



**TOWN OF ASHLAND, VA**  
**2016 – 2017 Adopted Budget**  
**June 7, 2016**

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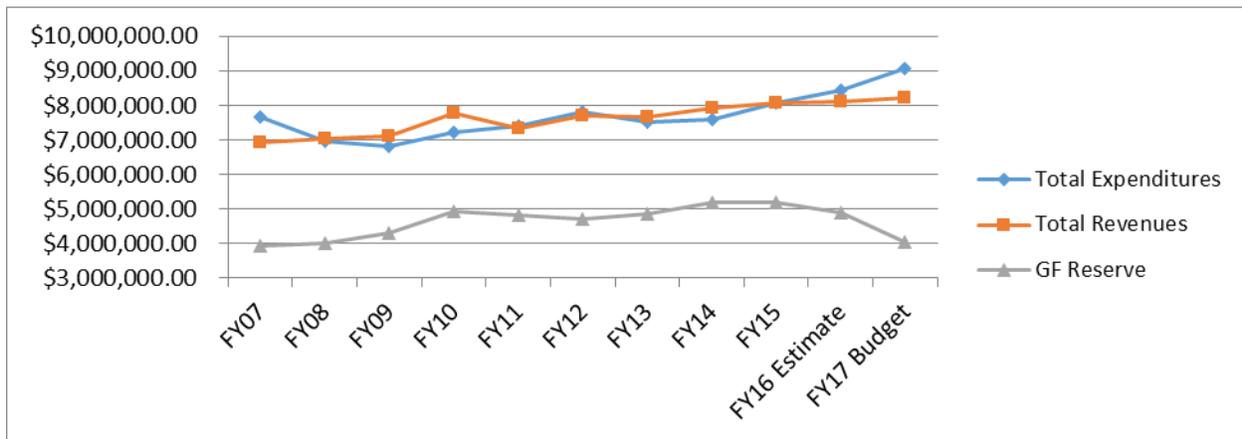
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**Town of Ashland Proposed Financial Plan  
July 1, 2016—June 30, 2017**

I am pleased to present the Town Manager’s proposed budget for the fiscal period of July 1, 2016 through June 30, 2017.

The FY2017 budget is the first developed with insight from the Town’s Strategic Plan, and the first in many years developed with a positive financial outlook from Town staff. Both the economy and the Town’s efforts at economic development combined with the specific guidance provided from Town Council on the future path for the community place the Town in a position to present a budget that aggressively addresses Town Council priorities. As such the themes for this year’s budget are economic development, quality of life, and planning for the future.

The fiscal year 2017 budget represents a 5.0% increase over the amended FY2016 budget. The budget relies on an \$824,716 transfer from the General Fund Reserve to balance the budget. The following graph shows the trend of Town revenues, expenditures, and General Fund Reserve over the past ten years.



**Revenues:**

It is exciting to report that general improvements in the economy as well as strategic economic development investments are paying dividends for the Town’s revenues. The Town’s real estate, meals, sales, and business license taxes are all estimated to increase for fiscal year 2017. Most importantly this appears to be due to both new business investment in Town, but also steady growth in business activity from existing businesses. The proposed budget does not include any tax increases, but it should be noted that the Town will be required to advertise a real estate tax increase because assessments have increased more than one percent from the previous year.

**Personnel:**

There are two significant personnel changes I am recommending as part of this budget. First, this budget includes implementation of the new Compensation Plan approved by Town Council in fiscal year 2016. The total cost for both raising salaries to the minimum of their new bands and compression adjustments is approximately \$90,000 including taxes and benefits. In future years this new compensation plan will allow for better planning of program based salary adjustments year to year and focus budget conversations on the availability of funding for merit

increases. This plan should eliminate any future conversations about COLA increases or compression adjustments within various departments.

Second, I am recommending the budget include \$25,000 for merit based salary adjustments. The sum will be distributed among departments and then used to reward only each departments most outstanding high performers. These increases will be made at the Town Manager's discretion based upon recommendation of department heads. The total cost of this initiative after taxes and benefits is \$32,158.

**Benefits:**

I am not recommending any changes to the Town's benefits. In addition, I am recommending continuing health insurance with the Town's current provider with a 12.9% increase in premiums.

**Capital:**

Capital needs continue to outpace funding available to accomplish pay-as-you-go financing. The Towns' capital projects needs require careful prioritization. This budget transfers \$1,310,000 to the Capital Projects Fund. These funds are primarily focused on ongoing capital needs, infrastructure tied to economic development, VDOT funding eligible projects, and quality of life projects including the pool, theatre, and ADA improvements at the Visitor Center.

**Policy Recommendations:**

The only policy recommendation included in this budget is full funding of the Compensation Plan approved earlier this year.

**Summary:**

The fiscal year 2017 budget attempts to strike a balance between a confident revenue outlook and a growing list of capital needs and wants for the Town. This budget constitutes a first attempt to begin tying funding for the General Fund and Capital Projects Fund budgets to the strategic plan. I am optimistic that this budget will continue to provide excellent services to the citizens, businesses, and visitors to this community while also addressing a number of projects aimed at economic development and quality of life. While this budget does use the Unreserved Fund Balance to balance the budget we are still able to meet our Fund Balance Reserve Policy with a substantial cushion, and I am hopeful that a number of strategic land use decisions Council is considering at the moment will set the stage for a healthier balanced budget in years to come.

## Tax Rates and Levies

The following tax rates and levies are the basis of the budget for July 1, 2016 through June 30, 2017:

Real Property Tax	\$.09 per \$100 of valuation
Mobile Home Tax	\$.07 per \$100 of valuation
Personal Property Tax	\$.77 per \$100 of valuation
Public Service Corp. Personal Property	\$.77 per \$100 of valuation
Machinery and Tools Tax	\$.77 per \$100 of valuation
Business, Professional Occupational License Tax (BPOL)	\$30.00 or \$0.07 per \$100 of gross receipts greater than \$100,000 up to \$25,000,000, plus \$0.05 above \$25,000,000 up to \$50,000,000 plus \$0.02 above \$50,000,000

### Consumer Utility Tax—Each Service

Electric:

Residential	\$0.70 plus the rate of \$0.007523 on each kWh not to exceed \$1.00 monthly
Commercial/industrial	\$1.15 plus the rate of \$0.007342 on each kWh not to exceed \$10.00 monthly

Natural Gas:

Residential	\$0.10 plus the rate of \$0.10 on each CCF not to exceed \$3.00 monthly
Commercial/industrial	\$1.00 plus the rate of \$0.10 on each CCF not to exceed \$10.00 monthly

### Utility License Tax

Telephone: 0.5% of gross receipts within the Town

### Other Local Taxes

Meals Tax	5%
Transient Occupancy Tax	7%
Cigarette Tax	\$.22 per pack

### Motor Vehicle License Tax

Cars and Trucks	\$25.00
Motorcycles	\$15.00

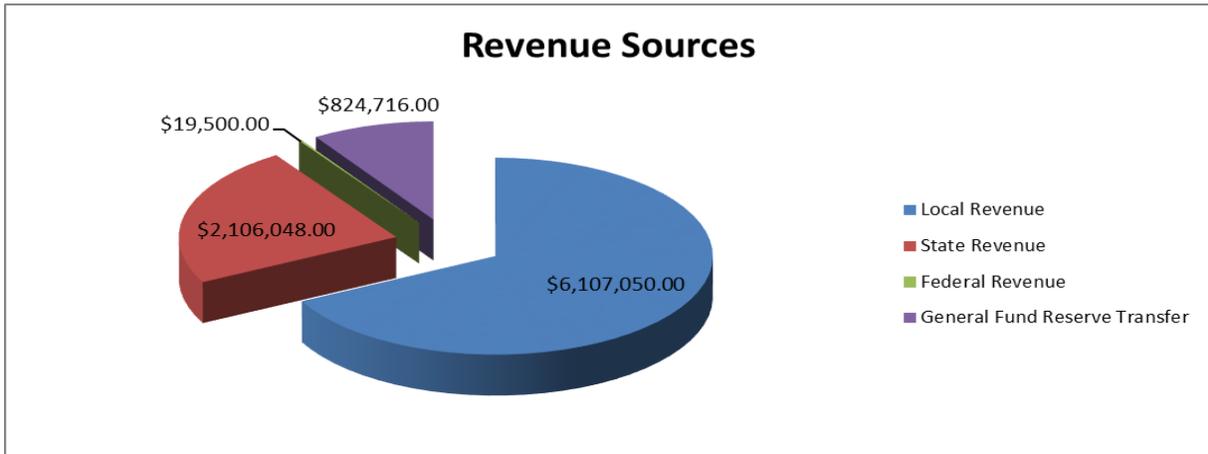
## Fund Balance

For reference, the actual fund balance for the previous fifteen years is tabulated below:

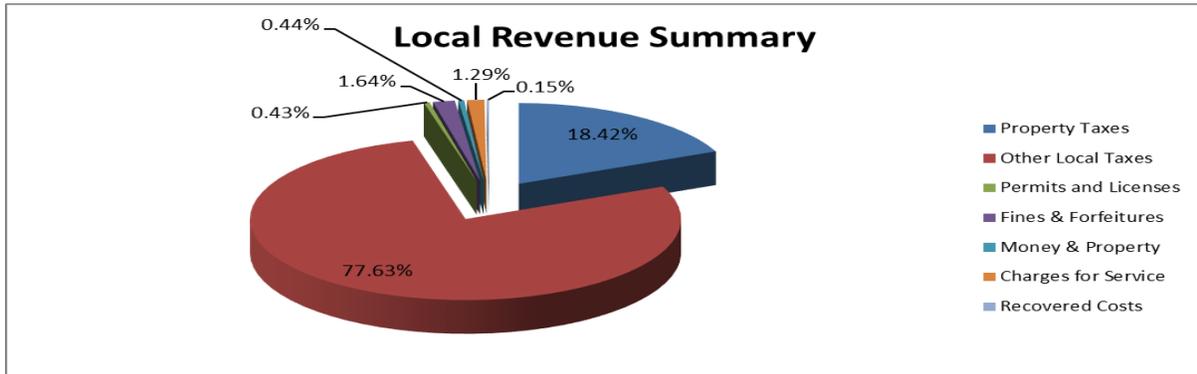
General Fund Balance as presented in annual audit:

June 30, 2001:	\$3,941,769
June 30, 2002:	\$3,933,094
June 30, 2003	\$3,636,499
June 30, 2004	\$3,765,068
June 30, 2005	\$4,290,267
June 30, 2006	\$4,664,398
June 30, 2007	\$3,943,785
June 30, 2008	\$4,020,537
June 30, 2009	\$4,310,763
June 30, 2010	\$4,914,679
June 30, 2011	\$4,870,915
June 30, 2012	\$4,806,186
June 30, 2013	\$4,857,434
June 30, 2014	\$5,207,596
June 30, 2015	\$5,206,276
<b>Estimated Fund Balance—06/30/16</b>	<b>\$4,878,541</b>
Plus Revenues—Estimated Through 06/30/16	\$8,232,598
Less Budgeted Expenditures for FY2016	\$9,057,314
<b>Projected Fund Balance—06/30/16</b>	<b>\$4,053,825</b>
<b>*Equal to 44.76% of the General Fund Revenues/Expenditures FY17.</b>	

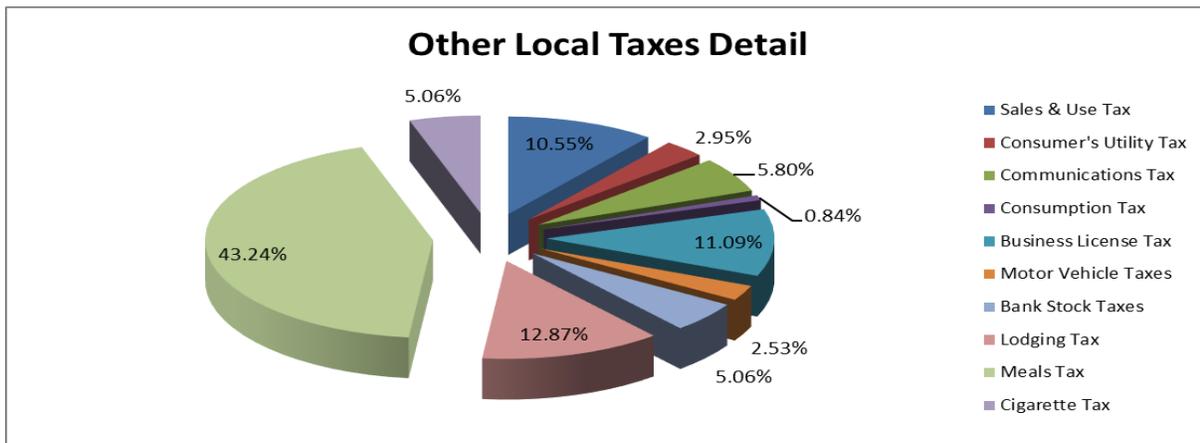
## Revenue Summary



The Town receives 67% of its revenue from local sources, and 23% from the Commonwealth of Virginia.



The largest source of revenue is “Other Local Taxes”. This portion consists of the meals tax, lodging tax, sales tax, cigarette tax, etc.



The meals tax is the largest single revenue generated by the Town.

## Revenue Detail

		Acct. Code	FY13-14 Actual	FY14-15 Actual	Amended Budget FY15-16	Mid Year Estimate FY15-16	Adopted Budget FY16-17	% Change
<b>Revenue from Local Sources</b>								
General Property Taxes		11000						
	Real Property Taxes	11010	\$ 643,520	\$ 671,727	\$ 669,000	\$ 672,000	\$ 707,500	5.8%
	Real and Personal Public Service Corporation Taxes	11020	\$ 31,114	\$ 42,324	\$ 43,000	\$ 38,000	\$ 38,000	-11.6%
	Personal Property Taxes	11030	\$ 288,417	\$ 347,117	\$ 300,000	\$ 365,000	\$ 320,000	6.7%
	Mobile Home Taxes	11030-0003	\$ (196)	\$ 1,599	\$ 1,500	\$ 1,400	\$ 1,400	-6.7%
	Machinery and Tools Taxes	11040	\$ 26,180	\$ 19,401	\$ 20,000	\$ 20,000	\$ 25,000	25.0%
	Penalties	11060-0001	\$ 23,231	\$ 20,753	\$ 20,000	\$ 20,000	\$ 20,000	0.0%
	Interest	11060-0010	\$ 14,810	\$ 13,710	\$ 10,000	\$ 13,000	\$ 13,000	30.0%
<i>Total General Property Taxes</i>			\$ 1,027,076	\$ 1,116,631	\$ 1,063,500	\$ 1,129,400	\$ 1,124,900	5.8%
Other Local Taxes		12000						
	Local Sales and Use Taxes	12010	\$ 460,355	\$ 485,339	\$ 490,000	\$ 495,000	\$ 500,000	2.0%
	Consumer's Utility Tax	12020-0001	\$ 127,593	\$ 139,098	\$ 126,000	\$ 140,000	\$ 140,000	11.1%
	Communications Taxes	12020-0002	\$ 274,169	\$ 273,820	\$ 282,000	\$ 270,000	\$ 275,000	-2.5%
	Utility Consumption tax	12030-20XX	\$ 39,967	\$ 47,471	\$ 40,000	\$ 40,000	\$ 40,000	0.0%
	Business License	12030-0001	\$ 478,934	\$ 465,772	\$ 500,000	\$ 500,000	\$ 526,000	5.2%
	Motor Vehicle Taxes	12050	\$ 129,015	\$ 122,891	\$ 120,000	\$ 120,000	\$ 120,000	0.0%
	Bank Stock Taxes	12060	\$ 255,722	\$ 239,065	\$ 200,000	\$ 240,000	\$ 240,000	20.0%
	Hotel and Motel Room Taxes	12100	\$ 584,443	\$ 609,619	\$ 590,000	\$ 615,000	\$ 610,000	3.4%
	Restaurant Food Taxes	12110	\$ 1,850,129	\$ 1,945,952	\$ 1,900,000	\$ 2,000,000	\$ 2,050,000	7.9%
	Cigarette Tax	12080	\$ 252,709	\$ 234,217	\$ 230,000	\$ 240,000	\$ 240,000	4.3%
<i>Total Other Local Taxes</i>			\$ 4,453,035	\$ 4,563,244	\$ 4,478,000	\$ 4,660,000	\$ 4,741,000	5.9%
Permits, Privilege Fees and Regulatory Licenses		13000						
	Zoning Permits	13030-0007	\$ 19,200	\$ 16,550	\$ 13,000	\$ 25,000	\$ 15,000	15.4%
	Sign Permits	13030-0019	\$ 2,750	\$ 2,900	\$ 2,000	\$ 2,600	\$ 2,500	25.0%
	Right Of Way Permits	13030-0031	\$ 5,120	\$ 2,040	\$ 2,000	\$ 2,000	\$ 2,000	0.0%
	Sundry Miscellaneous	13040	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	DMV Collection Fee	13050	\$ 4,900	\$ 3,740	\$ 4,000	\$ 3,000	\$ 3,500	-12.5%
	Administrative Collection Fee	13060	\$ 4,863	\$ 3,780	\$ 4,000	\$ 3,000	\$ 3,500	-12.5%
<i>Total Permits Etc.</i>			\$ 36,833	\$ 29,010	\$ 25,000	\$ 35,600	\$ 26,500	6.0%
Fines and Forfeitures								
	Court Fines and Forfeitures	014010-0001	\$ 114,293	\$ 121,130	\$ 97,000	\$ 102,000	\$ 98,000	1.0%
	Traffic/Parking Fines	014010-0002	\$ -	\$ 2,249	\$ 3,000	\$ 2,000	\$ 2,000	100.0%
<i>Total Fines and Forfeitures</i>			\$ 114,293	\$ 123,379	\$ 100,000	\$ 104,000	\$ 100,000	0.0%

## Revenue Detail Continued

		Acct. Code	FY13-14 Actual	FY14-15 Actual	Amended Budget FY15-16	Mid Year Estimate FY15-16	Adopted Budget FY16-17	% Change
Revenue from Use of Money and Property:								
	Bank Deposit Interest	15010	\$ 3,858	\$ 4,828	\$ 4,000	\$ 8,000	\$ 7,000	75.0%
	Rental of Property	15020-0005	\$ 15,788	\$ 16,123	\$ 16,000	\$ 16,000	\$ 18,000	12.5%
	Farmer's Market Fees	15020-0006	\$ 1,240	\$ 1,641	\$ 1,300	\$ 1,600	\$ 1,600	23.1%
<i>Total from Use of Money and Property</i>			\$ 20,886	\$ 22,592	\$ 21,300	\$ 25,600	\$ 26,600	24.9%
Charges for Services								
	User Fees - Pool	015020-0007	\$ 15,222	\$ -	\$ -	\$ -	\$ -	0%
	Pool Membership	016120-0002	\$ 32,720	\$ 31,249	\$ 42,000	\$ 35,000	\$ 40,000	-4.8%
	Daily Pool Fees	016120-0006	\$ 7,818	\$ 20,094	\$ 12,000	\$ 22,000	\$ 22,000	83.3%
	Swim Lessons	016120-0007	\$ 1,095	\$ 2,550	\$ 1,000	\$ 1,200	\$ 1,200	100.0%
	Citizen Academy Fee	016210-0001		\$ 250	\$ 300	\$ 400	\$ 400	100.0%
<i>Total Charges for Services</i>			\$ 56,855	\$ 54,143	\$ 55,300	\$ 58,600	\$ 63,600	15.0%
Miscellaneous Revenue								
	Miscellaneous	18999	\$ 46,423	\$ 69,674	\$ 15,000	\$ 15,000	\$ 15,000	0.0%
	Sale of Vehicles	18999-0013	\$ -	\$ 44,901	\$ -	\$ -	\$ -	0.0%
<i>Total Miscellaneous Revenue:</i>			\$ 46,423	\$ 114,575	\$ 15,000	\$ 15,000	\$ 15,000	0.0%
Recovered Costs and Revenue from Other Sources		19020						
	Reimb. Frm RMC for Lights	019020-0401	\$ 3,080	\$ 1,644	\$ 2,000	\$ 3,000	\$ 2,000	0.0%
	P-card Rebate	019020-0501	\$ 4,436	\$ 5,218	\$ 5,217	\$ 4,999	\$ 5,000	-4.2%
	Insurance Recoveries	019020-0601	\$ 379	\$ 2,987	\$ 1,000	\$ 5,450	\$ 2,000	100.0%
	Kodak Grant		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Refund/Reimb							
	Cleaning	019020-9000	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Accident Recovery	040000-0105	\$ 461	\$ 495	\$ 450	\$ 450	\$ 450	100.0%
	Fingerprinting Fees	040000-0106	\$ 640	\$ 630	\$ 700	\$ -	\$ -	-100.0%
	Hanover County Fire - Fuel	040000-0108	\$ 15,782	\$ 11,737	\$ -	\$ -	\$ -	0.0%
	Hanover Cares Grant	040000-0110	\$ 8,082	\$ 4,807	\$ -	\$ -	\$ -	0.0%
	VML Safety Grant	040000-0111	\$ -	\$ 4,000	\$ -	\$ -	\$ -	-100.0%
	Hanover County	040000-0201	\$ -		\$ -	\$ -	\$ -	0.0%
<i>Total Recovered Costs:</i>			\$ 32,860	\$ 31,518	\$ 9,367	\$ 13,899	\$ 9,450	0.9%
<b>Total Revenue from Local Sources</b>			\$ 5,788,261	\$ 6,055,092	\$ 5,767,467	\$ 6,042,099	\$ 6,107,050	5.9%

## Revenue Detail Continued

		Acct. Code	FY13-14 Actual	FY14-15 Actual	Amended Budget FY15-16	Mid Year Estimate FY15-16	Adopted Budget FY16-17	% Change
<b>Revenue from the Commonwealth</b>		<b>32200</b>						
Noncategorical Aid		32210						
	Rolling Stock Tax	032210-0003	\$ 11,936	\$ 11,183	\$ 11,400	\$ 11,479	\$ 11,450	0.4%
	Mobile Home Titling Tax	032210-0005	\$ 11,858	\$ 10,417	\$ 6,700	\$ 4,500	\$ 5,000	-25.4%
	Auto Rental Tax	032210-0006	\$ 113,534	\$ 84,593	\$ 110,000	\$ 80,000	\$ 80,000	-27.3%
	Personal Property Tax Relief Funds	032210-9999	\$ 111,310	\$ 111,774	\$ 111,310	\$ 111,774	\$ 111,774	0.4%
<i>Total Noncategorical Aid</i>			\$ 248,638	\$ 217,967	\$ 239,410	\$ 207,753	\$ 208,224	-13.0%
Categorical Aid		32400						
	Streets and Highway Maintenance	032400-0415	\$ 1,527,956	\$ 1,581,715	\$ 1,584,298	\$ 1,647,922	\$ 1,701,143	7.4%
	DJCP Grants for LE (599)	032400-0417	\$ 165,320	\$ 165,320	\$ 165,320	\$ 165,320	\$ 165,320	0.0%
	Fire Programs	032400-0418	\$ 21,699	\$ 22,890	\$ 22,000	\$ 22,899	\$ 23,000	4.5%
	Litter Control	032400-0419	\$ 3,330	\$ 3,325	\$ 3,325	\$ 3,361	\$ 3,361	1.1%
	VA Commission for Arts Grant	032400-0424	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	0.0%
	SRTS Grant	032400-0426	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	AG Asset Forfeiture Grant	032400-0427	\$ 151,681	\$ -	\$ -	\$ -	\$ -	0.0%
<i>Total Categorical Aid</i>			\$ 1,874,986	\$ 1,778,250	\$ 1,779,943	\$ 1,844,502	\$ 1,897,824	6.6%
<b>Total Revenue from the Commonwealth</b>			\$ 2,123,625	\$ 1,996,217	\$ 2,019,353	\$ 2,052,255	\$ 2,106,048	4.3%
<b>Revenue from the Federal Government</b>		<b>33000</b>						
Other Categorical Aid		33300						
	Bulletproof Vest Grant	033300-0111	\$ -	\$ 5,825	\$ 3,000	\$ 3,000	\$ 3,000	0.0%
	Justice Assistance Grant (Byrne)	033301-0109	\$ 5,094	\$ 4,655	\$ 4,500	\$ 4,897	\$ 4,500	0.0%
	Transportation Safety Grant	033301-0111	\$ 8,565	\$ 16,085	\$ 19,000	\$ 12,000	\$ 12,000	-36.8%
<i>Total Other Categorical Aid</i>			\$ 13,659	\$ 26,565	\$ 26,500	\$ 19,897	\$ 19,500	-26.4%
<i>Total Categorical Aid</i>			\$ 13,659	\$ 26,565	\$ 26,500	\$ 19,897	\$ 19,500	-26.4%
<b>Total Revenue from the Federal Government</b>			\$ 13,659	\$ 26,565	\$ 26,500	\$ 19,897	\$ 19,500	-26.4%
<b>Total General Fund Revenue</b>			\$ 7,925,545	\$ 8,077,874	\$ 7,813,320	\$ 8,114,251	\$ 8,232,598	5.4%

