCE

1) An employee who is permitted to drive a town vehicle is required to submit a Town of Bowling Green Government Representation Regarding Use of Vehicle form to the Payroll Department by the 15th of each month, listing commuting trips for the prior calendar month. The value of the commuting trips reported on the form will be added to the employee's taxable income and taxed accordingly in the next payroll cycle.

Representation Regarding Use of Vehicle

The IRS requires employers to include the taxable fringe benefit value of the employee's commuting use of the vehicle on the employee's W-2.

NOTE: Please provide this completed form to the Payroll Department by the 15th working day of each month for personal commutes in the previous month:

Description of Vehicle Driven _____

Reporting period: FROM _____ TO _____

How many round trip commutes did you make in the above period? _____

Number of round trips from line above _____ times \$ _____ = \$ _____.

(This is the monthly taxable value that will be included in your payroll for taxation and reporting purposes)

Employee Printed Name

Employee Signature/ Date

Town Manager Printed Name

Town Manager's signature representing employee is required to commute in above vehicle

Date

Vehicle Compliance Agreement

I acknowledge that, provided that I reside within twenty (20) miles from the Town of Bowling Green, I am permitted to commute in the vehicle listed below due to the on-call nature of my job. I understand that the vehicle assigned to me is a qualified nonpersonal use vehicle and I will not use the vehicle for more than de minimis personal use.

Description of Vehicle Driven _____

Date Vehicle was assigned to me _____

Employee Printed Name

Employee Signature/ Date

Town Manager Printed Name

Town Manager's signature

Date



**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
AGENDA ITEM REPORT**

AGENDA ITEM: Other Matters
ITEM TYPE: Town Manager & Staff Comments
PURPOSE OF ITEM: Discussion Only
PRESENTER: Allyson Finchum, townmanager@townofbowlinggreen.com
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Information on any matter that may be placed as specific items on upcoming agendas per Council.

ATTACHMENTS:

None.

REQUESTED ACTION:

None.



**TOWN OF BOWLING GREEN
TOWN COUNCIL MEETING
AGENDA ITEM REPORT**

AGENDA ITEM: Approval of Intern
ITEM TYPE: Action Item
PURPOSE OF ITEM: Decision - Introduction
PRESENTER: Allyson Finchum, townmanager@townofbowlinggreen.com
PHONE: (804) 633-6212

BACKGROUND / SUMMARY:

Request for an unpaid intern to assist with a variety of tasks.

ATTACHMENTS:

None.

REQUESTED ACTION:

Approve hiring an unpaid intern.