## Capital Projects Fund Revenue

		Acct. Code	FY13-14 Actual	FY14-15 Actual	Amended Budget FY15-16	Mid Year Estimate FY15-16	Adopted Budget FY16-17	% Change
<b>CPF Revenue from Local Sources</b>								
Revenue from the Use of Money and Property								
	Revenue from the Use of Money	015010-0001	\$ 2,633	\$ 2,836	\$ 3,000	\$ 6,000	\$ 6,000	100.0%
	Stormwater Management Fee	013030-0032	\$ -	\$ 14,841	\$ 4,000	\$ 2,500	\$ 2,500	100.0%
<i>Total Revenue from the Use of Money and Property</i>			\$ 2,633	\$ 17,677	\$ 7,000	\$ 8,500	\$ 8,500	21.4%
<b>Total CPF Revenue from Local Sources</b>			\$ 2,633	\$ 17,677	\$ 7,000	\$ 8,500	\$ 8,500	21.4%
<b>Revenue from Other Local Govt</b>								
	Contribution from Hanover	040000-0003	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Total from Other Locals</b>			\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Revenue from the Commonwealth Categorical Aid</b>								
	DCR Grant Stormwater Grant	018000-0005	\$ 11,264	\$ -	\$ -	\$ -	\$ -	0.0%
	DEQ - Stormwater Grant	032200-0004	\$ 47,892	\$ 23,687	\$ -	\$ -	\$ -	0.0%
	DEQ - SLAF Grant - APD parking lot & Mechumps Creek restoration	032200-0006		\$ -	\$ -	\$ 164,265	\$ -	0.0%
	DEQ BMP Grant	032200-0007		\$ 2,664		\$ 24,930	\$ -	0.0%
	VDOT - Revenue Sharing Funds	032200-0005		\$ 23,987	\$ 316,800	\$ 649,354	\$ 125,000	-60.5%
<b>Total Categorical Aid</b>			\$ 59,156	\$ 50,338	\$ 316,800	\$ 838,549	\$ 125,000	-60.5%
<b>Total Revenue From the Commonwealth</b>			\$ 59,156	\$ 50,338	\$ 316,800	\$ 838,549	\$ 125,000	-60.5%
<b>CPF Revenue from the Federal Government Categorical Aid</b>								
	Safe Routes to School National Fish & Wildlife Grant	033300-0001	\$ 32,925	\$ 85,646	\$ -	\$ 300,831	\$ -	0.0%
	RSTP - Trolley Line	033300-0002 033300-0003		\$ 57,451	\$ 68,519	\$ 145,458	\$ 50,000	100.0%
<b>Total Categorical Aid</b>			\$ 32,925	\$ 143,097	\$ 68,519	\$ 446,289	\$ 50,000	-27.0%
<b>Total Revenue from the Federal Government</b>			\$ 32,925	\$ 143,097	\$ 68,519	\$ 446,289	\$ 50,000	-27.0%
<b>CPF Revenue from Other Sources</b>								
Transfers								
	Transfer from General Fund	040000-0001	\$ 787,500	\$ 1,005,408	\$ 1,135,000	\$ 1,135,000	\$ 1,310,000	15.4%
<b>Total Transfers</b>			\$ 787,500	\$ 1,005,408	\$ 1,135,000	\$ 1,135,000	\$ 1,310,000	15.4%
Proffers and Sales								
	East Ashland Proffers	040000-0008		\$ -	\$ -	\$ -	\$ -	0.0%
	VA Truck Center Proffers	040000-0010	\$ 325,000	\$ -	\$ -	\$ -	\$ -	0.0%
	Sale of Land to Chik-a-filet	040000-0009	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Total Proffers and Sales</b>			\$ 325,000	\$ -	\$ -	\$ -	\$ -	0.0%
Grants								
	State Farm Insurance	018000-0004	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Dominion Resources Stormwater	18000-0005	\$ 20,000	\$ -	\$ -	\$ -	\$ -	0.0%
	Chesapeake Bay Trust	018000-0003	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Total Grants</b>			\$ 20,000	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Total Revenue from Other Sources</b>			\$ 1,132,500	\$ 1,005,408	\$ 1,135,000	\$ 1,135,000	\$ 1,310,000	15.4%
<b>Total CPF Revenue</b>			\$ 1,227,213	\$ 1,216,520	\$ 1,527,319	\$ 2,428,338	\$ 1,493,500	-2.2%

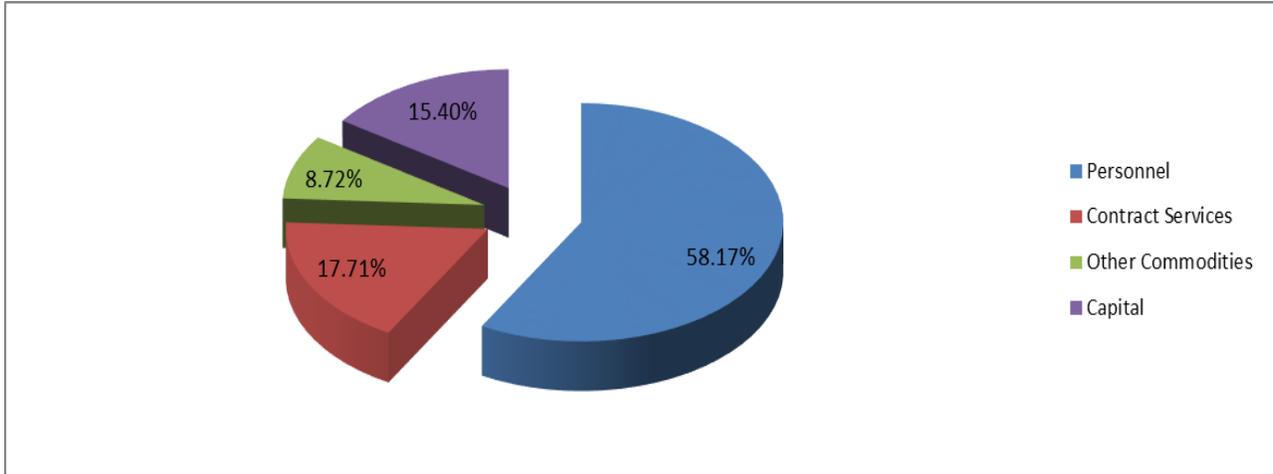
### Total Revenue Detail

		Acct. Code	FY13-14 Actual	FY14-15 Actual	Amended Budget FY15-16	Mid Year Estimate FY15-16	Adopted Budget FY16-17	% Change
<b>Grand Total</b>								
<b>Revenues</b>			\$ 9,152,758	\$ 9,294,393	\$ 9,340,639	\$ 10,542,589	\$ 9,726,098	4.1%
<b>Less CPF</b>								
<b>Revenue</b>			\$ 7,925,545	\$ 8,077,874	\$ 7,813,320	\$ 8,114,251	\$ 8,232,598	5.4%
Unappropriated Funds Transfer		040000-9999	\$ (350,162)	\$ 1,320	\$ 813,001	\$ 327,735	\$ 824,716	1.4%
<b>Total Budget</b>			\$ 7,575,383	\$ 8,079,194	\$ 8,626,321	\$ 8,441,986	\$ 9,057,314	5.0%

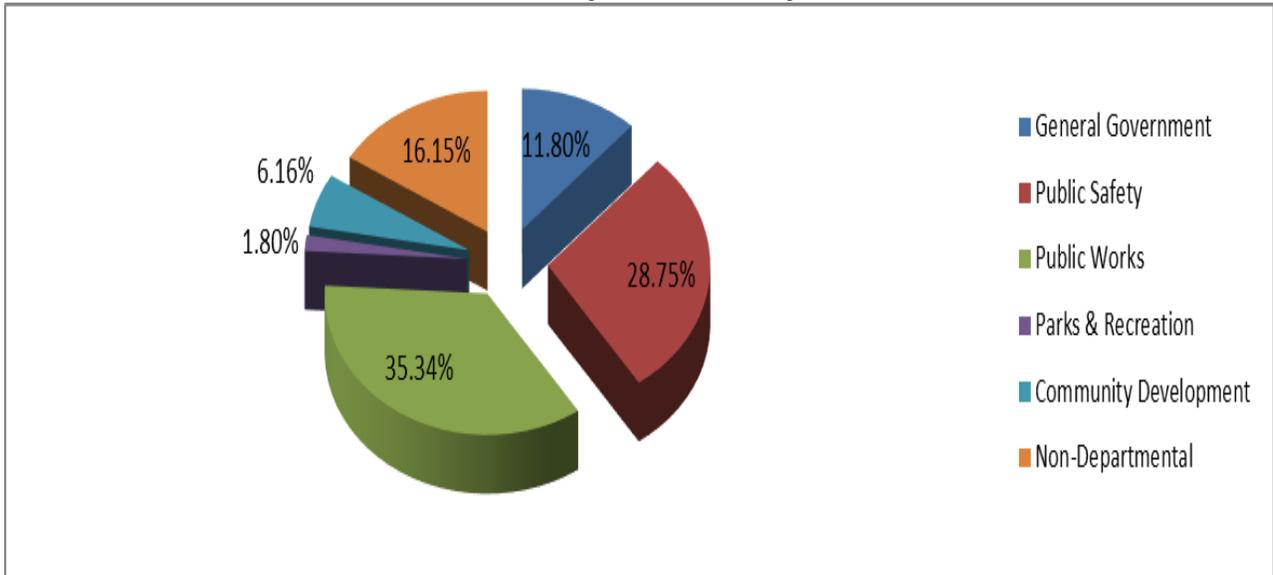
## General Fund Expenditures

General Fund expenditures within the Town of Ashland budget are divided into sections which include General Government Administration, Public Safety, Public Works, Parks & Recreation, Planning & Community Development, and Non-Departmental. Staff divides each of these Departments into sub-categories and provide detail expenditure sheets for each sub-category. The detail sheets are broken down into personnel costs, contract services, other commodities, and capital. A summary of Town wide expenditures among all Departments broken into these four spending categories is provided for reference.

### General Fund Expenditures by Category



### General Fund Expenditures by Function

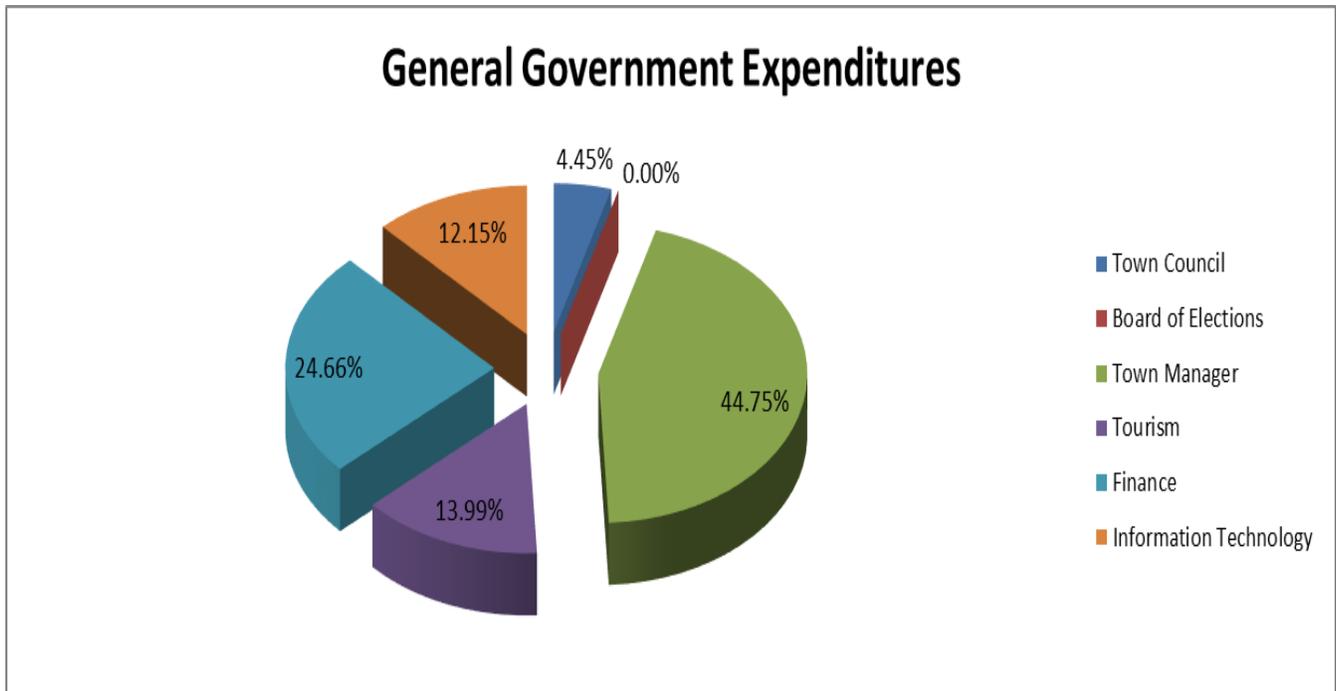


## FY2017 Expenditure Summary

		FY13-14 Actual	FY14-15 Actual	Amended Budget FY15-16	Mid Year Estimate FY15- 16	Adopted Budget FY16-17	% Change
Personnel							
	General Government	\$ 513,870	\$ 532,832	\$ 551,150	\$ 562,085	\$ 565,881	2.7%
	Public Safety	\$ 2,081,532	\$ 2,200,332	\$ 2,251,671	\$ 2,236,116	\$ 2,283,837	1.4%
	Public Works	\$ 1,520,130	\$ 1,546,064	\$ 1,729,984	\$ 1,607,500	\$ 1,788,125	3.4%
	Parks & Recreation	\$ 74,523	\$ 77,302	\$ 83,766	\$ 83,774	\$ 83,919	0.2%
	Community Development	\$ 339,510	\$ 362,257	\$ 393,427	\$ 384,878	\$ 394,404	0.2%
	Non-Departmental	\$ 152,957	\$ 156,268	\$ 136,283	\$ 135,928	\$ 152,460	11.9%
	<b>Total Personnel</b>	<b>\$ 4,682,522</b>	<b>\$ 4,875,056</b>	<b>\$ 5,146,281</b>	<b>\$ 5,010,281</b>	<b>\$ 5,268,626</b>	<b>2.4%</b>
Contract Services							
	General Government	\$ 282,434	\$ 357,944	\$ 295,587	\$ 312,208	\$ 300,275	1.6%
	Public Safety	\$ 79,249	\$ 87,089	\$ 89,888	\$ 88,838	\$ 104,959	16.8%
	Public Works	\$ 830,944	\$ 990,425	\$ 1,041,338	\$ 1,029,888	\$ 1,070,154	2.8%
	Parks & Recreation	\$ 30,355	\$ 32,108	\$ 43,600	\$ 34,600	\$ 49,700	14.0%
	Community Development	\$ 56,647	\$ 51,619	\$ 75,380	\$ 75,800	\$ 78,900	4.7%
	Non-Departmental	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	<b>Total Contract Services</b>	<b>\$ 1,279,629</b>	<b>\$ 1,519,185</b>	<b>\$ 1,545,793</b>	<b>\$ 1,541,334</b>	<b>\$ 1,603,988</b>	<b>3.8%</b>
Other Commodities							
	General Government	\$ 108,469	\$ 98,664	\$ 128,300	\$ 129,450	\$ 157,700	22.9%
	Public Safety	\$ 229,772	\$ 230,668	\$ 222,047	\$ 209,746	\$ 215,050	-3.2%
	Public Works	\$ 191,005	\$ 219,141	\$ 311,500	\$ 262,700	\$ 303,200	-2.7%
	Parks & Recreation	\$ 26,208	\$ 21,368	\$ 24,700	\$ 23,100	\$ 29,700	20.2%
	Community Development	\$ 82,868	\$ 61,231	\$ 62,200	\$ 63,050	\$ 84,550	35.9%
	Non-Departmental	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	<b>Total Other Commodities</b>	<b>\$ 638,323</b>	<b>\$ 631,072</b>	<b>\$ 748,747</b>	<b>\$ 688,046</b>	<b>\$ 790,200</b>	<b>5.5%</b>
Capital Items							
	General Government	\$ 24,311	\$ 34,862	\$ 42,500	\$ 42,500	\$ 45,000	5.9%
	Public Safety	\$ 151,683	\$ -	\$ -	\$ -	\$ -	0.0%
	Public Works	\$ 11,416	\$ 5,210	\$ 8,000	\$ 23,000	\$ 39,500	393.8%
	Parks & Recreation	\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
	Community Development	\$ -	\$ 8,400	\$ -	\$ 1,825	\$ -	0.0%
	Non-Departmental	\$ 787,500	\$ 1,005,408	\$ 1,135,000	\$ 1,135,000	\$ 1,310,000	15.4%
	<b>Total Capital Items</b>	<b>\$ 974,909</b>	<b>\$ 1,053,881</b>	<b>\$ 1,185,500</b>	<b>\$ 1,202,325</b>	<b>\$ 1,394,500</b>	<b>17.6%</b>
<b>Total Expenditures</b>		<b>\$ 7,575,383</b>	<b>\$ 8,079,194</b>	<b>\$ 8,626,321</b>	<b>\$ 8,441,986</b>	<b>\$ 9,057,314</b>	<b>5.0%</b>

## General Government Administration

The day to day administrative functions of the Town are labeled General Government Administration in the budget. This section is broken out into the separate budgets for Town Council, Board of Elections (BOE), Town Manager, Tourism, Finance, and Information Technology (IT). Individual budget sheets and narratives are provided for each of these functions.



## Government Administration Expenditure Summary

		FY13-14 Actual	FY14-15 Actual	Amended Budget FY15-16	Mid Year Estimate FY15-16	Adopted Budget FY16-17	% Change
<b>Personnel</b>							
	Town Council	\$ 21,277	\$ 20,679	\$ 21,635	\$ 21,072	\$ 22,668	4.8%
	BOE	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Town Manager	\$ 263,976	\$ 288,438	\$ 297,260	\$ 302,685	\$ 302,022	1.6%
	Tourism	\$ 67,811	\$ 67,934	\$ 70,613	\$ 75,273	\$ 80,551	14.1%
	Finance	\$ 160,805	\$ 155,781	\$ 161,642	\$ 163,055	\$ 160,640	-0.6%
	IT	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	<b>Total Personnel</b>	<b>\$ 513,870</b>	<b>\$ 532,832</b>	<b>\$ 551,150</b>	<b>\$ 562,085</b>	<b>\$ 565,881</b>	<b>2.7%</b>
<b>Contract Services</b>							
	Town Council	\$ 8,705	\$ 14,375	\$ 11,918	\$ 10,318	\$ 10,368	-13.0%
	BOE	\$ -	\$ -	\$ 700	\$ 700	\$ -	-100.0%
	Town Manager	\$ 99,010	\$ 157,397	\$ 106,860	\$ 120,659	\$ 103,987	-2.7%
	Tourism	\$ 42,883	\$ 39,226	\$ 36,800	\$ 34,100	\$ 36,700	-0.3%
	Finance	\$ 74,757	\$ 86,984	\$ 81,309	\$ 84,431	\$ 87,220	7.3%
	IT	\$ 57,080	\$ 59,963	\$ 58,000	\$ 62,000	\$ 62,000	6.9%
	<b>Total Contract Services</b>	<b>\$ 282,434</b>	<b>\$ 357,944</b>	<b>\$ 295,587</b>	<b>\$ 312,208</b>	<b>\$ 300,275</b>	<b>1.6%</b>
<b>Other Commodities</b>							
	Town Council	\$ 2,994	\$ 5,160	\$ 5,000	\$ 5,350	\$ 15,350	207.0%
	BOE	\$ 22	\$ -	\$ 800	\$ 800	\$ -	-100.0%
	Town Manager	\$ 50,290	\$ 53,064	\$ 58,000	\$ 62,000	\$ 64,000	10.3%
	Tourism	\$ 15,436	\$ 19,020	\$ 30,250	\$ 20,000	\$ 29,750	-1.7%
	Finance	\$ 21,096	\$ 6,955	\$ 16,250	\$ 11,300	\$ 18,600	14.5%
	IT	\$ 18,631	\$ 14,465	\$ 18,000	\$ 30,000	\$ 30,000	66.7%
	<b>Total Other Commodities</b>	<b>\$ 108,469</b>	<b>\$ 98,664</b>	<b>\$ 128,300</b>	<b>\$ 129,450</b>	<b>\$ 157,700</b>	<b>22.9%</b>
<b>Capital Items</b>							
	Town Council	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	BOE	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Town Manager	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Tourism	\$ -	\$ 6,162	\$ 2,500	\$ 2,500	\$ 5,000	100.0%
	Finance	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	IT	\$ 24,311	\$ 28,700	\$ 40,000	\$ 40,000	\$ 40,000	0.0%
	<b>Total Capital Items</b>	<b>\$ 24,311</b>	<b>\$ 34,862</b>	<b>\$ 42,500</b>	<b>\$ 42,500</b>	<b>\$ 45,000</b>	<b>5.9%</b>
	<b>Total General Govt Expenditures</b>	<b>\$ 929,084</b>	<b>\$ 1,024,303</b>	<b>\$ 1,017,537</b>	<b>\$ 1,046,243</b>	<b>\$ 1,068,856</b>	<b>5.0%</b>

### Town Council Expenditure Detail

		Acct. Code	FY13-14 Actual	FY14-15 Actual	Amended Budget FY15-16	Mid Year Estimate FY15-16	Adopted Budget FY16-17	% Change
<b>Personnel</b>								
	Regular Wages	011010-1110	\$ 19,639	\$ 19,102	\$ 20,000	\$ 19,500	\$ 21,000	5.0%
	FICA	011010-2100	\$ 1,502	\$ 1,461	\$ 1,530	\$ 1,492	\$ 1,607	5.0%
	Deferred Comp	011010-2220		\$ 5	\$ -	\$ -	\$ -	0.0%
	Unemployment Insurance	011010-2600	\$ 117	\$ 89	\$ 88	\$ 63	\$ 44	-50.0%
	Worker's Compensation	011010-2700	\$ 19	\$ 21	\$ 17	\$ 17	\$ 17	0.0%
	<b>Total Personnel</b>		<b>\$ 21,277</b>	<b>\$ 20,679</b>	<b>\$ 21,635</b>	<b>\$ 21,072</b>	<b>\$ 22,668</b>	<b>4.8%</b>
<b>Contract Services</b>								
	Professional Services	011010-3150	\$ 8,433	\$ 14,375	\$ 10,068	\$ 10,068	\$ 10,068	0.0%
	Printing and Binding	011010-3500	\$ -	\$ -	\$ 1,500	\$ -	\$ -	-100.0%
	Advertising	011010-3600	\$ -	\$ -	\$ 250	\$ 250	\$ 250	0.0%
	Postage	011010-5210	\$ 272	\$ -	\$ 100	\$ -	\$ 50	-50.0%
	<b>Total Contract Services</b>		<b>\$ 8,705</b>	<b>\$ 14,375</b>	<b>\$ 11,918</b>	<b>\$ 10,318</b>	<b>\$ 10,368</b>	<b>-13.0%</b>
<b>Other Commodities</b>								
	Travel, Convention, Education	011010-5500	\$ 2,336	\$ 3,852	\$ 4,000	\$ 4,000	\$ 4,000	0.0%
	Contributions, Other Payments	011010-5600		\$ 350	\$ -	\$ 350	\$ 10,350	100.0%
	Miscellaneous	011010-5800	\$ 95	\$ 868	\$ 800	\$ 800	\$ 800	0.0%
	Office Supplies	011010-6001	\$ 564	\$ 90	\$ 200	\$ 200	\$ 200	0.0%
	<b>Total Other Commodities</b>		<b>\$ 2,994</b>	<b>\$ 5,160</b>	<b>\$ 5,000</b>	<b>\$ 5,350</b>	<b>\$ 15,350</b>	<b>207.0%</b>
<b>Capital Items</b>								
			\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	<b>Total Capital Items</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
<b>Total Town Council</b>			<b>\$ 32,976</b>	<b>\$ 40,213</b>	<b>\$ 38,553</b>	<b>\$ 36,740</b>	<b>\$ 48,386</b>	<b>25.5%</b>

## Town Council

### 1110 Regular Wages

Included in this line item are the following:

Salaries for Council Members

Mayor	\$350 per month--\$4,200 per year
Members	\$300 per member per month--\$14,400 combined annually
AV Staff	\$2,400

### 2100 FICA

FICA is calculated at 7.65% of regular wages line item.

### 2600 Unemployment Insurance

Calculated on the basis of .21% of the first \$8,000 earnings of each employee of the Town.

### 2700 Worker's Compensation

Insurance premiums charged by VML based on \$0.11 per \$100 of earnings.

### 3150 Professional Service

Line item funds annual subscription costs for Granicus services which allow the Town to broadcast public meetings online and integrate meeting video with minutes and agendas.

### 3600 Advertising

Advertising costs include public hearing notices, advertisements of meeting schedules, openings on town committees and boards, advertisements for any goods or services requiring a bid, etc.

### 5210 Postage

Mailing costs related to Council operations, etc.

### 5500 Travel, Convention & Education

This item assumes participation by all Council members in the annual VML conference, participation by some members at VML Day at the Capitol, attendance at the new Council member's orientation meetings and various other meetings related to the interests of the Town.

### 5600 Contributions, Other Payments

This item is new for FY2017 and is to be used as needed as seed money for non-profits to address homelessness issues with the Town of Ashland. In addition, this line item contains \$350 for the Town's share of the Capital Regional Collaborative Project Manager position.

**5800 Miscellaneous**

This item includes various expenses associated with Town Council including creating plaques, Keys to the Town, and certificates as necessary.

**6001 Office Supplies**

Provides office supplies for Town Council members as necessary.

### Board of Elections Expenditure Detail

	Acct. Code	FY13-14 Actual	FY14-15 Actual	Amended Budget FY15-16	Mid Year Estimate FY15- 16	Adopted Budget FY16-17	% Change
<b>Personnel</b>							
	Regular Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	FICA	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	<b>Total Personnel</b>	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Contract Services</b>							
	Temporary Help Service Fees 011030-3200	\$ -	\$ -	\$ 700	\$ 700	\$ -	-100.0%
	<b>Total Contract Services</b>	\$ -	\$ -	\$ 700	\$ 700	\$ -	100.0%
<b>Other Commodities</b>							
	Office Supplies 011030-6001	\$ 22	\$ -	\$ 800	\$ 800	\$ -	-100.0%
	<b>Total Other Commodities</b>	\$ 22	\$ -	\$ 800	\$ 800	\$ -	100.0%
<b>Capital Items</b>							
		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	<b>Total Capital Items</b>	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Total BOE</b>		\$ 22	\$ -	\$ 1,500	\$ 1,500	\$ -	-100.0%

### Town Manager Expenditure Detail

		Acct. Code	FY13-14 Actual	FY14-15 Actual	Amended Budget FY15-16	Mid Year Estimate FY15-16	Adopted Budget FY16-17	% Change
<b>Personnel</b>								
	Regular Wages	012010-1110	\$ 197,967	\$ 209,755	\$ 214,737	\$ 220,891	\$ 222,693	3.7%
	FICA	012010-2100	\$ 14,624	\$ 15,265	\$ 16,427	\$ 16,898	\$ 16,999	3.5%
	VRS	012010-2210	\$ 24,531	\$ 27,197	\$ 28,259	\$ 28,259	\$ 22,866	-19.1%
	Deferred Comp	012010-2220	\$ 3,539	\$ 3,733	\$ 3,721	\$ 3,829	\$ 3,888	4.5%
	Medical/Hospital	012010-2300	\$ 20,683	\$ 28,708	\$ 30,144	\$ 28,884	\$ 31,260	3.7%
	Group Life Insurance	012010-2400	\$ 2,202	\$ 2,459	\$ 2,555	\$ 2,555	\$ 2,911	13.9%
	Short Term Disability Ins.	012010-2500	\$ 14	\$ 78	\$ 1,052	\$ 90	\$ 90	-91.4%
	Long Term Disability Ins.	012010-2501	\$ 99	\$ 931	\$ 90	\$ 1,066	\$ 1,089	1110.0%
	Unemployment Insurance	012010-2600	\$ 128	\$ 106	\$ 106	\$ 43	\$ 50	-52.8%
	Worker's Compensation	012010-2700	\$ 191	\$ 207	\$ 169	\$ 170	\$ 176	4.1%
	<b>Total Personnel</b>		<b>\$ 263,976</b>	<b>\$ 288,438</b>	<b>\$ 297,260</b>	<b>\$ 302,685</b>	<b>\$ 302,022</b>	<b>1.6%</b>
<b>Contract Services</b>								
	Legal and Professional Service	012010-3150	\$ 42,982	\$ 84,845	\$ 38,294	\$ 65,000	\$ 45,000	17.5%
	Repairs & Maintenance	012010-3310	\$ 1,000	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	0.0%
	Advertising	012010-3600	\$ 1,198	\$ 3,853	\$ 3,000	\$ 1,500	\$ 3,000	0.0%
	Postage	012010-5210	\$ 2,626	\$ 3,621	\$ 2,600	\$ 1,500	\$ 2,600	0.0%
	Telecommunications	012010-5230	\$ 3,707	\$ 5,339	\$ 4,000	\$ 3,400	\$ 3,400	-15.0%
	Motor Vehicle Insurance	012010-5305	\$ -	\$ 644	\$ 466	\$ 465	\$ 663	42.3%
	General Liability Insurance	012010-5308	\$ 35,460	\$ 46,859	\$ 48,000	\$ 38,294	\$ 38,824	-19.1%
	Lease of Equipment	012010-5410	\$ 12,036	\$ 12,235	\$ 9,500	\$ 9,500	\$ 9,500	0.0%
	<b>Total Contract Services</b>		<b>\$ 99,010</b>	<b>\$ 157,397</b>	<b>\$ 106,860</b>	<b>\$ 120,659</b>	<b>\$ 103,987</b>	<b>-2.7%</b>
<b>Other Commodities</b>								
	Travel, Convention, Education	012010-5500	\$ 13,843	\$ 21,122	\$ 18,000	\$ 23,000	\$ 23,000	27.8%
	Miscellaneous	012010-5800	\$ 12,552	\$ 9,656	\$ 15,000	\$ 15,000	\$ 17,000	13.3%
	Dues & Membership	012010-5810	\$ 16,356	\$ 16,602	\$ 18,000	\$ 17,000	\$ 17,000	-5.6%
	Office Supplies	012010-6001	\$ 7,538	\$ 5,685	\$ 7,000	\$ 7,000	\$ 7,000	0.0%
	<b>Total Other Commodities</b>		<b>\$ 50,290</b>	<b>\$ 53,064</b>	<b>\$ 58,000</b>	<b>\$ 62,000</b>	<b>\$ 64,000</b>	<b>10.3%</b>
<b>Capital Items</b>								
	Capital Outlay	012010-8001	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	<b>Total Capital Items</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
<b>Total Town Manager</b>			<b>\$ 413,276</b>	<b>\$ 498,899</b>	<b>\$ 462,120</b>	<b>\$ 485,344</b>	<b>\$ 470,009</b>	<b>1.7%</b>

## Town Manager

### **1110 Regular Wages**

The line item includes funding for three FTE positions including the Town Manager, Assistant to the Town Manager, and the Management Analyst.

### **2100 FICA**

FICA is calculated at 7.65% of regular wages line item.

### **2210 VRS**

VRS is calculated on the basis of 10.29% of the full time salaries in the regular wages line item. This amount only covers the employer portion of VRS.

### **2220 Deferred Compensation**

The item includes the Town's 2% contribution for those individuals who elect to participate.

### **2300 Medical/Hospital Plan**

Town's contribution for health insurance.

### **2400 Group Life Insurance**

This covers the cost of premiums through VRS at 1.31%.

### **2500 Short Term Disability Insurance**

To comply with the Virginia Local Disability Plan adopted by the General Assembly in 2013 the Town will provide short term disability insurance to all full time employees. The cost is \$2.49/month per employee.

### **2501 Long Term Disability Insurance**

To comply with the Virginia Local Disability Plan adopted by the General Assembly in 2013 the Town will provide long term disability insurance to all full time employees. The cost is .49% of covered payroll for regular employees and .68% of covered payroll for sworn officers.

### **2600 Unemployment Insurance**

Calculated on the basis of .21% of the first \$8,000 earnings of each employee of the Town. The rate changes on January 1 of every year.

### **2700 Worker's Compensation**

Insurance premiums charged by VML based on \$0.11 per \$100 of earnings.

### **3150 Professional Services**

This represents the cost for the contract with the Town Attorney, including the basic retainer and some allowance for additional hours at a total estimated cost of \$44,000. This line item also includes an additional \$19,500 to cover hiring outside Council for possible lawsuits with regard to land use. This also includes online hosting of the town charter and code at a cost of \$1500.

**3310 Repairs & Maintenance**

This is the estimated cost of repairs, maintenance and maintenance contracts for equipment and furnishings.

**3600 Advertising**

The estimated cost of advertising for positions, certain notices and some procurement related advertising.

**5210 Postage**

Routine mailing costs for administrative efforts.

**5230 Telecommunications**

This item includes both local and long distance service and two mobile telephones.

**5308 General Liability Insurance**

This line item includes all local government liability insurance, excess liability in the amount of \$4,000,000, public officials insurance, all property coverage and boiler and machinery. LODA coverage for the Police Department is also funded through this line item.

**5410 Lease of Equipment**

This line item includes the lease on the copier and the postage machine.

**5500 Travel, Convention & Education**

This line item traditionally includes funds for attendance by the Town Manager and Assistant to the Town Manager at the VML annual meeting, VLGMA winter and summer meetings, and for staff to attend the Municipal Clerks annual meeting and training sessions, VAGP meetings and training and miscellaneous topical meetings throughout the year. This line also includes tuition reimbursement funds for all Town employees.

**5800 Miscellaneous**

Includes all other minor expenses not included in other categories as well as funding for unexpected opportunities to improve efficiency or economic development prospects.

**5810 Dues & Memberships**

Included within this line item are the following memberships:

Richmond Employees Assistance Program	\$1024
Int'l City/County Management Association	\$1238
Va. Local Government Management Assoc.	\$428
Richmond Regional PDC	\$4,268
VML	\$4,737
Virginia Chamber of Commerce	\$825
Richmond Society for Human Resources	\$30

Greater Richmond Chamber of Commerce	\$1000
Va. Citizens Planning Association	\$35
Va. Institute of Government	\$680
Natl. Arbor Day Foundation	\$25
Municipal Clerks Association	\$20
Va. Association of Govt. Purchasing	\$35
Natl. Institute of Govt. Purchasing	\$330
Capital Area Purchasing Association	\$30
Society for Human Resource Managers	\$180
Market Ashland Partnership	\$75
Virginia Economic Development Association	\$150

**6001 Office Supplies**

This represents a pro-rata share of the office supplies and consumables used by all departments housed in Town Hall.

### Tourism Expenditure Detail

		Acct. Code	FY13-14 Actual	FY14-15 Actual	Amended Budget FY15-16	Mid Year Estimate FY15-16	Adopted Budget FY16-17	% Change
<b>Personnel</b>								
	Regular Wages	012100-1110	\$ 51,193	\$ 50,701	\$ 52,604	\$ 51,500	\$ 55,637	5.8%
	FICA	012100-2100	\$ 3,890	\$ 3,848	\$ 4,024	\$ 3,940	\$ 4,256	5.8%
	VRS	012100-2210	\$ 5,330	\$ 5,294	\$ 5,370	\$ 5,370	\$ 4,511	-16.0%
	Deferred Comp	012100-2220	\$ 804	\$ 805	\$ 803	\$ 804	\$ 816	1.6%
	Medical/Hospital	012100-2300	\$ 5,960	\$ 6,458	\$ 6,948	\$ 12,813	\$ 14,418	107.5%
	Group Life Insurance	012100-2400	\$ 479	\$ 479	\$ 486	\$ 486	\$ 574	18.1%
	Short Term Disability Ins.	012100-2500	\$ 1	\$ 30	\$ 200	\$ 55	\$ 30	-85.0%
	Long Term Disability Ins.	012100-2501	\$ 3	\$ 197	\$ 30	\$ 213	\$ 215	616.7%
	Unemployment Insurance	012100-2600	\$ 106	\$ 82	\$ 106	\$ 50	\$ 50	-52.8%
	Worker's Compensation	012100-2700	\$ 46	\$ 40	\$ 42	\$ 42	\$ 44	4.8%
	<b>Total Personnel</b>		<b>\$ 67,811</b>	<b>\$ 67,934</b>	<b>\$ 70,613</b>	<b>\$ 75,273</b>	<b>\$ 80,551</b>	<b>14.1%</b>
<b>Contract Services</b>								
	Professional Service	012100-3150	\$ 16,183	\$ 10,702	\$ 11,500	\$ 10,500	\$ 11,000	-4.3%
	Janitorial Service	012100-3170	\$ -	\$ -	\$ 400	\$ 400	\$ 400	0.0%
	Advertising	012100-3600	\$ 22,219	\$ 24,506	\$ 20,000	\$ 20,000	\$ 22,000	10.0%
	Electric Service	012100-5110	\$ 1,697	\$ 1,976	\$ 1,500	\$ 1,700	\$ 1,700	13.3%
	Heating Service	012100-5120	\$ 410	\$ 682	\$ 600	\$ 500	\$ 600	0.0%
	Postage	012100-5210	\$ 49	\$ 451	\$ 800	\$ 500	\$ 600	-25.0%
	Telecommunications	012100-5230	\$ 2,325	\$ 909	\$ 2,000	\$ 500	\$ 400	-80.0%
	<b>Total Contract Services</b>		<b>\$ 42,883</b>	<b>\$ 39,226</b>	<b>\$ 36,800</b>	<b>\$ 34,100</b>	<b>\$ 36,700</b>	<b>-0.3%</b>
<b>Other Commodities</b>								
	Travel, Convention, Education	012100-5500	\$ 323	\$ 159	\$ 600	\$ 600	\$ 600	0.0%
	Miscellaneous	012100-5800	\$ -	\$ -	\$ 2,500	\$ 2,000	\$ 2,500	0.0%
	Special Events	012100-5801	\$ 13,519	\$ 16,467	\$ 25,000	\$ 16,000	\$ 25,000	0.0%
	Dues & Membership	012100-5810	\$ 60	\$ 500	\$ 550	\$ 550	\$ 550	0.0%
	Office Supplies	012100-6001	\$ 1,106	\$ 1,459	\$ 800	\$ 350	\$ 500	-37.5%
	Repairs & Maintenance Supplies	012100-6007	\$ 429	\$ 434	\$ 800	\$ 500	\$ 600	-25.0%
	<b>Total Other Commodities</b>		<b>\$ 15,436</b>	<b>\$ 19,020</b>	<b>\$ 30,250</b>	<b>\$ 20,000</b>	<b>\$ 29,750</b>	<b>-1.7%</b>
<b>Capital Items</b>								
	Capital Outlay	012100-8001	\$ -	\$ 6,162	\$ 2,500	\$ 2,500	\$ 5,000	100.0%
	<b>Total Capital Items</b>		<b>\$ -</b>	<b>\$ 6,162</b>	<b>\$ 2,500</b>	<b>\$ 2,500</b>	<b>\$ 5,000</b>	<b>100.0%</b>
<b>Total Tourism</b>			<b>\$ 126,130</b>	<b>\$ 132,341</b>	<b>\$ 140,163</b>	<b>\$ 131,873</b>	<b>\$ 152,001</b>	<b>8.4%</b>

## Tourism

**1110 Regular Wages**

This line item includes funding for one FTE position and two part time positions.

**2100 FICA**

FICA is calculated at 7.65% of regular wages line item.

**2210 VRS**

VRS is calculated on the basis of 10.29% of the full time salaries in the regular wages line item. This amount only covers the employer portion of VRS.

**2220 Deferred Compensation**

The item includes the Town's 2% contribution for those individuals who elect to participate.

**2300 Medical/Hospital Plan**

Town's contribution for health insurance.

**2400 Group Life Insurance**

This covers the cost of premiums through VRS at 1.31%.

**2500 Short Term Disability Insurance**

To comply with the Virginia Local Disability Plan adopted by the General Assembly in 2013 the Town will provide short term disability insurance to all full time employees. The cost is \$2.49/month per employee.

**2501 Long Term Disability Insurance**

To comply with the Virginia Local Disability Plan adopted by the General Assembly in 2013 the Town will provide long term disability insurance to all full time employees. The cost is .49% of covered payroll for regular employees and .68% of covered payroll for sworn officers.

**2600 Unemployment Insurance**

Calculated on the basis of .21% of the first \$8,000 earnings of each employee of the Town. This rate changes on January 1<sup>st</sup> of each year.

**2700 Worker's Compensation**

Insurance premiums charged by VML based on \$0.11 per \$100 of earnings.

**3150 Professional Services – Contractual**

This item includes estimated costs for preparation and printing of a variety of promotional brochures, and subscription to a brochure distribution service.

- 3170 Janitorial Services**  
This item represents the cost of janitorial services for the Visitors Center.
- 3600 Advertising**  
This item includes promotional advertising costs for a variety of publications and other general promotional opportunities.
- 5110 Electric Service**  
Electrical service for Visitors Center.
- 5120 Heating Service**  
Heating service for Visitors Center.
- 5210 Postage**  
This line item covers the cost of mailings in response to requests for information and general correspondence.
- 5230 Telecommunications**  
This item includes both local and long distance service and an 800 number
- 5500 Travel, Convention and Education**  
This line item provides funds for attendance at conferences and seminars.
- 5800 Miscellaneous**  
This line item is to cover small expenditure requests that arise from citizen groups and organizations, i.e., The Ashland Museum, The Ashland Garden Club, The Farmer’s Market, etc.
- 5801 Special Events**  
This line item is to help fund the Bluemont Concert Series and various other special events. Currently includes \$10,000 for Bluemont and \$10,000 for other events. \$5,000 of the amount for Bluemont is offset by a Virginia Commission for the Arts Grant. Includes \$5,000 start-up funds for new special events consortium. Additional funds have been added to this line item this year for the “Light Up the Tracks” event.
- 5810 Dues and Membership**  
This line item includes memberships in regional tourism associations.
- 6001 Office Supplies**  
This item covers all general office supplies for the Tourism office.
- 6007 Repairs and Maintenance**  
This item covers the routine repairs of equipment and any minor changes necessary to the office space for the operation of the office.
- 8000 Capital Outlay**  
This item is for improvements to the Visitor Center.

### Finance Expenditure Detail

		Acct. Code	FY13-14 Actual	FY14-15 Actual	Amended Budget FY15-16	Mid Year Estimate FY15-16	Adopted Budget FY16-17	% Change
<b>Personnel</b>								
	Regular Wages	012410-1110	\$ 120,174	\$ 115,912	\$ 119,327	\$ 121,000	\$ 120,768	1.2%
	FICA	012410-2100	\$ 9,138	\$ 8,822	\$ 9,128	\$ 9,257	\$ 9,239	1.2%
	VRS	012410-2210	\$ 15,933	\$ 14,500	\$ 15,703	\$ 15,924	\$ 12,427	-20.9%
	Deferred Comp	012410-2220	\$ 2,010	\$ 583	\$ 1,646	\$ 1,675	\$ 1,707	3.7%
	Medical/Hospital	012410-2300	\$ 11,920	\$ 13,807	\$ 13,608	\$ 13,000	\$ 14,136	3.9%
	Group Life Insurance	012410-2400	\$ 1,430	\$ 1,337	\$ 1,420	\$ 1,430	\$ 1,582	11.4%
	Short Term Disability Ins.	012410-2500	\$ 1	\$ 54	\$ 585	\$ 585	\$ 60	-89.7%
	Long Term Disability Ins.	012410-2501	\$ 10	\$ 547	\$ 60	\$ 60	\$ 591	885.0%
	Unemployment Insurance	012410-2600	\$ 83	\$ 99	\$ 70	\$ 28	\$ 34	-51.4%
	Worker's Compensation	012410-2700	\$ 106	\$ 121	\$ 95	\$ 96	\$ 96	1.1%
	<b>Total Personnel</b>		<b>\$ 160,805</b>	<b>\$ 155,781</b>	<b>\$ 161,642</b>	<b>\$ 163,055</b>	<b>\$ 160,640</b>	<b>-0.6%</b>
<b>Contract Services</b>								
	Professional Service	012410-3150	\$ 50,033	\$ 60,173	\$ 55,000	\$ 58,000	\$ 60,000	9.1%
	Bank Service Charges	012410-3160	\$ 4,229	\$ 5,594	\$ 5,200	\$ 7,000	\$ 7,000	34.6%
	Repairs & Maintenance	012410-3310	\$ 8,151	\$ 6,553	\$ 8,600	\$ 7,522	\$ 7,500	-12.8%
	Advertising	012410-3600		\$ 2,681	\$ -	\$ 40	\$ 40	100.0%
	Purchased Services/Other Gov	012410-3800	\$ 5,530	\$ 4,440	\$ 5,500	\$ 4,000	\$ 5,000	-9.1%
	Postage	012410-5210	\$ 3,634	\$ 4,809	\$ 4,000	\$ 5,200	\$ 5,000	25.0%
	Telecommunications	012410-5230	\$ 2,564	\$ 2,041	\$ 2,400	\$ 2,060	\$ 2,060	-14.2%
	A/R Crime Coverage Insurance	012410-5309	\$ 616	\$ 694	\$ 609	\$ 609	\$ 620	1.8%
	<b>Total Contract Services</b>		<b>\$ 74,757</b>	<b>\$ 86,984</b>	<b>\$ 81,309</b>	<b>\$ 84,431</b>	<b>\$ 87,220</b>	<b>7.3%</b>
<b>Other Commodities</b>								
	Travel, Convention, Education	012410-5500	\$ 3,869	\$ 2,972	\$ 3,000	\$ 4,000	\$ 4,000	33.3%
	Miscellaneous	012410-5800	\$ 92	\$ 527	\$ 250	\$ 100	\$ 100	-60.0%
	Dues & Membership	012410-5810	\$ 2,594	\$ 1,866	\$ 3,000	\$ 2,200	\$ 2,500	-16.7%
	Office Supplies	012410-6001	\$ 14,540	\$ 1,591	\$ 10,000	\$ 5,000	\$ 12,000	20.0%
	<b>Total Other Commodities</b>		<b>\$ 21,096</b>	<b>\$ 6,955</b>	<b>\$ 16,250</b>	<b>\$ 11,300</b>	<b>\$ 18,600</b>	<b>14.5%</b>
<b>Capital Items</b>								
	Capital Outlay	012410-8008	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	<b>Total Capital Items</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
<b>Total Finance</b>			<b>\$ 256,657</b>	<b>\$ 249,721</b>	<b>\$ 259,201</b>	<b>\$ 258,786</b>	<b>\$ 266,460</b>	<b>2.8%</b>

## **Finance**

**1110 Regular Wages**

Salaries for the Deputy Town Manager/Finance Director and one Account Clerk.

**2100 FICA**

FICA is calculated at 7.65% of regular wages line item.

**2210 VRS**

VRS is calculated on the basis of 10.29% of the full time salaries in the regular wages line item. This amount only covers the employer portion of VRS.

**2220 Deferred Compensation**

The item includes the Town's 2% contribution for those individuals who elect to participate.

**2300 Medical/Hospital Plan**

Town's contribution for health insurance.

**2400 Group Life Insurance**

This covers the cost of premiums through VRS at 1.31%.

**2500 Short Term Disability Insurance**

To comply with the Virginia Local Disability Plan adopted by the General Assembly in 2013 the Town will provide short term disability insurance to all full time employees. The cost is \$2.49/month per employee.

**2501 Long Term Disability Insurance**

To comply with the Virginia Local Disability Plan adopted by the General Assembly in 2013 the Town will provide long term disability insurance to all full time employees. The cost is .49% of covered payroll for regular employees and .68% of covered payroll for sworn officers.

**2600 Unemployment Insurance**

Calculated on the basis of .21% of the first \$8,000 earnings of each employee of the Town.

**2700 Worker's Compensation**

Insurance premiums charged by VML based on \$0.11 per \$100 of earnings.

**3150 Professional Services**

Annual Audit, accounting assistance from Minors & Associates, and preparation of Real Estate/Personal Property Tax bills. In addition, annual service for BAI.net online tax collection service and Opengov.com financial data presentation program.

**3160 Bank Service Charges**

Cost of operating a credit card machine, online tax payment gateway through paypal, and any miscellaneous fees charged by financial institutions.

**3310 Repairs & Maintenance**

Maintenance for IBM I-series accounting server, printer and financial software.

**3800 Purchased Services from Other Governmental Units**

Payment to DMV for vehicle registration stops.

**5210 Postage**

Tax Bills, business license applications and other correspondence related to Treasurer's Dept.

**5230 Telecommunications**

Phone service and one cell phone.

**5309 A/R Crime Coverage Insurance**

Bonding insurance for employees who handle monies. Includes cyber crime insurance.

**5500 Travel, Convention & Education**

Treasurer's Association of Virginia meetings and convention expenses. Costs include VLGFOA trainings and Virginia Associations of Treasurers trainings. Also include funding for Acct. Clerk training through BAI Accounting Software.

**5800 Miscellaneous**

Includes all other minor expenses not included in above categories.

**5810 Dues & Memberships**

Cost of membership to GFOA and Treasurer's Association of Virginia. Also includes ICMA and VLGMA for Deputy Town Manager

**6001 Office Supplies**

Office supplies, cost of forms, applications and tax bills. Purchase of cigarette tax stamps.

## Information Technology Expenditure Detail

		Acct. Code	FY13-14 Actual	FY14-15 Actual	Amended Budget FY15-16	Mid Year Estimate FY15-16	Adopted Budget FY16-17	% Change
Personnel								
	Regular Wages		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Overtime		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	<b>Total Personnel</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
Contract Services								
	Professional Service	012510-3150	\$ 51,304	\$ 53,908	\$ 52,000	\$ 54,000	\$ 54,000	3.8%
	Telecommunications	012510-5230	\$ 5,776	\$ 6,055	\$ 6,000	\$ 8,000	\$ 8,000	33.3%
	<b>Total Contract Services</b>		<b>\$ 57,080</b>	<b>\$ 59,963</b>	<b>\$ 58,000</b>	<b>\$ 62,000</b>	<b>\$ 62,000</b>	<b>-0.9%</b>
Other Commodities								
	Miscellaneous	012510-5800	\$ 12,308	\$ 11,038	\$ 13,000	\$ 25,000	\$ 25,000	92.3%
	Repair & Maintenance Supplies	012510-6007	\$ 6,323	\$ 3,428	\$ 5,000	\$ 5,000	\$ 5,000	0.0%
	<b>Total Other Commodities</b>		<b>\$ 18,631</b>	<b>\$ 14,465</b>	<b>\$ 18,000</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>0.0%</b>
Capital Items								
	Scheduled CPU Replacement	012510-6021	\$ 24,311	\$ 28,700	\$ 40,000	\$ 40,000	\$ 40,000	0.0%
	<b>Total Capital Items</b>		<b>\$ 24,311</b>	<b>\$ 28,700</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>	<b>0.0%</b>
<b>Total IT</b>			<b>\$ 100,022</b>	<b>\$ 103,129</b>	<b>\$ 116,000</b>	<b>\$ 132,000</b>	<b>\$ 132,000</b>	<b>13.8%</b>

## Information Technology

There is no separate funding of personnel in this category. The Deputy Town Manager manages the IT function as well as the contract with the IT consultant.

### **3150 Professional Services**

This line item covers the use of consultant services for monitoring the Town's network and providing on call services when issues arise that are beyond the staff's time or ability to handle. The consultant providing this service has not requested a funding increase. Experis provides the Town with software, hardware and help desk services through three dedicated employees with significant experience in all three of these areas. In addition to the experience of these three employees they bring with them the experience and resources of a large well respected company. The Town needs to contractually rebid this service during the fiscal year so a 10% increase is included in the budget. In addition to the above increase, this line item now covers additional IT support for the Police Department at a cost of \$6,000 per year.

### **5230 Telecommunications**

This item covers the cost of the cable internet service at all Town facilities.

### **5800 Miscellaneous**

This item is intended to cover unforeseen costs in replacement or acquisition of equipment and software or similar items necessary for the conduct of the IT functions. This line item also covers the subscription to the Microsoft Software Assurance program for each Microsoft Office license used by Town staff. In FY2016 the Town moved to Office 365. This change carries an additional cost.

### **6007 Repair and Maintenance Supplies**

This line item covers primary computer supplies, and replacement of bad parts.

### **6021 Scheduled CPU Replacement**

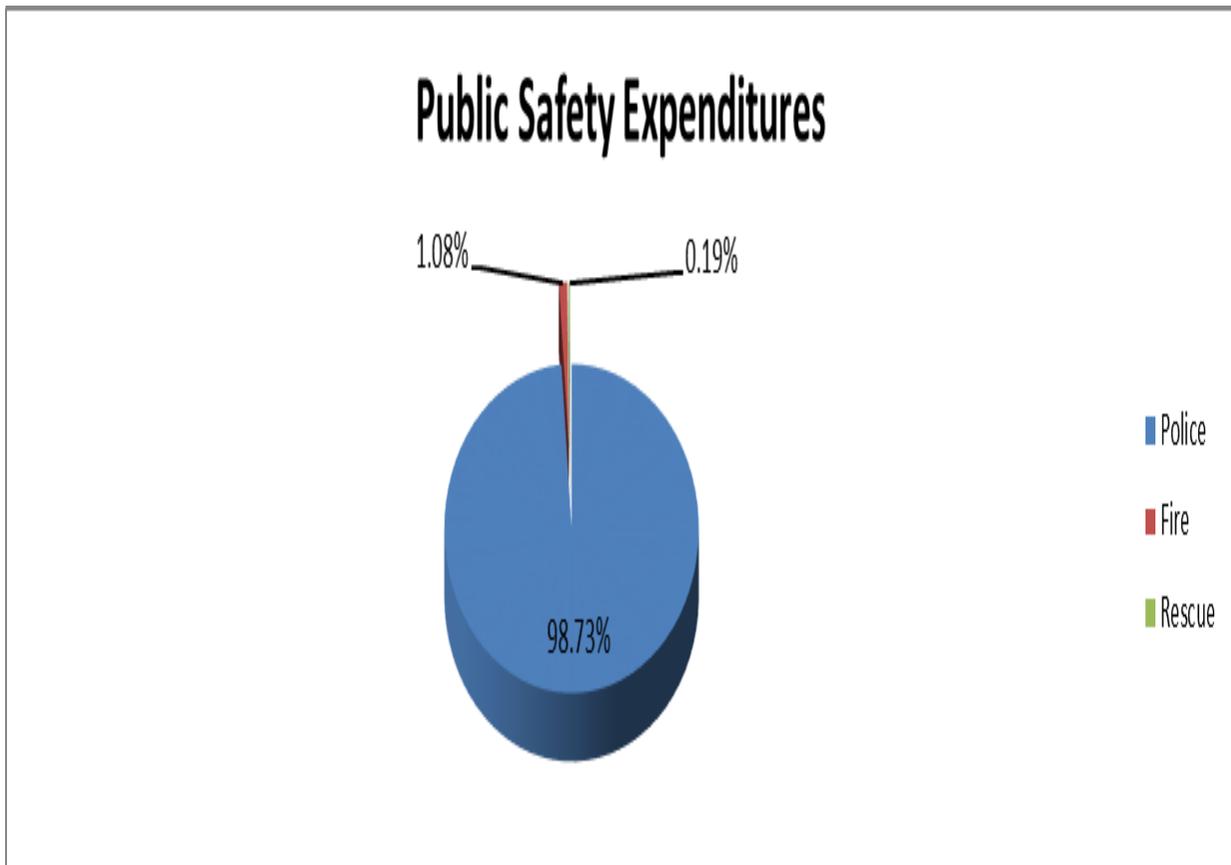
This line item is for the purchase of new computers and associated peripheral devices on a town wide basis. The standard the Town is striving to achieve is a four-year replacement cycle. The Deputy Town Manager has coordinated a replacement cycle for all departments. This line item increased for FY14-15 in order to begin replacing Mobile Data Terminal's originally purchased through a grant by the police department (\$12,500). In addition, this line item funds the replacement of one server at the police department.

## Public Safety

The day to day police, fire and ambulance functions of the Town are labeled Public Safety in the budget. This section is broken out into the separate budgets for Police, Fire, and Ambulance Services. Individual budget sheets are narratives are provided for each of these functions.

The Town of Ashland provides police services through the Ashland Police Department. Hanover County provides fire protection services for the Town of Ashland through the Ashland Volunteer Fire Department. A budget sheet is included for this service because the Town applies for a grant on behalf of the local fire station. The Town historically has provided a monetary donation to the County Fire Department for enhanced capital purchases to improve services in the Town.

Hanover County provides ambulance services for the Town of Ashland through the Ashland Volunteer Rescue Squad. A budget sheet is included for this service because the Town of Ashland historically provides a monetary donation to the Rescue Squad for enhanced capital purchases to improve services in the Town.



## Public Safety Expenditure Summary

		FY13-14 Actual	FY14-15 Actual	Amended Budget FY15-16	Mid Year Estimate FY15- 16	Adopted Budget FY16-17	% Change
Personnel							
	Police	\$ 2,081,532	\$ 2,200,332	\$ 2,251,671	\$ 2,236,116	\$ 2,283,837	1.4%
	Fire	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Ambulance & Rescue	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	<b>Total Personnel</b>	<b>\$ 2,081,532</b>	<b>\$ 2,200,332</b>	<b>\$ 2,251,671</b>	<b>\$ 2,236,116</b>	<b>\$ 2,283,837</b>	<b>1.4%</b>
Contract Services							
	Police	\$ 79,249	\$ 87,089	\$ 89,888	\$ 88,838	\$ 104,959	16.8%
	Fire	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Ambulance & Rescue	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	<b>Total Contract Services</b>	<b>\$ 79,249</b>	<b>\$ 87,089</b>	<b>\$ 89,888</b>	<b>\$ 88,838</b>	<b>\$ 104,959</b>	<b>16.8%</b>
Other Commodities							
	Police	\$ 183,190	\$ 184,596	\$ 190,047	\$ 176,847	\$ 182,050	-4.2%
	Fire	\$ 41,583	\$ 41,072	\$ 27,000	\$ 27,899	\$ 28,000	3.7%
	Ambulance & Rescue	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	0.0%
	<b>Total Other Commodities</b>	<b>\$ 229,772</b>	<b>\$ 230,668</b>	<b>\$ 222,047</b>	<b>\$ 209,746</b>	<b>\$ 215,050</b>	<b>-3.2%</b>
Capital Items							
	Police	\$ 151,683	\$ -	\$ -	\$ -	\$ -	0.0%
	Fire	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Ambulance & Rescue	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	<b>Total Capital Items</b>	<b>\$ 151,683</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
<b>Total Public Safety Expenditures</b>		<b>\$ 2,542,236</b>	<b>\$ 2,518,088</b>	<b>\$ 2,563,606</b>	<b>\$ 2,534,700</b>	<b>\$ 2,603,846</b>	<b>1.6%</b>

## Police Expenditure Detail

	Acct. Code	FY13-14 Actual	FY14-15 Actual	Amended Budget FY15-16	Mid Year Estimate FY15-16	Adopted Budget FY16-17	% Change
<b>Personnel</b>							
Regular Wages	031100-1110	\$ 1,495,675	\$ 1,564,304	\$ 1,589,416	\$ 1,586,000	\$ 1,638,475	3.1%
FICA	031100-2100	\$ 108,718	\$ 114,178	\$ 121,590	\$ 121,329	\$ 125,343	3.1%
VRS	031100-2210	\$ 180,679	\$ 187,832	\$ 196,000	\$ 195,605	\$ 158,461	-19.2%
Deferred Comp	031100-2220	\$ 15,464	\$ 15,806	\$ 14,866	\$ 16,706	\$ 16,624	11.8%
Medical/Hospital	031100-2300	\$ 230,250	\$ 251,484	\$ 270,288	\$ 255,000	\$ 279,522	3.4%
Group Life Insurance	031100-2400	\$ 16,209	\$ 16,986	\$ 17,723	\$ 17,500	\$ 20,173	13.8%
Short Term Disability Ins.	031100-2500	\$ 14	\$ 835	\$ 9,934	\$ 9,934	\$ 837	-91.6%
Long Term Disability Ins.	031100-2501	\$ 154	\$ 11,044	\$ 837	\$ 837	\$ 10,246	1124.1%
Unemployment Insurance	031100-2600	\$ 1,348	\$ 1,080	\$ 986	\$ 986	\$ 457	-53.7%
Worker's Compensation	031100-2700	\$ 33,022	\$ 36,782	\$ 30,031	\$ 32,219	\$ 33,699	12.2%
<b>Total Personnel</b>		<b>\$ 2,081,532</b>	<b>\$ 2,200,332</b>	<b>\$ 2,251,671</b>	<b>\$ 2,236,116</b>	<b>\$ 2,283,837</b>	<b>1.4%</b>
<b>Contract Services</b>							
Other Professional Service	031100-3110	\$ 5,003	\$ 4,574	\$ 5,000	\$ 5,000	\$ 5,000	0.0%
Janitorial Services	031100-3170		\$ 3,995	\$ 4,420	\$ 4,420	\$ 4,420	100.0%
Repairs & Maintenance	031100-3310	\$ 12,809	\$ 18,060	\$ 20,000	\$ 20,000	\$ 33,500	67.5%
Advertising	031100-3600	\$ 447	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	0.0%
Electric Service	031100-5110	\$ 8,064	\$ 8,574	\$ 9,000	\$ 8,750	\$ 9,000	0.0%
Heating Service	031100-5120	\$ 3,101	\$ 2,432	\$ 1,900	\$ 1,900	\$ 1,900	0.0%
Water & Sewer	031100-5130	\$ 538	\$ 1,004	\$ 700	\$ 700	\$ 700	0.0%
Postage	031100-5210	\$ 996	\$ 39	\$ 750	\$ 750	\$ 750	0.0%
Telecommunications	031100-5230	\$ 25,778	\$ 26,000	\$ 25,000	\$ 25,200	\$ 26,000	4.0%
Radio Repairs	031100-5240	\$ 4,186	\$ 3,396	\$ 3,500	\$ 2,500	\$ 3,500	0.0%
Motor Vehicle Insurance	031100-5305	\$ 13,971	\$ 11,801	\$ 12,068	\$ 12,068	\$ 12,589	4.3%
A/R Crime Coverage Insurance	031100-5309	\$ 620	\$ 680	\$ 650	\$ 650	\$ 700	7.7%
Lease of Equipment	031100-5410	\$ 3,735	\$ 6,534	\$ 5,900	\$ 5,900	\$ 5,900	0.0%
<b>Total Contract Services</b>		<b>\$ 79,249</b>	<b>\$ 87,089</b>	<b>\$ 89,888</b>	<b>\$ 88,838</b>	<b>\$ 104,959</b>	<b>16.8%</b>
<b>Other Commodities</b>							
Travel, Convention, Education	031100-5500	\$ 9,580	\$ 15,147	\$ 12,000	\$ 12,000	\$ 14,000	16.7%
Miscellaneous	031100-5800	\$ 4,929	\$ 4,900	\$ 4,000	\$ 4,000	\$ 4,000	0.0%
Attorney Fees	031100-5801	\$ 840	\$ 2,078	\$ 2,000	\$ 2,000	\$ 2,000	0.0%
Dues & Membership	031100-5810	\$ 15,316	\$ 15,524	\$ 16,450	\$ 15,750	\$ 16,450	0.0%
Office Supplies	031100-6001	\$ 4,987	\$ 4,991	\$ 5,000	\$ 5,000	\$ 5,000	0.0%
Repair & Maintenance Supplies	031100-6007	\$ 8,776	\$ 6,453	\$ 6,500	\$ 6,500	\$ 6,500	0.0%
Fuel	031100-6008	\$ 63,765	\$ 55,955	\$ 55,000	\$ 42,500	\$ 45,000	-18.2%
Vehicle/Powered Equipment	031100-6009	\$ 17,828	\$ 23,388	\$ 22,000	\$ 22,000	\$ 22,000	0.0%
Police Supplies	031100-6010	\$ 33,652	\$ 30,257	\$ 44,497	\$ 44,497	\$ 44,500	0.0%
Uniforms and Wearing Apparatus	031100-6011	\$ 22,558	\$ 24,317	\$ 20,600	\$ 20,600	\$ 20,600	0.0%
Crime Prevention	031100-6021	\$ 959	\$ 1,587	\$ 2,000	\$ 2,000	\$ 2,000	0.0%
<b>Total Other Commodities</b>		<b>\$ 183,190</b>	<b>\$ 184,596</b>	<b>\$ 190,047</b>	<b>\$ 176,847</b>	<b>\$ 182,050</b>	<b>-4.2%</b>
<b>Capital Items</b>							
Capital Outlay	031100-8000	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
AG Assett Forfeiture Grant	031100-8002	\$ 151,683	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Total Capital Items</b>		<b>\$ 151,683</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
<b>Total Police</b>		<b>\$ 2,495,654</b>	<b>\$ 2,472,016</b>	<b>\$ 2,531,606</b>	<b>\$ 2,501,801</b>	<b>\$ 2,570,846</b>	<b>1.6%</b>

## **POLICE**

### **1110 Personnel Services**

This line item accounts for the salaries of all APD personnel.

### **2100 FICA**

Calculated at 7.65% of regular wages line item.

### **2210 VRS Retirement**

VRS is calculated on the basis of 10.29% of the full time salaries in the regular wages line item.

### **2220 Deferred Compensation**

This account covers the town's contribution match to the employee's deferred compensation program.

### **2300 Health Insurance**

Town's contribution for health insurance.

### **2400 Group Life Insurance**

This covers the costs of premiums through VRS at 1.31%.

### **2500 Short Term Disability Insurance**

To comply with the Virginia Local Disability Plan adopted by the General Assembly in 2013 the Town will provide short term disability insurance to all full time employees. The cost is \$2.49/month per employee.

### **2501 Long Term Disability Insurance**

To comply with the Virginia Local Disability Plan adopted by the General Assembly in 2013 the Town will provide long term disability insurance to all full time employees. The cost is .49% of covered payroll for regular employees and .68% of covered payroll for sworn officers.

### **2600 Unemployment Insurance**

Calculated on the basis of .21% of the first \$8,000 earnings of each employee.

### **2700 Workers Compensation**

Insurance premiums charged by VML. The rate for officers is \$2.97 per \$100 of earnings. Office personnel have a rate of \$.11 per \$100 of earnings.

### **3110 Other Professional Services**

This line item pays for associated costs incurred in a selection process for sworn officers.

### **3170 Janitorial Services**

Regular cleaning of the Police Department building.

**3310 Repairs and Maintenance**

This account covers the service agreement on our Records Management System, the mandated radar calibrations, our generator warranty and the software maintenance of our Mobile Data Terminal program and other programs.

**3600 Advertising**

This fund is used to advertise for vacant positions, recruiting materials and recruiting efforts.

**3800 Purchase Services/Other Government**

This category is for the implementation of Hepatitis B vaccine shots for the police officers. These shots are provided by the Hanover County Health Department.

**5110 Electric Service**

This account pays for the electricity on the APD headquarters building.

**5120 Heating Service**

This account pays for the heating on the APD headquarters building.

**5130 Water & Sewer Bill**

This account pays for the water and sewer fees, including the irrigation system, on the APD headquarters building. The irrigation system is unfunded at the moment.

**5210 Postage**

This account pays for the usual and customary postage needs of the department.

**5230 Telecommunications**

This account pays for the telephones, data lines in the headquarters building, cell phones for officers, and air cards for 13 Mobile Data Terminals (MDT's).

**5240 Radio Repairs**

This account covers repairs to our aging inventory of portable and mobile radios.

**5305 Motor Vehicle Insurance**

This account pays for our motor vehicle insurance, which is administered through the Virginia Municipal League Insurance Pool.

**5309 A/R Crime Coverage, Ins.**

This line item pays for insurance on our Auxiliary Police Officers and Citizen Task Force members.

**5410 Lease of Equipment**

This account pays for the lease of the copier in APD.

**5500 Travel, Convention & Education**

This account pays for training to maintain our officer's individual certifications, and mandatory training.

**5800 Miscellaneous**

This account funds our covert investigations fund and other services not allocated to other line items. There is no increase for this item.

**5801 Attorney Fees**

This line item pays for any attorney fees of defendants who win their court case.

**5810 Dues and Memberships**

The funds in this account pays for our membership in the Rappahannock Regional Criminal Justice Training Academy and CALEA accreditation.

**6001 Office Supplies**

This account pays for our miscellaneous office supplies, and our copy paper.

**6007 Repairs and Maintenance**

This account allows for routine, and unexpected, repairs and maintenance to the APD headquarters building.

**6008 Fuel**

This account pays for fuel for police vehicles.

**6009 Vehicle and Power Equipment**

This account pays for the maintenance and repairs on our fleet.

**6010 Police Supplies**

This account pays for those supplies directly related to our police activities.

**6011 Uniforms & Wearing Apparel**

This account pays for uniforms, body armor and other wearable apparel for APD employees.

**6021 Crime Prevention**

This account provides for our crime prevention training and outreach to the community. It also covers printed material that is distributed to citizen groups.

### Fire Expenditure Detail

		Acct. Code	FY13-14 Actual	FY14-15 Actual	Amended Budget FY15-16	Mid Year Estimate FY15-16	Adopted Budget FY16-17	% Change
Personnel								
	Regular Wages		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Overtime		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Total Personnel		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Contract Services								
	Repairs & Maintenance	032100-3310	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Total Contract Services		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Other Commodities								
	Contributions, Other Payment	032100-5600	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	0.0%
	Fire Fund Distribution	032100-5701	\$ 21,699	\$ 22,890	\$ 22,000	\$ 22,899	\$ 23,000	4.5%
	Fuel	032100-6008	\$ 14,884	\$ 13,182	\$ -	\$ -	\$ -	0.0%
	Total Other Commodities		\$ 41,583	\$ 41,072	\$ 27,000	\$ 27,899	\$ 28,000	3.7%
Capital Items								
	Capital Outlay	032100-8001	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Total Capital Items		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Total Fire</b>			<b>\$ 41,583</b>	<b>\$ 41,072</b>	<b>\$ 27,000</b>	<b>\$ 27,899</b>	<b>\$ 28,000</b>	<b>3.7%</b>

### Ambulance Expenditure Detail

		Acct. Code	FY13-14 Actual	FY14-15 Actual	Amended Budget FY15-16	Mid Year Estimate FY15-16	Adopted Budget FY16-17	% Change
Personnel								
	Regular Wages		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Overtime		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Total Personnel		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Contract Services								
	Repairs & Maintenance		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Total Contract Services		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Other Commodities								
	Contributions, Other Payment	032300-5600	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	0.0%
	Total Other Commodities		\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	0.0%
Capital Items								
	Capital Outlay		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Total Capital Items		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Total Ambulance &amp; Rescue</b>			<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>0.0%</b>

## **Fire Department**

### **5600 Contributions**

The Town has traditionally provided funds to the VFD for various equipment needs to enhance services within the community.

### **5701 Fire Fund Distribution**

Estimate from Virginia Department of Fire Programs.

### **6008 Fuel**

This line item was created to cover costs associated with the Town sharing its fueling station with the Ashland Volunteer Fire Department. This practice ended mid fiscal year 2015 when the Town switched to Quarles fueling services.

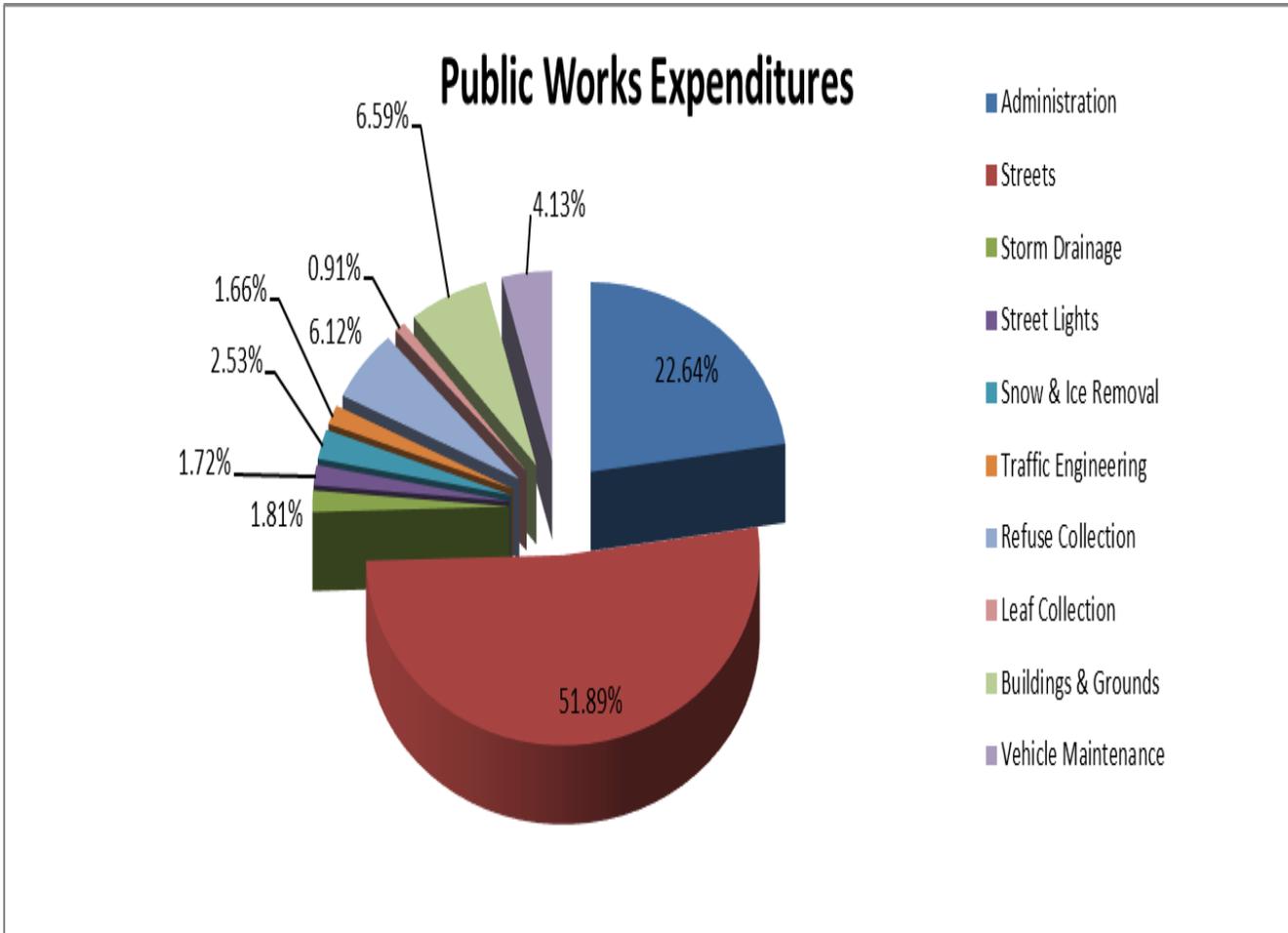
## **Ambulance and Rescue Services**

### **5600 Contributions**

The Town has traditionally provided funds to the EMS services for various equipment needs to enhance services within the community.

## Public Works Department

The day to day Public Works functions of the Town are labeled Public Works in the budget. This section is broken out into the separate budgets for Public Works Administration, Streets Maintenance, Storm Drainage, Streets Lights, Snow & Ice Removal, Traffic Engineering, Refuse Collection, Leaf Collection, Building & Grounds, and Vehicle Maintenance. Individual budget sheets and narratives are provided for each of these functions.



## Public Works Expenditure Summary

		FY13-14 Actual	FY14-15 Actual	Amended Budget FY15-16	Mid Year Estimate FY15-16	Adopted Budget FY16-17	% Change
<b>Personnel</b>							
	Administration	\$ 615,179	\$ 655,966	\$ 664,671	\$ 670,479	\$ 679,188	2.2%
	Streets	\$ 658,006	\$ 643,413	\$ 816,319	\$ 766,685	\$ 875,014	7.2%
	Storm Drainage	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Street Lights	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Snow & Ice Removal	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Traffic Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Refuse Collection	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Leaf Collection	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Buildings & Grounds	\$ 116,809	\$ 121,192	\$ 115,827	\$ 79,433	\$ 131,516	13.5%
	Vehicle Maintenance	\$ 130,136	\$ 125,494	\$ 133,167	\$ 90,903	\$ 102,407	-23.1%
	<b>Total Personnel</b>	<b>\$ 1,520,130</b>	<b>\$ 1,546,064</b>	<b>\$ 1,729,984</b>	<b>\$ 1,607,500</b>	<b>\$ 1,788,125</b>	<b>3.4%</b>
<b>Contract Services</b>							
	Administration	\$ 13,971	\$ 16,817	\$ 22,831	\$ 18,581	\$ 19,187	-16.0%
	Streets	\$ 360,402	\$ 660,051	\$ 627,094	\$ 626,594	\$ 628,061	0.2%
	Storm Drainage	\$ 6,579	\$ 10,906	\$ 20,000	\$ 20,000	\$ 35,000	75.0%
	Street Lights	\$ 48,653	\$ 53,868	\$ 56,000	\$ 53,000	\$ 55,000	-1.8%
	Snow & Ice Removal	\$ -	\$ -	\$ 3,000	\$ 6,000	\$ 9,000	200.0%
	Traffic Engineering	\$ 21,887	\$ 18,575	\$ 47,000	\$ 40,000	\$ 40,000	-14.9%
	Refuse Collection	\$ 312,761	\$ 188,382	\$ 199,000	\$ 190,000	\$ 196,000	-1.5%
	Leaf Collection	\$ 13,472	\$ -	\$ 3,000	\$ 14,000	\$ 15,000	400.0%
	Buildings & Grounds	\$ 37,168	\$ 35,530	\$ 52,045	\$ 47,245	\$ 52,982	1.8%
	Vehicle Maintenance	\$ 16,051	\$ 6,296	\$ 11,368	\$ 14,468	\$ 19,924	75.3%
	<b>Total Contract Services</b>	<b>\$ 830,944</b>	<b>\$ 990,425</b>	<b>\$ 1,041,338</b>	<b>\$ 1,029,888</b>	<b>\$ 1,070,154</b>	<b>2.8%</b>
<b>Other Commodities</b>							
	Administration	\$ 14,211	\$ 12,614	\$ 16,200	\$ 14,100	\$ 18,300	13.0%
	Streets	\$ 120,532	\$ 126,204	\$ 173,500	\$ 125,000	\$ 158,000	-8.9%
	Storm Drainage	\$ 1,712	\$ 5,048	\$ 23,000	\$ 23,000	\$ 23,000	0.0%
	Street Lights	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Snow & Ice Removal	\$ 17,910	\$ 39,507	\$ 40,500	\$ 40,500	\$ 40,500	0.0%
	Traffic Engineering	\$ 5,201	\$ 9,461	\$ 5,000	\$ 12,000	\$ 13,000	160.0%
	Refuse Collection	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Leaf Collection	\$ 7,913	\$ 2,579	\$ 14,000	\$ 11,000	\$ 14,000	0.0%
	Buildings & Grounds	\$ 18,900	\$ 14,848	\$ 29,000	\$ 27,000	\$ 26,500	-8.6%
	Vehicle Maintenance	\$ 4,625	\$ 8,881	\$ 10,300	\$ 10,100	\$ 9,900	-3.9%
	<b>Total Other Commodities</b>	<b>\$ 191,005</b>	<b>\$ 219,141</b>	<b>\$ 311,500</b>	<b>\$ 262,700</b>	<b>\$ 303,200</b>	<b>-2.7%</b>
<b>Capital Items</b>							
	Administration	\$ 7,000	\$ 5,210	\$ 8,000	\$ -	\$ 8,000	0.0%
	Streets	\$ -	\$ -	\$ -	\$ 23,000	\$ -	-100.0%
	Storm Drainage	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Street Lights	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Snow & Ice Removal	\$ -	\$ -	\$ -	\$ -	\$ 31,500	100.0%
	Traffic Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Refuse Collection	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Leaf Collection	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Buildings & Grounds	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Vehicle Maintenance	\$ 4,416	\$ -	\$ -	\$ -	\$ -	0.0%
	<b>Total Capital Items</b>	<b>\$ 11,416</b>	<b>\$ 5,210</b>	<b>\$ 8,000</b>	<b>\$ 23,000</b>	<b>\$ 39,500</b>	<b>393.8%</b>
<b>Total Public Works Expenditures</b>		<b>\$ 2,553,494</b>	<b>\$ 2,760,841</b>	<b>\$ 3,090,822</b>	<b>\$ 2,923,088</b>	<b>\$ 3,200,979</b>	<b>3.6%</b>

## Public Works Administration Expenditure Detail

		Acct. Code	FY13-14 Actual	FY14-15 Actual	Amended Budget FY15-16	Mid Year Estimate FY15-16	Adopted Budget FY16-17	% Change
<b>Personnel</b>								
	Regular Wages	041100-1110	\$ 455,634	\$ 481,237	\$ 488,675	\$ 490,233	\$ 501,976	2.7%
	FICA	041100-2100	\$ 33,555	\$ 35,282	\$ 37,384	\$ 37,503	\$ 38,401	2.7%
	VRS	041100-2210	\$ 59,658	\$ 63,248	\$ 64,310	\$ 64,600	\$ 51,653	-19.7%
	Deferred Comp	041100-2220	\$ 5,747	\$ 6,732	\$ 5,455	\$ 7,404	\$ 7,362	35.0%
	Medical/Hospital	041100-2300	\$ 50,311	\$ 56,971	\$ 56,808	\$ 58,777	\$ 67,752	19.3%
	Group Life Insurance	041100-2400	\$ 5,355	\$ 5,719	\$ 5,815	\$ 5,848	\$ 6,576	13.1%
	Short Term Disability Ins.	041100-2500	\$ 4	\$ 210	\$ 2,394	\$ 209	\$ 209	-91.3%
	Long Term Disability Ins.	041100-2501	\$ 39	\$ 2,355	\$ 388	\$ 2,445	\$ 2,459	533.8%
	Unemployment Insurance	041100-2600	\$ 328	\$ 246	\$ 246	\$ 246	\$ 118	-52.0%
	Worker's Compensation	041100-2700	\$ 4,549	\$ 3,965	\$ 3,196	\$ 3,214	\$ 2,682	-16.1%
	<b>Total Personnel</b>		\$ 615,179	\$ 655,966	\$ 664,671	\$ 670,479	\$ 679,188	2.2%
<b>Contract Services</b>								
	Professional Service	041100-3150	\$ 470	\$ 1,888	\$ 3,000	\$ 2,500	\$ 3,000	0.0%
	Repairs & Maintenance	041100-3310	\$ 825	\$ -	\$ 750	\$ 500	\$ 700	-6.7%
	Advertising	041100-3600	\$ 1,500	\$ 1,065	\$ 1,500	\$ 1,500	\$ 1,500	0.0%
	Postage	041100-5210	\$ 640	\$ 1,070	\$ 1,000	\$ 1,000	\$ 1,000	0.0%
	Telecommunications	041100-5230	\$ 4,848	\$ 4,416	\$ 5,650	\$ 5,650	\$ 6,300	11.5%
	Motor Vehicle Insurance	041100-5305		\$ 1,692	\$ 1,931	\$ 1,931	\$ 1,187	100.0%
	Lease of Equipment	041100-5410	\$ 5,689	\$ 6,686	\$ 9,000	\$ 5,500	\$ 5,500	-38.9%
	<b>Total Contract Services</b>		\$ 13,971	\$ 16,817	\$ 22,831	\$ 18,581	\$ 19,187	-16.0%
<b>Other Commodities</b>								
	Travel, Convention, Education	041100-5500	\$ 822	\$ 1,879	\$ 2,000	\$ 4,500	\$ 5,600	180.0%
	Miscellaneous	041100-5800	\$ 45	\$ 91	\$ 1,500	\$ 500	\$ 1,500	0.0%
	Dues & Membership	041100-5810	\$ 1,330	\$ 1,950	\$ 3,200	\$ 2,500	\$ 3,200	0.0%
	Office Supplies	041100-6001	\$ 3,666	\$ 2,244	\$ 2,500	\$ 2,500	\$ 2,500	0.0%
	Repair & Maintenance Supplies	041100-6007	\$ 3,190	\$ 680	\$ 2,000	\$ 1,500	\$ 2,000	0.0%
	Fuel	041100-6008	\$ 2,732	\$ 4,534	\$ 3,000	\$ 1,400	\$ 1,400	-53.3%
	Vehicle/Powered Equipment	041100-6009	\$ 2,426	\$ 1,236	\$ 2,000	\$ 1,200	\$ 2,100	5.0%
	<b>Total Other Commodities</b>		\$ 14,211	\$ 12,614	\$ 16,200	\$ 14,100	\$ 18,300	13.0%
<b>Capital Items</b>								
	Capital Outlay	041100-8000	\$ 7,000	\$ 5,210	\$ 8,000	\$ -	\$ 8,000	0.0%
	<b>Total Capital Items</b>		\$ 7,000	\$ 5,210	\$ 8,000	\$ -	\$ 8,000	0.0%
<b>Total Public Works Administration</b>			\$ 650,361	\$ 690,608	\$ 711,702	\$ 703,160	\$ 724,675	1.8%

## Public Works Administration

- 1110 Regular Wages**  
The personnel services line item represents actual salaries for seven full time employees for FY17.
- 2100 FICA**  
FICA is calculated at 7.65% of regular wages line item.
- 2210 VRS**  
VRS is calculated on the basis of 10.29% of the full time salaries in the regular wages line item. This amount only covers the employer portion of VRS.
- 2220 Deferred Compensation**  
The item includes the Town's 2% contribution for those individuals who elect to participate.
- 2300 Medical/Hospital Plan**  
Town's contribution for health insurance.
- 2400 Group Life Insurance**  
This covers the cost of premiums through VRS at 1.31%
- 2500 Short Term Disability Insurance**  
The item covers the cost at \$2.49/month per employee.
- 2501 Long Term Disability Insurance**  
The item covers the cost at 0.49% of covered payroll for regular employees.
- 2600 Unemployment Insurance**  
Calculated on the basis of 0.21% of the first \$8,000 earnings of each employee.
- 2700 Worker's Compensation**  
Insurance premiums charged by VML; premiums vary according to employee classification.
- 3150 Professional Services**  
This line item includes funds for printing and plotting services and administration of the random drug testing program for CDL operators.
- 3310 Repairs & Maintenance**  
This item includes the costs for ongoing equipment maintenance, repairs and calibration of equipment.
- 3600 Advertising**  
This line item includes advertising costs for vacant positions, public notices such as the leaf collection schedule, and the advertising and bidding of projects and services.
- 5210 Postage**  
This account pays for the usual and customary postage needs of the department.

**5230 Telecommunications**

This line item includes the cost for the department's share of the land line system and cellular service within the department.

**5305 Motor Vehicle Insurance**

This account pays for our motor vehicle insurance, which is administered through the Virginia Municipal League Insurance Pool.

**5410 Lease of Equipment**

This item is for the lease of a printer/scanner to reproduce full size drawings and a portion of the main photocopier in Town Hall.

**5500 Travel, Convention & Education**

This item includes funds for safety training, GIS training, CADD training, SWM and E&S training and continuing education as appropriate for employee certifications. Funding is also included for one PW employee to attend LEAD.

**5800 Miscellaneous**

This item is intended to cover unforeseen costs in replacement or acquisition of equipment and software or similar items necessary for the conduct of the engineering and administrative functions, effectively serving as a contingency fund.

**5810 Dues & Memberships**

This item includes memberships and costs for maintaining PE certification, E&S Certifications, SWM Certifications, American Society of Civil Engineers, Virginia Municipal Stormwater Association (VAMSA), and the Town's share of individual fitness benefits.

**6001 Office Supplies**

This account pays for our miscellaneous office supplies used by the department.

**6007 Repair & Maintenance Supplies**

This account includes funding for general engineering supplies, such as testing equipment and materials for stream monitoring (\$1200) and any miscellaneous items needed for the department (\$800).

**6008 Fuel**

This line item covers fuel costs for the administration & engineering vehicles.

**6009 Vehicle/Powered Equipment**

This line item covers the maintenance costs for the administration & engineering vehicles.

**8000 Capital Outlay**

This line item funds one used replacement vehicle for engineering staff (\$8,000).

### Public Works Streets Expenditure Detail

		Acct. Code	FY13-14 Actual	FY14-15 Actual	Amended Budget FY15-16	Mid Year Estimate FY15-16	Adopted Budget FY16-17	% Change
<b>Personnel</b>								
	Regular Wages	041200-1110	\$ 452,348	\$ 439,213	\$ 562,435	\$ 525,000	\$ 598,718	6.5%
	FICA	041200-2100	\$ 32,936	\$ 31,516	\$ 43,026	\$ 40,163	\$ 44,491	3.4%
	VRS	041200-2210	\$ 55,470	\$ 48,878	\$ 64,005	\$ 59,000	\$ 53,921	-15.8%
	Deferred Comp	041200-2220	\$ 3,088	\$ 2,941	\$ 3,372	\$ 3,000	\$ 2,652	-21.4%
	Medical/Hospital	041200-2300	\$ 81,136	\$ 84,348	\$ 108,240	\$ 104,165	\$ 134,904	24.6%
	Group Life Insurance	041200-2400	\$ 4,979	\$ 4,420	\$ 5,788	\$ 5,400	\$ 7,089	22.5%
	Short Term Disability Ins.	041200-2500	\$ 6	\$ 313	\$ 2,385	\$ 448	\$ 418	-82.5%
	Long Term Disability Ins.	041200-2501	\$ 32	\$ 2,115	\$ 388	\$ 2,704	\$ 2,569	562.1%
	Unemployment Insurance	041200-2600	\$ 535	\$ 525	\$ 528	\$ 500	\$ 252	-52.3%
	Worker's Compensation	041200-2700	\$ 27,477	\$ 29,143	\$ 26,152	\$ 26,305	\$ 30,000	14.7%
	<b>Total Personnel</b>		\$ 658,006	\$ 643,413	\$ 816,319	\$ 766,685	\$ 875,014	7.2%
<b>Contract Services</b>								
	Contractual Repairs & Maintenance	041200-3150	\$ 352,762	\$ 648,362	\$ 600,000	\$ 600,000	\$ 600,000	0.0%
	Tree Trimming	041200-3321	\$ 1,825	\$ 1,700	\$ 12,000	\$ 12,000	\$ 12,000	0.0%
	Landscape Replacment - Trees	041200-3322	\$ -	\$ -	\$ 2,500	\$ 2,000	\$ 2,500	0.0%
	Telecommunications	041200-5230	\$ 391	\$ 315	\$ 450	\$ 450	\$ 450	0.0%
	Motor Vehicle Insurance	041200-5305	\$ 5,424	\$ 9,674	\$ 9,144	\$ 9,144	\$ 10,111	10.6%
	Rental Equipment	041200-5431	\$ -	\$ -	\$ 3,000	\$ 3,000	\$ 3,000	0.0%
	<b>Total Contract Services</b>		\$ 360,402	\$ 660,051	\$ 627,094	\$ 626,594	\$ 628,061	0.2%
<b>Other Commodities</b>								
	Travel, Convention, Education	041200-5500	\$ -	\$ 470	\$ 1,000	\$ 1,000	\$ 1,000	0.0%
	Dues & Memberships	041200-5810	\$ 260	\$ 20	\$ -	\$ -	\$ -	0.0%
	Repair & Maintenance Supplies	041200-6007	\$ 47,051	\$ 50,137	\$ 77,500	\$ 52,000	\$ 65,000	-16.1%
	Fuel	041200-6008	\$ 37,336	\$ 36,187	\$ 50,000	\$ 27,000	\$ 35,000	-30.0%
	Vehicle/Powered Equipment	041200-6009	\$ 35,886	\$ 39,390	\$ 45,000	\$ 45,000	\$ 45,000	0.0%
	Uniforms	041200-6011					\$ 12,000	100.0%
	<b>Total Other Commodities</b>		\$ 120,532	\$ 126,204	\$ 173,500	\$ 125,000	\$ 158,000	-8.9%
<b>Capital Items</b>								
	Capital Outlay	041200-8000	\$ -	\$ -	\$ -	\$ 23,000	\$ -	0.0%
	Capital Outlay - SRTS		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Capital Outlay - Trolley Line Trail		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	<b>Total Capital Items</b>		\$ -	\$ -	\$ -	\$ 23,000	\$ -	0.0%
<b>Total Public Works Streets</b>			\$ 1,138,941	\$ 1,429,667	\$ 1,616,913	\$ 1,541,279	\$ 1,661,075	2.7%

## Streets Maintenance

### **1110 Regular Wages**

The personnel services line item represents actual salaries for twelve full time positions, including the Operations Manager, plus two half positions. One of the positions is shared with Buildings and Grounds for 6 months per year, the other is split between Streets and the Vehicle Maintenance department. It also includes funding for two part time positions, on-call personnel, implementation of a Career Development Program and overtime. Two full time positions are again frozen and unfunded for FY17.

### **2100 FICA**

FICA is calculated at 7.65% of regular wages line item.

### **2210 VRS**

VRS is calculated on the basis of 10.29% of the full time salaries in the regular wages line item. This amount only covers the employer portion of VRS.

### **2220 Deferred Compensation**

The item includes the Town's 2% contribution for those individuals who elect to participate.

### **2300 Medical/Hospital Plan**

Town's contribution for health insurance.

### **2400 Group Life Insurance**

This covers the cost of premiums through VRS at 1.31%.

### **2500 Short Term Disability Insurance**

The item covers the cost at \$2.49/month per employee.

### **2501 Long Term Disability Insurance**

The item covers the cost at 0.49% of covered payroll for regular employees.

### **2600 Unemployment Insurance**

Calculated on the basis of 0.21% of the first \$8,000 earnings of each.

### **2700 Worker's Compensation**

Insurance premiums charged by VML; premiums vary according to employee classification.

### **3150 Repairs and Maintenance - Contracted**

This line item includes funds for repaving and re-striping various roadways utilizing the Town's annual contractor. Also included are funds for routine sidewalk repair.

### **3321 Tree Trimming**

Removal of dangerous limbs and trees is accomplished through the use of a local contractor under contract to the Town.

### **3322 Replacement Tree Planting**

This line item is for planting replacement street trees as dead/dying street trees are removed.

**5230 Telecommunications**

This line item includes the cost for one landline to the traffic signal cabinet at the Route 1/Route 54 intersection. Through this connection, VDOTs traffic center can download signal timing logs and then make programming adjustments when appropriate

**5305 Motor Vehicle Insurance**

This account pays for our motor vehicle insurance, which is administered through the Virginia Municipal League Insurance Pool.

**5431 Rental Equipment**

This item allows for the rental of equipment not owned by the Town in the event the need arises.

**5500 Travel, Convention & Education**

This item includes funds for safety training, including proper work zone set-up, and training on specific pieces of equipment.

**6007 Repair & Maintenance Supplies**

This line item represents normal supplies for various projects undertaken by the street crew. It includes different grades of stone, patching asphalt, miscellaneous hand tools and safety equipment.

**6008 Fuel**

This line item covers fuel costs for the departmental vehicles and equipment.

**6009 Vehicle/Powered Equipment**

This line item covers the maintenance costs for the departmental vehicles and equipment.

**6011 Uniforms**

This account pays for uniforms and safety shoes for all field operations employees.

**8000 Capital Outlay**

No funding proposed for Capital Outlay for this fiscal year.

### Storm Drainage Expenditure Detail

	Acct. Code	FY13-14 Actual	FY14-15 Actual	Amended Budget FY15-16	Mid Year Estimate FY15-16	Adopted Budget FY16-17	% Change	
<b>Personnel</b>								
	Regular Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	
	<b>Total Personnel</b>	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	
<b>Contract Services</b>								
	Repairs & Maintenance	041310-3310	\$ 6,579	\$ 10,906	\$ 20,000	\$ 20,000	\$ 35,000	75.0%
	<b>Total Contract Services</b>		\$ 6,579	\$ 10,906	\$ 20,000	\$ 20,000	\$ 35,000	75.0%
<b>Other Commodities</b>								
	Permits and Fees	041310-5810	\$ 624	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	0.0%
	Repair & Maintenance Supplies	041310-6007	\$ 1,088	\$ 2,048	\$ 20,000	\$ 20,000	\$ 20,000	0.0%
	<b>Total Other Commodities</b>		\$ 1,712	\$ 5,048	\$ 23,000	\$ 23,000	\$ 23,000	0.0%
<b>Capital Items</b>								
	Capital Outlay		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	<b>Total Capital Items</b>		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Total Public Works Storm Drainage</b>			\$ 8,291	\$ 15,954	\$ 43,000	\$ 43,000	\$ 58,000	34.9%

**3150 Professional Services**  
No funding requested.

**3310 Repairs and Maintenance—Contracted**  
This item provides funding for minor drainage projects to be undertaken through the use of annual contractors (\$10,000). Included in the type of work is installation or repair of drainage inlets as needed. Funding is also provided for storm sewer flushing/cleaning and TV inspection services (\$15,000) and maintenance of Town-owned BMPs (\$10,000).

**5810 Permits and Fees**  
Funding is provided for VSMP Stormwater MS4 annual permit fee (\$3,000).

**6007 Repair and Maintenance Supplies**  
This item provides for an inventory of supplies necessary to complete drainage maintenance projects, including pipe, inlet grates, and stone.

## Street Light Expenditure Detail

	Acct. Code	FY13-14 Actual	FY14-15 Actual	Amended Budget FY15-16	Mid Year Estimate FY15-16	Adopted Budget FY16-17	% Change
<b>Personnel</b>							
	Regular Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	<b>Total Personnel</b>	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Contract Services</b>							
	Repairs & Maintenance	041320-3310 \$ -	\$ 4,279	\$ 6,000	\$ 3,000	\$ 3,000	-50.0%
	Electric Service	041320-5110 \$ 48,653	\$ 49,589	\$ 50,000	\$ 50,000	\$ 52,000	4.0%
	<b>Total Contract Services</b>	\$ 48,653	\$ 53,868	\$ 56,000	\$ 53,000	\$ 55,000	-1.8%
<b>Other Commodities</b>							
	Repair & Maintenance Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	<b>Total Other Commodities</b>	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Capital Items</b>							
	Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	<b>Total Capital Items</b>	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Total Public Works Street Lights</b>		\$ 48,653	\$ 53,868	\$ 56,000	\$ 53,000	\$ 55,000	-1.8%

### 3310 Repairs & Maintenance

This line item covers the cost for installation of new street lights in Town. This item also includes funds to maintain the Town- owned street lights on Railroad Avenue.

### 5110 Electrical Services

This line item covers the cost for electricity and service by Dominion Virginia Power for street lights and traffic signals in Town rights of way.

## Snow Removal Expenditure Detail

	Acct. Code	FY13-14 Actual	FY14-15 Actual	Amended Budget FY15-16	Mid Year Estimate FY15-16	Adopted Budget FY16-17	% Change	
<b>Personnel</b>								
	Regular Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	
	Overtime Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	
	<b>Total Personnel</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>	
<b>Contract Services</b>								
	Professional Services	041330-3150	\$ -	\$ -	\$ 3,000	\$ 6,000	\$ 9,000	200.0%
	<b>Total Contract Services</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,000</b>	<b>\$ 6,000</b>	<b>\$ 9,000</b>	<b>200.0%</b>
<b>Other Commodities</b>								
	Repair & Maintenance Supplies	041330-6007	\$ 17,910	\$ 39,507	\$ 40,500	\$ 40,500	\$ 40,500	0.0%
	<b>Total Other Commodities</b>		<b>\$ 17,910</b>	<b>\$ 39,507</b>	<b>\$ 40,500</b>	<b>\$ 40,500</b>	<b>\$ 40,500</b>	<b>0.0%</b>
<b>Capital Items</b>								
	Capital Outlay	041330-8000	\$ -	\$ -	\$ -	\$ -	\$ 31,500	100
	<b>Total Capital Items</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 31,500</b>	<b>0.0%</b>
<b>Total Public Works Snow &amp; Ice Removal</b>			<b>\$ 17,910</b>	<b>\$ 39,507</b>	<b>\$ 43,500</b>	<b>\$ 46,500</b>	<b>\$ 81,000</b>	<b>86.2%</b>

### 3150 Rental Equipment

Funding is provided to rent a motor grader in the event of deep snow or ice if needed. Funding is also available for the Town's annual contractor to supplement the Town crew if needed.

### 6007 Repair and Maintenance Supplies

This item includes funds for salt, sand and minor repairs to blades and spreaders.

### 8000 Capital Outlay

Funding is provided for a plow assembly hook-up for the backhoe, and a plow assembly for the 2016 Ford F-250 4x4 utility pickup truck purchased in 2015. The plow assembly was not purchased at the time of the truck's acquisition. This will provide the crew with four pickup trucks capable of plowing, in addition to the dump truck fleet, and is an integral piece of clearing residential streets. Funding is also provided for a new salt spreader to replace 12 year old model.

### Traffic Engineering Expenditure Detail

	Acct. Code	FY13-14 Actual	FY14-15 Actual	Amended Budget FY15-16	Mid Year Estimate FY15-16	Adopted Budget FY16-17	% Change
Personnel							
		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Contract Services							
		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	041400-3310	\$ 21,887	\$ 18,575	\$ 47,000	\$ 40,000	\$ 40,000	-14.9%
		\$ 21,887	\$ 18,575	\$ 47,000	\$ 40,000	\$ 40,000	-14.9%
Other Commodities							
	041400-6007	\$ 5,201	\$ 9,461	\$ 5,000	\$ 12,000	\$ 13,000	160.0%
		\$ 5,201	\$ 9,461	\$ 5,000	\$ 12,000	\$ 13,000	160.0%
Capital Items							
		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Total Public Works Traffic Engineering</b>		<b>\$ 27,088</b>	<b>\$ 28,036</b>	<b>\$ 52,000</b>	<b>\$ 52,000</b>	<b>\$ 53,000</b>	<b>1.9%</b>

**3310 Repairs and Maintenance--Contractual**

This item includes funds for the annual maintenance of traffic signals, repairs and other services for signals, and maintenance performed at rail crossings by CSX, as well as system repairs of various minor traffic signal issues as needed. In addition, funding is provided for installation of additional system detection/radio communication for the new signal to be installed on Route 1 at Vitamin Shoppe Way to improve traffic based signal coordination and responsiveness.

**6007 Materials and Supplies**

Included in this line item are various traffic control and street name signs, replacement LED bulbs for signals and other sundry items used in traffic control.

### Refuse Collection Expenditure Detail

	Acct. Code	FY13-14 Actual	FY14-15 Actual	Amended Budget FY15-16	Mid Year Estimate FY15-16	Adopted Budget FY16-17	% Change
<b>Personnel</b>							
	Regular Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Overtime Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	<b>Total Personnel</b>	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Contract Services</b>							
	Refuse Collection	042000-3180	\$ 257,683	\$ 149,845	\$ 150,000	\$ 148,000	\$ 152,000 1.3%
	Recycling	042000-3181	\$ 55,077	\$ 38,537	\$ 49,000	\$ 42,000	\$ 44,000 -10.2%
	<b>Total Contract Services</b>		\$ 312,761	\$ 188,382	\$ 199,000	\$ 190,000	\$ 196,000 -1.5%
<b>Other Commodities</b>							
	Repair & Maintenance Supplies		\$ -	\$ -	\$ -	\$ -	\$ - 0.0%
	<b>Total Other Commodities</b>		\$ -	\$ -	\$ -	\$ -	\$ - 0.0%
<b>Capital Items</b>							
	Capital Outlay		\$ -	\$ -	\$ -	\$ -	\$ - 0.0%
	<b>Total Capital Items</b>		\$ -	\$ -	\$ -	\$ -	\$ - 0.0%
<b>Total Public Works Refuse Collection</b>			\$ 312,761	\$ 188,382	\$ 199,000	\$ 190,000	\$ 196,000 -1.5%

**3180 Refuse Collection**

This is the annual contract cost for residential waste collection under the CVWMA regional program. Funding is provided for curbside trash collection with contractor provided carts. It also includes servicing the downtown trash cans, along with two dumpsters.

**3181 Recycling**

This is the annual contract cost for residential recycling collection under the CVWMA regional program. Funding is provided for curbside recycling collection with contractor provided carts.

### Leaf Collection Expenditure Detail

	Acct. Code	FY13-14 Actual	FY14-15 Actual	Amended Budget FY15-16	Mid Year Estimate FY15-16	Adopted Budget FY16-17	% Change
<b>Personnel</b>							
Regular Wages		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Overtime Wages		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Temporary Help Service Fees		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Total Personnel</b>		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Contract Services</b>							
Repairs & Maintenance	042600-3310	\$ 13,472	\$ -	\$ 3,000	\$ 14,000	\$ 15,000	400.0%
<b>Total Contract Services</b>		\$ 13,472	\$ -	\$ 3,000	\$ 14,000	\$ 15,000	400.0%
<b>Other Commodities</b>							
Repair & Maintenance Supplies	042600-6007	\$ 7,913	\$ 2,579	\$ 14,000	\$ 11,000	\$ 14,000	0.0%
<b>Total Other Commodities</b>		\$ 7,913	\$ 2,579	\$ 14,000	\$ 11,000	\$ 14,000	0.0%
<b>Capital Items</b>							
Capital Outlay	042600-8000	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Total Capital Items</b>		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Total Public Works Leaf Collection</b>		\$ 21,385	\$ 2,579	\$ 17,000	\$ 25,000	\$ 29,000	70.6%

**3310 Repairs and Maintenance—Contractual**

This line item is the estimated cost for chipping of brush and leaves by an outside contractor. This service is performed on an as-needed basis, typically once per year. In FY 15 the Town began taking material to a local vendor at no cost, but this option became unavailable in early FY16.

**6007 Repairs and Maintenance Supplies**

This item includes funds equipment and tools used in the leaf collection process, as well as funds for parts for the leaf vacuums, and other items necessary for the operation of the equipment.

**6009 Vehicle and Power Equipment Supplies**

No funding requested.

**8000 Capital Outlay**

No funding requested.

### Buildings & Grounds Expenditure Detail

		Acct. Code	FY13-14 Actual	FY14-15 Actual	Amended Budget FY15-16	Mid Year Estimate FY15-16	Adopted Budget FY16-17	% Change
<b>Personnel</b>								
	Regular Wages	043100-1110	\$ 81,077	\$ 81,716	\$ 76,654	\$ 56,171	\$ 94,118	22.8%
	FICA	043100-2100	\$ 5,813	\$ 5,833	\$ 5,864	\$ 4,297	\$ 7,200	22.8%
	VRS	043100-2210	\$ 9,623	\$ 11,457	\$ 9,824	\$ 6,633	\$ 9,479	-3.5%
	Deferred Comp	043100-2220	\$ 869	\$ 925	\$ 854	\$ 302	\$ 300	-64.9%
	Medical/Hospital	043100-2300	\$ 16,989	\$ 18,279	\$ 19,800	\$ 9,685	\$ 16,962	-14.3%
	Group Life Insurance	043100-2400	\$ 864	\$ 856	\$ 888	\$ 600	\$ 1,207	35.9%
	Short Term Disability Ins.	043100-2500	\$ 1	\$ 60	\$ 366	\$ 30	\$ 75	-79.5%
	Long Term Disability Ins.	043100-2501	\$ 6	\$ 352	\$ 60	\$ 250	\$ 452	653.3%
	Unemployment Insurance	043100-2600	\$ 119	\$ 93	\$ 70	\$ 20	\$ 42	-40.0%
	Worker's Compensation	043100-2700	\$ 1,449	\$ 1,621	\$ 1,447	\$ 1,445	\$ 1,681	16.2%
	<b>Total Personnel</b>		\$ 116,809	\$ 121,192	\$ 115,827	\$ 79,433	\$ 131,516	13.5%
<b>Contract Services</b>								
	Professional Services	043100-3150	\$ -	\$ 166	\$ 5,000	\$ 5,000	\$ 11,000	120.0%
	Janitorial Services	043100-3170		\$ 1,710	\$ 7,000	\$ 10,000	\$ 10,000	42.9%
	Repairs & Maintenance	043100-3310	\$ 14,269	\$ 13,250	\$ 15,000	\$ 15,000	\$ 18,000	20.0%
	Electric Service	043100-5110	\$ 17,207	\$ 15,265	\$ 18,000	\$ 12,000	\$ 9,000	-50.0%
	Heating Service	043100-5120	\$ 1,891	\$ 977	\$ 3,000	\$ 2,000	\$ 1,800	-40.0%
	Water & Sewer Bills	043100-5130	\$ 2,203	\$ 2,687	\$ 3,000	\$ 2,200	\$ 2,300	-23.3%
	Motor Vehicle Insurance	043100-5305	\$ 1,597	\$ 1,474	\$ 1,045	\$ 1,045	\$ 882	-15.6%
	<b>Total Contract Services</b>		\$ 37,168	\$ 35,530	\$ 52,045	\$ 47,245	\$ 52,982	1.8%
<b>Other Commodities</b>								
	Repair & Maintenance Supplies	043100-6007	\$ 10,238	\$ 6,154	\$ 18,000	\$ 18,000	\$ 18,000	0.0%
	Fuel	043100-6008	\$ 6,807	\$ 6,278	\$ 8,000	\$ 4,000	\$ 4,500	-43.8%
	Vehicle/Powered Equipment	043100-6009	\$ 1,855	\$ 2,415	\$ 3,000	\$ 5,000	\$ 4,000	33.3%
	<b>Total Other Commodities</b>		\$ 18,900	\$ 14,848	\$ 29,000	\$ 27,000	\$ 26,500	-8.6%
<b>Capital Items</b>								
	Capital Outlay	043100-8000	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	<b>Total Capital Items</b>		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Total Public Works Buildings &amp; Grounds</b>			\$ 172,877	\$ 171,569	\$ 196,872	\$ 153,678	\$ 210,998	7.2%

## Buildings & Grounds

### 1110 Regular Wages

The personnel services line item represents actual salaries for FY 17, which includes 2.5 full time employees. The other half of one position is funded in and shared with Streets.

### 2100 FICA

FICA is calculated at 7.65% of regular wages line item.

### 2210 VRS

VRS is calculated on the basis of 10.29% of the full time salaries in the regular wages line item. This amount only covers the employer portion of VRS.

### 2220 Deferred Compensation

The item includes the Town's 2% contribution for those individuals who elect to participate.

### 2300 Medical/Hospital Plan

Town's contribution for health insurance.

### 2400 Group Life Insurance

This covers the cost of premiums through VRS at 1.31%.

### 2500 Short Term Disability Insurance

The item covers the cost at \$2.49/month per employee.

### 2501 Long Term Disability Insurance

The item covers the cost at 0.49% of covered payroll for regular employees.

### 2600 Unemployment Insurance

Calculated on the basis of 0.21% of the first \$8,000 earnings of each employee.

### 2700 Worker's Compensation

Insurance premiums charged by VML; premiums vary according to employee classification.

### 3150 Professional Services

Funding provided for Landscaping contractor on annual contract to provide full-service contracted landscape services for Town Hall, Farmer's Market lot, municipal parking lot and downtown streetscapes and BMP facilities (\$11,000).

### 3310 Repairs and Maintenance – Contractual

Included in this line item are repair costs for plumbing, heating and electrical services as needed for Town Hall and the Public Works annex.

### 5110 Electric Service

Electrical service for Town Hall and the Public Works annex.

### 5120 Heating Service

Heating service for Town Hall and Public Works annex.

**5130 Water & Sewer**

Water & sewer service for Town Hall and the Public Works annex.

**5305 Motor Vehicle Insurance**

This account pays for our motor vehicle insurance, which is administered through the Virginia Municipal League Insurance Pool.

**6007 Repair & Maintenance Supplies**

Included within this item is funding for general cleaning supplies, miscellaneous tools, planting materials, and lawn care supplies.

**6008 Fuel**

This line item covers fuel costs for the departmental vehicles and equipment.

**6009 Vehicle/Powered Equipment**

This line item covers the maintenance costs for the departmental vehicles and equipment.

**8000 Capital Outlay**

No funding requested.

### Vehicle Maintenance Expenditure Detail

		Acct. Code	FY13-14 Actual	FY14-15 Actual	Amended Budget FY15-16	Mid Year Estimate FY15-16	Adopted Budget FY16-17	% Change
<b>Personnel</b>								
	Regular Wages	064500-1110	\$ 90,646	\$ 87,512	\$ 90,150	\$ 61,000	\$ 70,423	-21.9%
	FICA	064500-2100	\$ 6,316	\$ 6,111	\$ 6,897	\$ 4,667	\$ 5,387	-21.9%
	VRS	064500-2210	\$ 11,864	\$ 10,379	\$ 11,864	\$ 7,500	\$ 7,041	-40.7%
	Deferred Comp	064500-2220	\$ 794	\$ 614	\$ 792	\$ 200	\$ -	-100.0%
	Medical/Hospital	064500-2300	\$ 17,573	\$ 17,235	\$ 20,064	\$ 14,600	\$ 16,734	-16.6%
	Group Life Insurance	064500-2400	\$ 1,065	\$ 939	\$ 1,073	\$ 680	\$ 896	-16.5%
	Short Term Disability Ins.	064500-2500	\$ 1	\$ 52	\$ 442	\$ 60	\$ 45	-89.8%
	Long Term Disability Ins.	064500-2501	\$ 7	\$ 386	\$ 60	\$ 406	\$ 335	458.3%
	Unemployment Insurance	064500-2600	\$ 83	\$ 70	\$ 70	\$ 25	\$ 25	-64.3%
	Worker's Compensation	064500-2700	\$ 1,786	\$ 2,195	\$ 1,755	\$ 1,765	\$ 1,521	-13.3%
	<b>Total Personnel</b>		<b>\$ 130,136</b>	<b>\$ 125,494</b>	<b>\$ 133,167</b>	<b>\$ 90,903</b>	<b>\$ 102,407</b>	<b>-23.1%</b>
<b>Contract Services</b>								
	Repairs & Maintenance	064500-3310	\$ 3,894	\$ -	\$ 3,000	\$ 3,000	\$ 2,000	-33.3%
	Repairs & Maintenance - Town Shop Facilities	064500-3311	\$ -	\$ -	\$ -	\$ -	\$ 4,000	100.0%
	Electric Service	064500-5110	\$ -	\$ -	\$ -	\$ 4,800	\$ 7,200	100.0%
	Heating Service	064500-5120	\$ 5,644	\$ 2,474	\$ 3,000	\$ 2,000	\$ 2,400	-20.0%
	Water & Sewer Bills	064500-5130	\$ 2,686	\$ 2,645	\$ 4,000	\$ 4,000	\$ 4,000	0.0%
	Telecommunications	064500-5230	\$ 957	\$ 796	\$ 1,000	\$ 300	\$ -	-100.0%
	Motor Vehicle Insurance	064500-5305	\$ 2,871	\$ 381	\$ 368	\$ 368	\$ 324	-12.0%
	<b>Total Contract Services</b>		<b>\$ 16,051</b>	<b>\$ 6,296</b>	<b>\$ 11,368</b>	<b>\$ 14,468</b>	<b>\$ 19,924</b>	<b>75.3%</b>
<b>Other Commodities</b>								
	Repair & Maintenance Supplies	064500-6007	\$ 2,741	\$ 5,940	\$ 7,500	\$ 7,500	\$ 5,000	-33.3%
	Fuel	064500-6008	\$ 1,104	\$ 1,145	\$ 1,600	\$ 600	\$ 700	-56.3%
	Vehicle/Powered Equipment	064500-6009	\$ 781	\$ 1,796	\$ 1,200	\$ 1,000	\$ 1,200	0.0%
	Town Shop Facilities Maintenance Supplies	064500-6022	\$ -	\$ -	\$ -	\$ 1,000	\$ 3,000	100.0%
	<b>Total Other Commodities</b>		<b>\$ 4,625</b>	<b>\$ 8,881</b>	<b>\$ 10,300</b>	<b>\$ 10,100</b>	<b>\$ 9,900</b>	<b>-3.9%</b>
<b>Capital Items</b>								
	Capital Outlay	064500-8000	\$ 4,416	\$ -	\$ -	\$ -	\$ -	0.0%
	<b>Total Capital Items</b>		<b>\$ 4,416</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
<b>Total Public Works Vehicle Maintenance</b>			<b>\$ 155,228</b>	<b>\$ 140,671</b>	<b>\$ 154,835</b>	<b>\$ 115,471</b>	<b>\$ 132,231</b>	<b>-14.6%</b>

## Vehicle Maintenance

**1110 Regular Wages**

The personnel services line item represents actual salaries for FY 17 for 1.5 full time employees. The other half of one position is funded in and shared with Streets.

**2100 FICA**

FICA is calculated at 7.65% of regular wages line item.

**2210 VRS**

VRS is calculated on the basis of 10.29% of the full time salaries in the regular wages line item. This amount only covers the employer portion of VRS.

**2220 Deferred Compensation**

The item includes the Town's 2% contribution for those individuals who elect to participate.

**2300 Medical/Hospital Plan**

Town's contribution for health insurance.

**2400 Group Life Insurance**

This covers the cost of premiums through VRS at 1.31%.

**2500 Short Term Disability Insurance**

The item covers the cost at \$2.49/month per employee.

**2501 Long Term Disability Insurance**

The item covers the cost at 0.49% of covered payroll for regular employees.

**2600 Unemployment Insurance**

Calculated on the basis of 0.21% of the first \$8,000 earnings.

**2700 Worker's Compensation**

Insurance premiums charged by VML; premiums vary according to employee classification.

**3310 Repairs & Maintenance**

This covers any costs that might be involved in repair or maintenance of the shop, vehicle maintenance equipment.

**3310 Repairs & Maintenance - Town Shop Facilities**

This covers any costs that might be involved in repair or maintenance of the shop complex facilities.

**5120 Heating Service**

Heating service for Maintenance Shop.

**5130 Water & Sewer**

Water & sewer service for maintenance shop complex, including the vehicle wash facility.

**5230 Telecommunications**

This line item includes the cost for phone service to the Town shop complex prior to switch-over to VOIP in mid-FY16. After the switch-over, funding for phone service is provided in the Information Technology budget.

**5305 Motor Vehicle Insurance**

This account pays for our motor vehicle insurance, which is administered through the Virginia Municipal League Insurance Pool.

**6007 Repair & Maintenance Supplies**

This item includes general supplies for the shop, miscellaneous tools and safety equipment. Also included is funding for transmission jack (\$3,200).

**6008 Fuel**

This line item covers fuel costs for the departmental vehicles and equipment.

**6009 Vehicle/Powered Equipment**

This line item covers the maintenance costs for the departmental vehicles and equipment.

**6022 Town Shop Facilities Maintenance Supplies**

This item includes general supplies for the shop complex facilities not directly related to Vehicle Maintenance.

**8000 Capital Outlay**

No funding proposed for this year.

### Parks & Recreation Expenditure Detail

	Acct. Code	FY13-14 Actual	FY14-15 Actual	Amended Budget FY15-16	Mid Year Estimate FY15-16	Adopted Budget FY16-17	% Change
<b>Personnel</b>							
Regular Wages	071100-1110	\$ 67,565	\$ 69,987	\$ 76,275	\$ 76,275	\$ 76,275	0.0%
FICA	071100-2100	\$ 5,169	\$ 5,354	\$ 5,835	\$ 5,835	\$ 5,835	0.0%
VRS	071100-2210	\$ (23)	\$ -	\$ -	\$ -	\$ -	0.0%
Unemployment Insurance	071100-2600	\$ 397	\$ 289	\$ 309	\$ 309	\$ 290	-6.1%
Worker's Compensation	071100-2700	\$ 1,416	\$ 1,672	\$ 1,347	\$ 1,355	\$ 1,519	12.8%
<b>Total Personnel</b>		<b>\$ 74,523</b>	<b>\$ 77,302</b>	<b>\$ 83,766</b>	<b>\$ 83,774</b>	<b>\$ 83,919</b>	<b>0.2%</b>
<b>Contract Services</b>							
Professional Services	071100-3150	\$ 6,028	\$ 5,223	\$ 2,000	\$ 5,500	\$ 8,000	300.0%
Repairs & Maintenance - Parks	071100-3160	\$ 421	\$ 10,732	\$ 5,000	\$ 12,000	\$ 20,000	300.0%
Repairs & Maintenance - Pool	071100-3161	\$ 3,609	\$ 4,318	\$ 17,000	\$ 5,000	\$ 8,000	-52.9%
Tree Replacement	071100-3322	\$ 1,245	\$ 775	\$ 2,000	\$ 1,000	\$ 2,000	0.0%
Electric Service - Pool	071100-5110	\$ 5,771	\$ 5,177	\$ 5,300	\$ 5,300	\$ 5,300	0.0%
Water & Sewer Bills	071100-5130	\$ 1,762	\$ 598	\$ 300	\$ 300	\$ 400	33.3%
Water & Sewer Bills - Pool	071100-5131	\$ 11,519	\$ 5,284	\$ 12,000	\$ 5,500	\$ 6,000	-50.0%
<b>Total Contract Services</b>		<b>\$ 30,355</b>	<b>\$ 32,108</b>	<b>\$ 43,600</b>	<b>\$ 34,600</b>	<b>\$ 49,700</b>	<b>14.0%</b>
<b>Other Commodities</b>							
Miscellaneous	071100-5800	\$ 770	\$ 1,745	\$ 2,200	\$ 1,600	\$ 2,200	0.0%
Community Garden	071100-6003	\$ 1,766	\$ 1,032	\$ -	\$ -	\$ -	0.0%
Repairs & Maintenance Supplies - Parks	071100-6007	\$ 6,881	\$ 5,874	\$ 7,500	\$ 7,500	\$ 7,500	0.0%
Repairs & Maintenance Supplies - Pool	071100-6008	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Pool Supplies	071100-6022	\$ 16,791	\$ 12,716	\$ 15,000	\$ 14,000	\$ 20,000	33.3%
<b>Total Other Commodities</b>		<b>\$ 26,208</b>	<b>\$ 21,368</b>	<b>\$ 24,700</b>	<b>\$ 23,100</b>	<b>\$ 29,700</b>	<b>20.2%</b>
<b>Capital Items</b>							
Capital Outlay		\$ -	\$ -	\$ -	\$ -	\$ -	100.0%
<b>Total Capital Items</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
<b>Total Parks &amp; Recreation</b>		<b>\$ 131,086</b>	<b>\$ 130,777</b>	<b>\$ 152,066</b>	<b>\$ 141,474</b>	<b>\$ 163,319</b>	<b>7.4%</b>

## Parks & Recreation

### **1110 Regular Wages**

This line item covers the salaries of the Pool staff including the Pool Manager and Assistant Pool Managers as well as the Farmer's Market Staff.

### **2100 FICA**

FICA is calculated at 7.65% of regular wages line item.

### **2600 Unemployment Insurance**

Calculated on the basis of .21% of the first \$8,000 earnings of each employee of the Town.

### **2700 Worker's Compensation**

Insurance premiums charged by VML; premiums vary according to employee classification.

### **3150 Professional Services**

This line item is for program costs. The increase in this line item is for continuing work with the RRPDC on a Parks and Recreation Master Plan and certification and training for some pool staff.

### **3160 Repairs & Maintenance - Parks**

This line item covers any required/unforeseen expenditures that might be incurred during the course of the year such as plumbing and electrical work as related to parks (\$5,000). In addition, funding includes full-service contracted landscape services for the Carter Park Pool complex, and the APD/Mechumps Creek/Pufferbelly Park properties (\$15,000).

### **3161 Repairs & Maintenance – Pool**

This line item covers any required/unforeseen expenditures that might be incurred during the course of the year such as plumbing, electrical and structural work as related to the pool and common areas.

### **3322 Tree Replacement**

This item covers all dead/new tree replacement for Parks facilities.

### **5110 Electric Service – Pool**

This item covers cost of electric service at Pool. Line item added and funded in order to track electric expense for pool only.

### **5130 Water and Sewer Bills**

This item covers water and sewer service at park facilities other than Carter Park.

### **5131 Water and Sewer Bills—Pool**

This item covers the cost of water and sewer for the pool operation.

**5800 Miscellaneous**

This item is covers general, small expense items for parks & pool.

**6003 Community Garden**

This item covers expenses and costs associated with new Community Garden.

**6007 Repair and Maintenance Supplies—Parks**

This line item covers all supplies for maintenance of the parks including mulch that is used around Town-wide plantings.

**6008 Repair and Maintenance Supplies—Pool**

This line item was used to code pool supplies in the past, but these expenditures were moved to 6022 (Pool Supplies).

**6022 Pool Supplies**

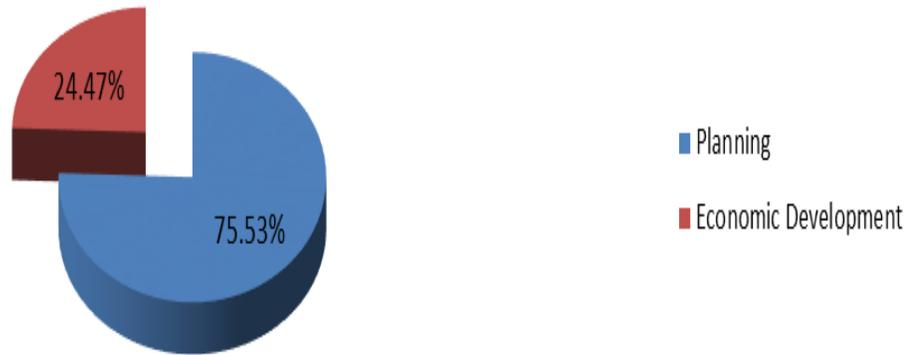
This item covers all expenses related to the daily operation and major upgrades associated with the pool.

**8000 Capital Outlay**

This item covers costs for the implementation of membership and concessions management software for the Carter Park Pool.

## Planning & Community Development Department

### Community Development Expenditures



### Community Development Expenditure Summary

		FY13-14 Actual	FY14-15 Actual	Amended Budget FY15-16	Mid Year Estimate FY15-16	Adopted Budget FY16-17	% Change
<b>Personnel</b>							
	Planning	\$ 301,344	\$ 307,344	\$ 311,719	\$ 317,668	\$ 322,143	3.3%
	Economic Development	\$ 38,166	\$ 54,913	\$ 81,708	\$ 67,210	\$ 72,261	-11.6%
	<b>Total Personnel</b>	<b>\$ 339,510</b>	<b>\$ 362,257</b>	<b>\$ 393,427</b>	<b>\$ 384,878</b>	<b>\$ 394,404</b>	<b>0.2%</b>
<b>Contract Services</b>							
	Planning	\$ 32,837	\$ 36,844	\$ 42,750	\$ 41,750	\$ 43,250	1.2%
	Economic Development	\$ 23,810	\$ 14,775	\$ 32,630	\$ 34,050	\$ 35,650	9.3%
	<b>Total Contract Services</b>	<b>\$ 56,647</b>	<b>\$ 51,619</b>	<b>\$ 75,380</b>	<b>\$ 75,800</b>	<b>\$ 78,900</b>	<b>4.7%</b>
<b>Other Commodities</b>							
	Planning	\$ 34,822	\$ 35,564	\$ 36,100	\$ 34,950	\$ 55,950	55.0%
	Economic Development	\$ 48,047	\$ 25,667	\$ 26,100	\$ 28,100	\$ 28,600	9.6%
	<b>Total Other Commodities</b>	<b>\$ 82,868</b>	<b>\$ 61,231</b>	<b>\$ 62,200</b>	<b>\$ 63,050</b>	<b>\$ 84,550</b>	<b>35.9%</b>
<b>Capital Items</b>							
	Planning	\$ -	\$ 8,400	\$ -	\$ 1,825	\$ -	0.0%
	Economic Development	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	<b>Total Capital Items</b>	<b>\$ -</b>	<b>\$ 8,400</b>	<b>\$ -</b>	<b>\$ 1,825</b>	<b>\$ -</b>	<b>0.0%</b>
<b>Total Community Development Exp</b>		<b>\$ 479,026</b>	<b>\$ 483,507</b>	<b>\$ 531,007</b>	<b>\$ 525,553</b>	<b>\$ 557,854</b>	<b>5.1%</b>

## Planning Expenditure Detail

		Acct. Code	FY13-14 Actual	FY14-15 Actual	Amended Budget FY15-16	Mid Year Estimate FY15-16	Adopted Budget FY16-17	% Change
<b>Personnel</b>								
	Regular Wages	081100-1110	\$ 220,859	\$ 223,033	\$ 223,740	\$ 229,535	\$ 236,360	5.6%
	FICA	081100-2100	\$ 15,926	\$ 16,075	\$ 17,116	\$ 17,559	\$ 18,082	5.6%
	VRS	081100-2210	\$ 28,326	\$ 28,429	\$ 29,176	\$ 29,343	\$ 23,493	-19.5%
	Deferred Comp	081100-2220	\$ 3,122	\$ 3,077	\$ 3,058	\$ 3,726	\$ 3,704	21.1%
	Medical/Hospital	081100-2300	\$ 29,493	\$ 31,973	\$ 33,960	\$ 32,717	\$ 35,622	4.9%
	Group Life Insurance	081100-2400	\$ 2,542	\$ 2,571	\$ 2,638	\$ 2,654	\$ 2,991	13.4%
	Short Term Disability Ins.	081100-2500	\$ 2	\$ 120	\$ 1,086	\$ 120	\$ 120	-89.0%
	Long Term Disability Ins.	081100-2501	\$ 18	\$ 1,059	\$ 120	\$ 1,110	\$ 1,118	831.7%
	Unemployment Insurance	081100-2600	\$ 219	\$ 161	\$ 141	\$ 216	\$ 67	-52.5%
	Worker's Compensation	081100-2700	\$ 839	\$ 846	\$ 684	\$ 688	\$ 586	-14.3%
	<b>Total Personnel</b>		<b>\$ 301,344</b>	<b>\$ 307,344</b>	<b>\$ 311,719</b>	<b>\$ 317,668</b>	<b>\$ 322,143</b>	<b>3.3%</b>
<b>Contract Services</b>								
	Professional Services	081100-3150	\$ 19,370	\$ 27,145	\$ 30,000	\$ 30,000	\$ 30,000	0.0%
	Housing Rehab & Demo	081100-3160	\$ 2,300	\$ -	\$ 2,000	\$ 2,000	\$ 2,000	0.0%
	Repairs & Maintenance	081100-3310	\$ 3,150	\$ 1,868	\$ 3,000	\$ 1,600	\$ 3,000	0.0%
	Printing & Binding	081100-3500	\$ -	\$ -	\$ 500	\$ 500	\$ 500	0.0%
	Advertising	081100-3600	\$ 4,527	\$ 4,453	\$ 4,000	\$ 4,000	\$ 4,000	0.0%
	Postage	081100-5210	\$ 606	\$ 1,061	\$ 750	\$ 750	\$ 750	0.0%
	Telecommunications	081100-5230	\$ 2,885	\$ 2,318	\$ 2,500	\$ 2,900	\$ 3,000	20.0%
	<b>Total Contract Services</b>		<b>\$ 32,837</b>	<b>\$ 36,844</b>	<b>\$ 42,750</b>	<b>\$ 41,750</b>	<b>\$ 43,250</b>	<b>1.2%</b>
<b>Other Commodities</b>								
	Travel, Convention & Education	081100-5500	\$ 5,320	\$ 8,429	\$ 6,000	\$ 6,000	\$ 7,000	16.7%
	Contributions, Other Payment	081100-5600	\$ 23,000	\$ 23,000	\$ 23,000	\$ 23,000	\$ 43,000	87.0%
	Dues & Membership	081100-5810	\$ 1,705	\$ 973	\$ 1,600	\$ 1,200	\$ 1,200	-25.0%
	Office Supplies	081100-6001	\$ 3,189	\$ 2,058	\$ 2,750	\$ 2,750	\$ 2,750	0.0%
	Fuel	081100-6008	\$ 841	\$ 812	\$ 1,750	\$ 1,000	\$ 1,000	-42.9%
	Vehicle Maintenance	081100-6009	\$ 767	\$ 292	\$ 1,000	\$ 1,000	\$ 1,000	0.0%
	<b>Total Other Commodities</b>		<b>\$ 34,822</b>	<b>\$ 35,564</b>	<b>\$ 36,100</b>	<b>\$ 34,950</b>	<b>\$ 55,950</b>	<b>55.0%</b>
<b>Capital Items</b>								
	Capital Outlay	081100-8000	\$ -	\$ 8,400	\$ -	\$ 1,825	\$ -	0.0%
	<b>Total Capital Items</b>		<b>\$ -</b>	<b>\$ 8,400</b>	<b>\$ -</b>	<b>\$ 1,825</b>	<b>\$ -</b>	<b>0.0%</b>
<b>Total Planning</b>			<b>\$ 369,003</b>	<b>\$ 388,153</b>	<b>\$ 390,569</b>	<b>\$ 396,193</b>	<b>\$ 421,343</b>	<b>7.9%</b>

## Planning

- 1110 Regular Wages**  
The personnel services line item represents salaries for the Director of Planning & Community Development, a Senior Planner/GIS Technician, a Deputy Zoning Administrator, and a Planning Department Administrative Assistant.
- 2100 FICA**  
FICA is calculated at 7.65% of the Regular Wages line item.
- 2210 VRS**  
VRS is calculated on the basis of 10.29% of the full time salaries in the regular wages line item.
- 2220 Deferred Compensation**  
This item includes the Town's 2% maximum contribution for those employees who elect to participate.
- 2300 Medical/Hospital Plan**  
This item covers the Town's contribution for health insurance.
- 2400 Group Life Insurance**  
This item covers the cost of premiums through VRS at 1.31%
- 2500 Short Term Disability Insurance**  
To comply with the Virginia Local Disability Plan adopted by the General Assembly in 2013 the Town will provide short term disability insurance to all full time employees. The cost is \$2.49/month per employee.
- 2501 Long Term Disability Insurance**  
To comply with the Virginia Local Disability Plan adopted by the General Assembly in 2013 the Town will provide long term disability insurance to all full time employees. The cost is .49% of covered payroll for regular employees and .68% of covered payroll for sworn officers.
- 2600 Unemployment Insurance**  
Calculated on the basis of 0.21% of the first \$8,000 earnings of each employee of the Town
- 2700 Worker's Compensation**  
This item includes insurance premiums charged by VML based on \$0.11 per \$100 of earnings.
- 3150 Professional Services – Contractual**  
This item represents the cost for the employment of consultants for various requests for proposals and traffic impact analysis (TIA) review by on-call transportation engineers. The cost for TIA review is reimbursed by the applicant to the Town through development review fees. Attorney fees for the Board of Zoning Appeals are also included in this item. In FY-17 funds will be used for updates to the Development Guidelines, Comprehensive Plan, development database and the historic district.
- 3160 Housing Rehabilitation and Demolition**  
This item includes the estimated cost of demolishing 1-2 abandoned/condemned structures during the fiscal year.

**3310 Repairs and Maintenance**

This item represents the cost of maintaining software and equipment specific to the operation of the GIS system (Town Hall and Public Works Annex), including the Town Hall plotter/scanner.

**3500 Printing and Binding**

This item covers the cost of preparation of major documents for public circulation, including but not limited to the Comprehensive Plan, Zoning and Subdivision codes, Development Guidelines Handbook and maps.

**3600 Advertising**

This item represents the estimated cost of advertising for public hearings for zoning and subdivision requests and other planning and development requests. This cost is covered through development fees.

**5210 Postage**

This item covers the cost of regular and certified mailings, including notices to adjoining property owners, notices to applicants, enforcement letters, and other correspondence.

**5230 Telecommunications**

This item includes local and long-distance phone service and cell phone service for eligible Departmental employees.

**5500 Travel, Convention and Education**

This line item provides funds for training and certification programs for Departmental staff, as well as for members of the Planning Commission and the Board of Zoning Appeals. (See list of organizations providing training under membership.)

**5600 Contributions and Other Payments**

This line item provides direct funding for the Ashland Main Street Association to support the salary of a full-time Executive Director.

**5810 Dues and Membership**

This item includes the cost of memberships for Departmental employees, Planning Commission and Board of Zoning Appeals members to various planning-related professional organizations, including the American Planning Association, the Virginia Chapter of the American Planning Association, Rural Planning Caucus, Citizens Planning Education Association of Virginia, International Institute of Municipal Clerks, FEMA and the Virginia Association of Zoning Officials. This item also covers the cost of subscriptions to various professional journals, as well as other printed and online resources.

**6001 Office Supplies**

This item represents the estimated cost of routine office material needs. Coffee supplies for Town Hall and Public Works Annex are taken from this line item.

**6009 Vehicle Maintenance**

This item covers maintenance and fuel costs for Departmental vehicles (3), which share use with Administration staff.

**8000 Capital Outlay**

This account pays for long-term capital expenditures.

### Economic Development Expenditure Detail

		Acct. Code	FY13-14 Actual	FY14-15 Actual	Amended Budget FY15-16	Mid Year Estimate FY15-16	Adopted Budget FY16-17	% Change
<b>Personnel</b>								
	Regular Wages	081700-1100	\$ 27,657	\$ 41,435	\$ 58,986	\$ 49,396	\$ 54,371	-7.8%
	FICA	081700-2100	\$ 2,050	\$ 3,183	\$ 4,512	\$ 3,779	\$ 4,159	-7.8%
	VRS	081700-2210	\$ 3,611	\$ 4,644	\$ 7,763	\$ 6,498	\$ 5,595	-27.9%
	Deferred Comp	081700-2220	\$ 499	\$ 606	\$ 2,400	\$ -	\$ -	-100.0%
	Medical/Hospital	081700-2300	\$ 3,921	\$ 4,314	\$ 6,948	\$ 6,577	\$ 7,068	1.7%
	Group Life Insurance	081700-2400	\$ 324	\$ 420	\$ 702	\$ 588	\$ 712	1.4%
	Short Term Disability Ins.	081700-2500	\$ 1	\$ 20	\$ 289	\$ 30	\$ 30	-89.6%
	Long Term Disability Ins.	081700-2501	\$ 4	\$ 173	\$ 30	\$ 264	\$ 266	786.7%
	Unemployment Insurance	081700-2600	\$ 42	\$ 64	\$ 35	\$ 35	\$ 17	-51.4%
	Worker's Compensation	081700-2700	\$ 57	\$ 53	\$ 43	\$ 43	\$ 43	0.0%
	<b>Total Personnel</b>		<b>\$ 38,166</b>	<b>\$ 54,913</b>	<b>\$ 81,708</b>	<b>\$ 67,210</b>	<b>\$ 72,261</b>	<b>-11.6%</b>
<b>Contract Services</b>								
	Professional Services	081700-3150	\$ 1,870	\$ 50	\$ 10,000	\$ 10,000	\$ 10,000	0.0%
	Printing & Binding	081700-3500	\$ 115	\$ 467	\$ 1,000	\$ 1,000	\$ 1,000	0.0%
	Advertising	081700-3600	\$ 18,163	\$ 9,098	\$ 15,000	\$ 15,000	\$ 15,000	0.0%
	Electric Service	081700-5110	\$ 1,059	\$ 3,252	\$ 2,500	\$ 6,000	\$ 7,000	180.0%
	Heating Service	081700-5120	\$ 1,934	\$ 1,482	\$ 3,000	\$ 1,100	\$ 1,500	-50.0%
	Postage	081700-5210	\$ -	\$ -	\$ 50	\$ 50	\$ 50	0.0%
	Telecommunications	081700-5230	\$ 670	\$ 425	\$ 1,080	\$ 900	\$ 1,100	1.9%
	<b>Total Contract Services</b>		<b>\$ 23,810</b>	<b>\$ 14,775</b>	<b>\$ 32,630</b>	<b>\$ 34,050</b>	<b>\$ 35,650</b>	<b>9.3%</b>
<b>Other Commodities</b>								
	Travel, Convention & Education	081700-5500	\$ 721	\$ 839	\$ 3,500	\$ 5,500	\$ 6,000	71.4%
	Contributions, Other Payment	081700-5600	\$ 45,000	\$ 20,000	\$ 10,000	\$ 10,000	\$ 10,000	0.0%
	Façade/Landscaping Grants	081700-5714	\$ 1,125	\$ 2,215	\$ 10,000	\$ 10,000	\$ 10,000	0.0%
	Dues & Membership	081700-5810	\$ 525	\$ 1,135	\$ 1,300	\$ 1,300	\$ 1,300	0.0%
	Office Supplies	081700-6001	\$ 609	\$ 1,478	\$ 500	\$ 500	\$ 500	0.0%
	Fuel	081700-6008	\$ 57	\$ -	\$ 300	\$ 300	\$ 300	0.0%
	Vehicle & Powered Equipment	081700-6009	\$ 9	\$ -	\$ 500	\$ 500	\$ 500	0.0%
	<b>Total Other Commodities</b>		<b>\$ 48,047</b>	<b>\$ 25,667</b>	<b>\$ 26,100</b>	<b>\$ 28,100</b>	<b>\$ 28,600</b>	<b>9.6%</b>
<b>Capital Items</b>								
	Capital Outlay		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	<b>Total Capital Items</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
<b>Total Economic Development</b>			<b>\$ 110,023</b>	<b>\$ 95,355</b>	<b>\$ 140,438</b>	<b>\$ 129,360</b>	<b>\$ 136,511</b>	<b>-2.8%</b>

## Economic Development

**1110 Regular Wages**

The personnel services line item represents actual salaries for FY16.

**2100 FICA**

FICA is calculated at 7.65% of regular wages line item.

**2210 VRS**

VRS is calculated on the basis of 10.29% of the full time salaries in the regular wages line item.

**2220 Deferred Compensation**

The item includes the Town's 2% contribution for those individuals who elect to participate.

**2300 Medical/Hospital Plan**

Town's contribution for health insurance.

**2400 Group Life Insurance**

This covers the cost of premiums through VRS at 1.31%.

**2500 Short Term Disability Insurance**

To comply with the Virginia Local Disability Plan adopted by the General Assembly in 2013 the Town will provide short term disability insurance to all full time employees. The cost is \$2.49/month per employee.

**2501 Long Term Disability Insurance**

To comply with the Virginia Local Disability Plan adopted by the General Assembly in 2013 the Town will provide long term disability insurance to all full time employees. The cost is .49% of covered payroll for regular employees and .68% of covered payroll for sworn officers.

**2600 Unemployment Insurance**

Calculated on the basis of 0.21% of the first \$8,000 earnings of each employee of the Town.

**2700 Worker's Compensation**

This item includes insurance premiums charged by VML based on \$0.11 per \$100 of earnings.

**3150 Professional Services – Contractual**

This item represents the cost for the employment of consultants for various requests for proposals. It also covers legal fees for the Economic Development Authority.

**3500 Printing & Binding**

This item covers the cost of preparation of major documents for public circulation, including promotional materials, business assistance publications, relocation/welcome packages, downtown maps and other plans and documents.

- 3600 Advertising**  
This item covers the cost of advertising in local and regional publications, trade journals, and other promotional venues. This item also covers the cost of advertising public meetings related to the Economic Development Authority. This item assists in providing information to the public regarding major community projects.
- 5110 Electric Service**  
Electrical service for the Ashland Theatre.
- 5120 Heating Service**  
Heating service for the Ashland Theatre.
- 5210 Postage**  
This item covers the cost of regular and certified mailings.
- 5230 Telecommunications**  
This item includes local and long-distance phone service and cell phone service as appropriate.
- 5500 Travel, Convention and Education**  
This line item provides funds for attendance at conferences, training and certification events. Training will be provided in FY-17 by OU-EDI to obtain IEDC certification. (See membership list below for other education providers.)
- 5600 Contributions, Other Payments**  
This line item covers the Town's contribution to the Dominion Resources Technology Incubator
- 5714 Façade/Landscaping Grants**  
This item provides matching funds for façade/landscaping improvements to private commercial property, in accordance with adopted policies and guidelines.
- 5810 Dues and Membership**  
This item includes the cost of town hall memberships for various business and professional organizations, including Market Ashland Partnership, Hanover Association of Businesses and Chamber of Commerce, Greater Richmond Chamber of Commerce, International Economic Development Council and the Virginia Economic Developers Association.
- 6001 Office Supplies**  
This item represents the estimated cost of routine office material needs.
- 6008 Fuel**  
This line item covers fuel costs for the departmental vehicles.
- 6009 Vehicle/Powered Equipment**  
This line item covers the maintenance costs for the departmental vehicles.

## Non-Departmental Expenditure Detail

	Acct. Code	FY13-14 Actual	FY14-15 Actual	Amended Budget FY15-16	Mid Year Estimate FY15-16	Adopted Budget FY16-17	% Change
<b>Non-Department</b>	90000						
Contingency							
OPEB Trust Payment	090000-9200	\$ 119,000	\$ 125,500	\$ 104,500	\$ 104,500	\$ 109,800	5.1%
Retiree Health Premiums	090000-9210	\$ 33,957	\$ 30,768	\$ 31,783	\$ 31,428	\$ 42,660	34.2%
Debt Service Interest (1993)	090000-9060		\$ -		\$ -		0.0%
Debt Service Principal (1993)	090000-9070		\$ -		\$ -		0.0%
Debt Service Interest (Hanover)	090000-9098		\$ -		\$ -		0.0%
Debt Service Principal (Hanover)	090000-9099		\$ -		\$ -		0.0%
Transfer to Capital Projects	090000-9900	\$ 787,500	\$ 1,005,408	\$ 1,135,000	\$ 1,135,000	\$ 1,310,000	15.4%
<b>Total Non-Departmental Payments</b>		<b>\$ 940,457</b>	<b>\$ 1,161,676</b>	<b>\$ 1,271,283</b>	<b>\$ 1,270,928</b>	<b>\$ 1,462,460</b>	<b>15.0%</b>

**9200 OPEB Trust Payment**

Annual payment to the VML/VACO Finance Trust for Other Post Employment Benefits due to GASB 45. This number is actuarially determined.

**9210 Retiree Health Premiums**

This line item covers the cost of retiree health premiums.

**9060 Debt Service Interest (1993)**

Interest for the debt issued for the pool in 1993. Last payment was August of 2012.

**9070 Debt Service Principal (1993)**

Principal for the debt issued for the pool in 1993. Last payment was August of 2012.

**9098 Debt Service Interest (Hanover)**

Interest for Water & Sewer Debt Service transferred to Hanover County via the Voluntary Settlement Agreement. Last payment was August of 2012.

**9099 Debt Service Principal (Hanover)**

Principal for Water & Sewer Debt Service transferred to Hanover County via the Voluntary Settlement Agreement. Last payment was August of 2012.

**9900 Transfer to Capital Projects Fund**

General Fund transfer to the Capital Projects Fund. See CPF detail for more information.

## Capital Projects Fund

Account Name	GL Code	CIP ID	Actual Balance 6/30/2015	Amended Budget FY2016	Estimated Expenditures FY2016	Estimated Balance 6/30/2016	Adopted FY2017 Appropriation	Adopted Budget FY 2017
<b>APPROPRIATIONS - Local</b>								
<b>PUBLIC WORKS - STREETS</b>								
Residential Improvemnt Program	4-300-041000-8112	TR 2	25,199.00	50,199.00	0.00	50,199.00	25,000	75,199.00
Sidewalks, curb and gutter	4-300-041000-8113	TR 1	253,256.00	503,256.00	400000.00	103,256.00	250,000	353,256.00
Safe Routes to School	4-300-041000-8114		11,995.32	0.00	0.00	0.00	-	0.00
Intersection Improvements - Rt. 1/Ashcake Rd.	4-300-041000-8129	TR 6	0.00	0.00	0.00	0.00	-	0.00
Intersection Improvements - Rt. 1/Route 54	4-300-041000-8124	TR 5	450,000.00	450,000.00	0.00	450,000.00	-	450,000.00
Intersection Impr. - Vitamin Shoppe Way/Rt. 1	4-300-041000-8131	8131	649,353.75	899,353.75	649353.75	250,000.00	125,000	375,000.00
Local share (included above):				25,000.00	25000.00	0.00	125,000	125,000.00
Route 1 Improvements - Pleasant to Ashcake		TR 4	0.00	0.00	0.00	0.00	-	0.00
Vaughan Road Extension		TR 10	0.00	0.00	0.00	0.00	-	0.00
RR Crossing Improvements	4-300-041000-8130	TR 19	0.00	0.00	0.00	0.00	-	0.00
<b>STORMWATER MANAGEMENT PROGRAM</b>								
Drainage Improvements	4-300-041000-8128	SW 1	68,081.00	93,081.00	0.00	93,081.00	25,000	118,081.00
Stormwater Management Program (TMDL)	4-300-041310-8111	8111	73,082.00	123,082.00	0.00	123,082.00	52,500	175,582.00
VSMP II	4-300-041310-8112	8112	15.65	0.00	0.00	0.00	-	0.00
APD Parking Lot/Mechumps Ck. UT Rehab	4-300-041310-8113	8113	299,392.90	309,852.00	309852.00	0.00	-	0.00
Local share (included above):								
DEQ BMP Grant Expenditures	4-300-041310-8114		-20,205.00	4,725.00	4725.00	0.00	-	0.00
<b>PUBLIC FACILITIES</b>								
Town Hall Renovation/Downtown Campus Mas	4-300-010602-8111	PF 2	0.00	0.00	50000.00	-50,000.00	50,000	0.00
Town Hall Annex	4-300-010602-8113	PF 4	0.00	0.00	0.00	0.00	-	0.00
Downtown Campus Maintenance Fund	4-300-010602-8114		52,310.30	52,310.30	61000.00	-8,689.70	25,000	16,310.30
Public Works Facilities	4-300-064500-8111	PF 1	98,891.86	123,891.86	16400.00	107,491.86	50,000	157,491.86
Public Works Facilities Maintenance	4-300-064500-8112		0	0.00	0.00	0.00	-	0.00
Police Department Building Maintenance	4-300-031100-8003		0.00	15,000.00	3000.00	12,000.00	15,000	27,000.00
Railroad Avenue Parking Lot	4-300-010602-8112	PF 5	0.00	0.00	0.00	0.00	-	0.00
Ashland Theatre	4-300-010602-8115		282,800.61	532,800.61	17000.00	515,800.61	100,000	615,800.61
Visitor Center/Train Station ADA Project	4-300-010602-8116			0.00	0.00	0.00	25,000	25,000.00

## Capital Projects Fund

<b>VEHICLE MAINTENANCE</b>								
Public Works Vehicle Replacement Fund	4-300-041000-8126		204,077.00	329,077.00	101145.00	227,932.00	125,000	352,932.00
APD Capital Expenditures	4-300-031100-8002		0.00	20,000.00	0.00	20,000.00	20,000	40,000.00
Police Vehicle Replacement Fund	4-300-031100-8001		10,485.69	110,485.69	110485.69	0.00	105,000	105,000.00
<b>PARKS &amp; RECREATION</b>								
Town Farm Park (N. Ashland Park)	4-300-071100-8112	PR 1	0.00	0.00	0.00	0.00	-	0.00
Property Acquisition			0.00	0.00	0.00	0.00	-	0.00
Pufferbelly Park Maintenance	4-300-071100-8120		16,591.00	16,591.00	0.00	16,591.00	-	16,591.00
DeJarnette Park Maintenance	4-300-071100-8115		5,000.00	5,000.00	0.00	5,000.00	-	5,000.00
Trails	4-300-071100-8114	PR 6	10,000.00	10,000.00	0.00	10,000.00	10,000	20,000.00
Carter Park Maintenance	4-300-071100-8116		20,707.00	20,707.00	0.00	20,707.00	-	20,707.00
Carter Park Pool Renovation/Expansion Projec	4-300-071100-8122	PR 2	128,480.09	228,480.09	10000.00	218,480.09	200,000	418,480.09
S. Taylor Street Park Maintenance	4-300-071100-8121		7,033.01	7,033.01	0.00	7,033.01	-	7,033.01
Skateboard Park Maintenance	4-300-071100-8118		9,803.00	9,803.00	0.00	9,803.00	-	9,803.00
Trail on N. Center St.	4-300-071100-8119	PR 6	0.00	0.00	0.00	0.00	-	0.00
Entertainment Facility		PR 5	0.00	0.00	0.00	0.00	-	0.00
Trolley Line Trail NEW in FY17	4-300-071100-8123				0.00	0.00	50,000	50,000.00
<b>ECONOMIC DEVELOPMENT</b>								
Relocation of overhead utilities	4-300-080000-8001	ED 1	0.00	0.00	0.00	0.00	-	0.00
Downtown Parking	4-300-080000-8004	ED 4	0.00	0.00	0.00	0.00	-	0.00
Downtown Sidewalks	4-300-080000-8005	ED 5	415,028.49	415,028.49	189189.00	225,839.49	-	225,839.49
I-95 Interchange Landscape/Enhancement		ED 6	0.00	0.00	0.00	0.00	-	0.00
Gateway & Wayfinding Signage	4-300-080000-8007	ED 7	156,355.00	156,355.00	22500.00	133,855.00	-	133,855.00
Economic Development Fund	4-300-080000-8008		75,000.00	100,000.00	0.00	100,000.00	25,000	125,000.00
Broadband/Fiber Optics	4-300-080000-8009		0.00	125,000.00		125,000.00	85,000	210,000.00
<b>NON DEPARTMENTAL</b>						0.00	-	
Interest						0.00	-	
Specific Contingency	4-300-091400-8111							
<b>Total Contingency</b>			128,737.00	128,737.00		128,737.00	6,000	134,737.00
<b>TOTAL APPROPRIATIONS</b>			3,431,470.67	4,839,848.80	1,969,650.44	2,895,198.36	1,493,500.00	4,388,698.36
<b>Less Revenue Directly into CPF</b>							183,500	
<b>TRANSFER FROM GENERAL FUND</b>							1,310,000	

## Capital Project Fund

### Public Works – Streets

#### **041000-8002 Residential Improvement Program – TR 2**

Program concentrates improvements in various residential areas on a block-by-block basis. These improvements include landscaping, road reconstruction and minor drainage, lighting, curbing, and sidewalks or trails. No specific projects are targeted for FY17, but since projects of this nature tend to be quite expensive, systematic funding is requested is to increase the balance to a suitable level.

#### **041000-8113 Sidewalks, curb & gutter – TR 1**

Project includes extending existing sidewalks, construction of bicycle and pedestrian pathways, and construction of curb and gutter along with these facilities where appropriate. Proposed project for FY17: extend the sidewalk on the west side of Center St. from Early St. to Ashcake Road, along with curb & gutter and necessary drainage improvements (\$170,000 est.). Also, begin the next phase of sidewalk priorities to be set by Council Summer 2016 (\$150,000).

#### **041000-8114 Safe Routes to School**

Project is complete and can be deleted from the CPF.

#### **041000-8124 Intersection Improvements – Route 1/Route 54 –TR 5**

Project is managed by VDOT and under construction; completion is scheduled for mid-summer 2016. Local funding is from Ashland Business Park proffers for off-site transportation improvements.

#### **041000-8131 Intersection Improvements – Vitamin Shoppe Way/Route 1**

Project includes a new traffic signal and southbound left turn lane on Route 1 to Vitamin Shoppe Way. Construction scheduled to begin by March 15, 2016 with completion by September 2, 2016.

#### **041000-8130 RR Crossing Improvements – TR 19**

Project is for installation of new rail crossing signals and guards (arms).

### Stormwater Management

#### **041000-8128 Drainage Improvements – SW 1**

The item is to provide site or neighborhood specific drainage projects. No specific projects are targeted for FY17, but since projects of this nature tend to be quite expensive, systematic funding is requested is to increase the balance to a suitable level.

#### **041310-8111 Stormwater Management Program (TMDL) – SW 2**

This item is for water quality improvement projects necessary to meet MS4 permit obligations, especially the Chesapeake Bay TMDL Action Plan. Proposed projects this year include evaluation and design of a BMP to handle runoff from the Town Shop maintenance area where materials are stored (salt, sand, stone, etc.).

#### **041310-8114 APD Parking Lot/Mechumps Creek Restoration**

This project is being completed in FY16 and can be deleted from future CPFs.

## Public Facilities

### **010602-8111 Town Hall Renovation/Downtown Campus Master Plan**

This item is for improvements to the Town Hall, Public Works Annex, and downtown public spaces. Systematic funding to this line item allows for accumulation of necessary funds to provide for these improvements. Proposed improvements for FY17 include a study of downtown facilities to facilitate a community discussion of necessary improvements to downtown facilities and properties.

### **010602-8114 Downtown Campus Maintenance Fund**

This item is for major maintenance projects at Town Hall, Public Works Annex, and downtown public spaces.

### **064500-8111 Public Works Facilities - PF 1**

This item is for improvements to the Public Works field operations facilities on Vaughan Road. Systematic funding to this line item allows for accumulation of necessary funds to provide for these improvements. Proposed improvements for FY17 include the addition of a heated bay to the B&G building for the street sweeper to enhance year-round usage.

### **031100-8003 Downtown Campus Maintenance Fund**

This item is for major maintenance projects at the police department.

### **010602-8115 Ashland Theatre**

This line item funds the Town share of improvements to the Ashland Theatre.

### **010602-8116 Visitor Center/Train Station ADA Project**

This line item funds the Town share of improvements to Visitor Center for ADA improvements.

## Vehicle Maintenance

### **041000-8126 Public Works Vehicle Replacement Fund**

This item provides for the vehicles and equipment for the Public Works field operations, such as dump trucks, backhoes, tractors, and a street sweeper. The department has an eight year equipment upgrade plan which is updated annually. Systematic funding is necessary to maintain the balance to a suitable level to purchase such expensive equipment.

### **031100-8002 APD Capital Expenditures**

This item provides for the replacement of Police radios.

### **031100-8001 Police Vehicle Replacement Fund**

This item provides for the vehicles Police operations. Systematic funding is necessary to maintain the balance to a suitable level to purchase such expensive equipment.

## **Parks & Recreation**

### **071100-8112 North Ashland Park**

This line item is a place holder for the construction and eventual maintenance of a park in the northern portion of Town.

### **071100-8120 Pufferbelly Park Maintenance**

This line item provides funding for replacement of aging park equipment at Pufferbelly Park.

### **071100-8115 Dejarnette Park Maintenance**

This line item provides funding for maintenance of Dejarnette Park.

### **071100-8114 Trails**

This line item serves as a placeholder for construction funding for various trails throughout Town.

### **071100-8116 Carter Park Maintenance**

This line item provides funding for replacement of aging park equipment at Carter Park.

### **071100-8122 Carter Park Pool Renovation/Expansion Project**

This line item provides funding for the renovation of Carter Park Pool. Bathrooms and a kiddie pool are to be built in FY17, and current plans suggest taking out debt to fund the remainder of the renovation in FY18.

### **071100-8121 S. Taylor Street Park Maintenance**

This line item provides funding for replacement of aging park equipment at S. Taylor Street Park.

### **071100-8118 Skateboard Park Maintenance**

This line item provides funding for replacement of aging park equipment at the Skateboard Park.

### **071100-8123 Trolley Line Trail – PR 10**

The Trolley Line Trail is within the Richmond-Ashland Trolley Line right-of-way, which was designated as part of the East Coast Greenway (ECG). For this project, the Town will construct an asphalt trail plus a low maintenance boardwalk facility adjacent to existing Walder Road. Initial funding becomes available in FY17, and the Town intends to have the construction plans and specifications completed, with construction tentatively planned to begin in Spring 2017.

## **Economic Development**

### **080000-8005 Downtown Sidewalks - ED 5**

Downtown streetscape Phase 3 is planned; Scope includes south side of Lee Street between library and Trackside Grill, and the east side of Railroad Ave. from Lee Street to Myrtle Street (\$150,000). No additional funding requested – current fund balance is adequate for this project.

### **080000-8007 Gateway & Wayfinding Signage**

A master plan for wayfinding and gateway signage was created with the help of consultants, residents, businesses, and the college. Current funding should allow for the completion of wayfinding signage.

Additional funding will be necessary to construct gateway signage. An additional phase of this project includes replacing all Town street name signs with decorative versions containing a train logo.

**080000-8008 Economic Development Fund**

This line item is intended to build a “war chest” for economic development to help the Town close deals, incentivize desirable improvements, or even purchase land.

**080000-8009 Broadband/Fiber Optics**

This line item is intended fund construction of a fiber optic backbone from I-95 along Route 54 to Town Hall. Additional route deviations may apply. Future uses of the network and backbone will be determined in the future.

**091400-8111 Contingency**

The contingency line item allows for capital projects fund wide place for contingency funds to offset unexpected expenses relating to capital projects fund projects. The interest earned on funds held in the CPF is rolled into this line item each year.

## Personnel Summary and Recommendations

### A. STAFFING LEVELS

I am not proposing any changes to staffing levels in fiscal year 2017.

### B. PAY AND CLASSIFICATION PLAN ADJUSTMENTS AND PERSONNEL POLICIES

#### 1.) Compensation Plan

The fiscal year 2017 includes implementation of the compensation plan approved by Town Council in fiscal year 2016.

#### 2) Performance Adjustments

The fiscal year 2017 budget includes \$25,000 in merit salary adjustments to be split amongst the Towns departments and disbursed at the discretion of the Town Manager based upon Department Head recommendations.

#### 3) Health Insurance

The proposed budget contains funding for continued coverage of two existing plans. There is a 12.9% increase in the Town's Health Insurance premiums for FY17.

#### 4) Public Works Career Development

The proposed budget attempts to implement a career development program in the Streets department.

## Compensation Plan

	Operator	Technician	Specialist	Senior Professional	Director
<b>Minimum</b>	\$ 29,764	\$ 43,408	\$ 53,939	\$ 63,648	\$ 73,634
<b>Mid Point</b>	\$ 44,646	\$ 65,112	\$ 80,909	\$ 95,472	\$ 110,451
<b>Maximum</b>	\$ 59,528	\$ 86,816	\$ 107,878	\$ 127,296	\$ 147,267
	<u>Positions Included in Band</u>	<u>Positions Included in Band</u>	<u>Positions Included in Band</u>	<u>Positions Included in Band</u>	<u>Positions Included in Band</u>
	Account Clerk	B&G Supervisor	Assistant to the Town Manager	Captain	Deputy Town Manager/Finance Director
	Admin Assistant	Lead Equipment Mechanic	Senior Planner/GIS Technician	Major - \$66,830.40 (5%)	Director of Planning & Community Development
	B&G Worker	Investigator	Economic Development Coordinator	Civil Engineer - \$66,830.40 (5%)	Police Chief
	Equipment Operator	Police Officer	Operations Manager	Town Engineer - \$70,012.80 (10%)	Director of Public Works
	Support Services Officer	Visitor Center Manager	Sergeant		
	Senior Support Services Officer - \$31,847 (7%)	Management Analyst/Parks & Recreation Manager	Lieutenant - \$58,254.12 (8%)		
	Equipment Mechanic	Street Maintenance Supervisor	Project Manager		
		Deputy Zoning Administrator	Police Business Manager		
	<u>Career Development</u>	<u>Career Development</u>	<b>Operator</b>	<-----Tied to Richmond Region Minimum for Account Clerk plus 10%	
	PW Entry - \$29,764	Officer Entry - \$43,408	<b>Technician</b>	<-----Tied to Richmond Region Minimum for Police Officer	
	PW L1 - \$31,103 (4.5%)	Officer L1 - \$45,361 (4.5%)	<b>Specialist</b>	<-----Tied to Richmond Region Minimum Senior Planner/GIS Technician	
	PW L2 - \$32,503 (4.5%)	Officer L2 - \$47,403 (4.5%)	<b>Sr. Professional</b>	<-----Tied to 'Specialist' plus 18.0%	
	PW L3 - \$33,966 (4.5%)	Officer L3 - \$49,536 (4.5%)	<b>Director</b>	<-----Tied to 70% Minimum of Richmond Region Director of Planning & Zoning	
	PW L4 - \$35,494 (4.5%)	Officer L4 - \$51,517 (4.0%)			

# Pay and Classification Plan

Effective July 1, 2016

POSITION TITLE	2016 Grade	2017 Band	Authorized No. Emp.
<b>ADMINISTRATION</b>			
Account Clerk	16	Operator	1
Visitors' Center Manager	15	Technician	1
Management Analyst/Parks & Recreation Coordinator	24	Technician	1
Assistant to the Town Manager*	22	Specialist	1
Deputy Town Manager/Finance Director*	35	Director	1
<b>PLANNING &amp; COMMUNITY DEVELOPMENT</b>			
Administrative Assistant A	18	Operator	1
Senior Planner/GIS Technician*	29	Specialist	1
Deputy Zoning Administrator*	28	Technician	1
Economic Development Coordinator*	28	Specialist	1
Director of Planning*	32	Director	1
<b>POLICE</b>			
Police Officer Trainee	25	NA	0
Police Officer	26	Technician	13
Police Corporal	28	NA	0
Police Sergeant	29	Specialist	5
Police Lieutenant*	31	Specialist	1
Police Captain*	32	Senior Professional	1
Police Major*	33	Senior Professional	1
Chief of Police*	34	Director	1
Investigator	26	Technician	3
Support Services Officer	16	Operator	1
Senior Support Services Officer	18	Operator	1
Police Business Manager	20	Specialist	1

<b>PUBLIC WORKS</b>				
<b>Administrative Assistant A</b>		<b>18</b>	<b>Operator</b>	<b>1</b>
<b>Project Manager</b>		<b>26</b>	<b>Specialist</b>	<b>3</b>
<b>Civil Engineer*</b>		<b>29</b>	<b>Senior Professional</b>	<b>1</b>
<b>Town Engineer*</b>		<b>32</b>	<b>Senior Professional</b>	<b>1</b>
<b>Director of Public Works*</b>		<b>36</b>	<b>Director</b>	<b>1</b>
<b>Equipment Operator A</b>		<b>17</b>	<b>Operator</b>	<b>4**</b>
<b>Equipment Operator B</b>		<b>18</b>	<b>Operator</b>	<b>4</b>
<b>Equipment Operator C</b>		<b>20</b>	<b>Operator</b>	<b>3**</b>
<b>Lead Equipment Operator</b>		<b>22</b>	<b>Technician</b>	<b>1</b>
<b>Street Maintenance Supervisor</b>		<b>27</b>	<b>Technician</b>	<b>1</b>
<b>Building &amp; Grounds Maintenance Worker</b>		<b>17</b>	<b>Operator</b>	<b>1</b>
<b>Senior Building &amp; Grounds Maintenance Worker</b>		<b>18</b>	<b>Operator</b>	<b>1</b>
<b>Building &amp; Grounds Maintenance Supervisor</b>		<b>22</b>	<b>Technician</b>	<b>1</b>
<b>Equipment Mechanic</b>		<b>20</b>	<b>Operator</b>	<b>1</b>
<b>Lead Equipment Mechanic</b>		<b>23</b>	<b>Technician</b>	<b>1</b>
<b>Operations Supervisor*</b>		<b>28</b>	<b>Specialist</b>	<b>1</b>

\*\* Represents one authorized but unfunded position.

\* Denotes FLSA Exempt position.

# Town of Ashland Organizational Structure

