



TOWN OF ASHLAND
2010-2011 Proposed Budget
April 6, 2010

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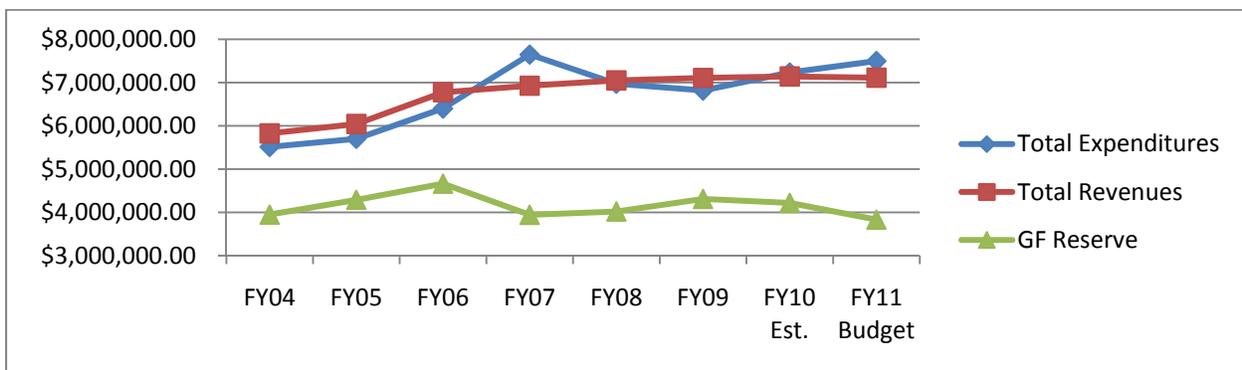
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**Town of Ashland Proposed Financial Plan
July 1, 2010—June 30, 2011**

I am pleased to present the Town Manager’s proposed budget for the fiscal period of July 1, 2010 through June 30, 2011.

As with most other local governments, this budget has been exceedingly difficult to create. While economists are finally saying the Country is out the recession, everyone understands this will not result in an immediate turnaround leading to the annual revenue growth Ashland experienced in previous years. Even when the true recovery does start it will not be characterized by the growth realized in previous decades before the market collapsed. For these reasons we must starting thinking in terms of a “new normal”. We can no longer continue to make cuts to the various departments and programs offered by the Town and get away with saying “there will be no impact on service delivery.” This year, and in future years, residents will need to get used to a new, more efficient, but lower level of service from some of the hardest hit departments and programs of the Town.

This fiscal year 2011 budget represents a 2.02% increase in revenues and expenditures over the 2010 budget, and uses a \$386,716 transfer from the General Fund Reserve to balance the budget. The following graph shows the trend of Town revenues, expenditures, and the General Fund Reserve over the past eight years:



The chart makes it obvious that while revenues are leveling off, expenditures continue to grow and the General Fund Reserve fluctuates from year to year. This is not a scenario that can continue into the future. Revenues and expenditures will need to be brought into line to assure the long-term financial integrity of the Town.

Revenues:

The Town is currently fighting two battles with regards to revenues. On the local level, staff continues to estimate lower collections for the major local revenue sources. The one positive note with regard to local taxes is the Cigarette Tax of \$.19/pack Council implemented for FY10. This revenue source was very difficult to estimate, but the latest FY 10 estimate is \$290,000, and staff recommends an amount of \$280,000 for FY11.

The second concern staff are confronting are the State pass through revenue sources. With the State governments precarious fiscal position their solution has been to keep as State revenue those sources they would typically pass through to local governments. When they are not keeping the funding directly, the State has also resorted to changing the allocation formula or freezing various revenue lines for local governments. While these actions may be understandable in a difficult year it places an additional level of fiscal stress on local governments who are dealing with the same economic issues as the State.

Personnel:

I am recommending eliminating one position (Planning Technician) in the Planning Department and freezing and not funding four additional vacant positions in Police and Public Works. The three positions in Public

Works are one Equipment Operator and one Laborer in the Streets Division, and a Buildings & Grounds Maintenance Worker/Equipment Operator shared by the Buildings & Grounds and Streets divisions. I am recommending freezing one Police Officer positions. A summary of Town staffing is provided here:

<u>Effective Date</u>	<u>FT Authorized</u>	<u>FT Funded</u>	<u>Year to Year Reduction</u>
7/1/2008	66	66	
7/1/2009	66	64	-3.03%
7/1/2010	65	61	-4.69%
FY08 to FY10			-7.58%
FY09 to FY10			-4.69%

Benefits:

For the second year in a row no Town employee will receive a raise. In addition, I am recommending continuing health insurance with the Town’s current provider with a 9.2% increase in premiums. Due to the increase in premiums each employee covered by Town health insurance will take home less in each paycheck. I am not recommending any additional changes to the benefits package provided by the Town.

Capital:

This budget continues the practice of deferring capital investments. The total transfer I am recommending to the Capital Projects Fund is \$437,643. Of this total, \$350,000 comes directly from VDOT maintenance funds which can only be used on certain road related projects. The remaining \$87,643 is the first of two payments for a new set of radios for the Police Department. These new radios will allow us to access the new Hanover County network set to go into operation in the fall of 2010.

Upon review of the Capital Improvements program, there are an additional 26 total projects identified and which will receive no funding. These projects range from continuing maintenance of park facilities to various transportation enhancements to a number economic development related projects throughout the Town. In addition, the proposed budget does not provide any replacement funding for the Town’s fleet of vehicles.

Summary:

The Town Manager’s Proposed Budget for FY11 will continue all the services the citizens of this community have become accustomed to, but in many cases it does so at lower levels of service. My biggest financial concern for this community is that we reverse the trend of deferring capital maintenance and fleet replacement costs. We have a choice whether to sit back and accept these financial challenges or confront them with renewed enthusiasm and strategic thinking. It is my hope that adoption of this budget will allow us the time to combine our enthusiasm for the potential of this community and come up with strategies to provide outstanding service while living in the “new normal.”

Tax Rates and Levies

The following tax rates and levies are the basis of the budget for July 1, 2010 through June 30, 2011:

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

Telecommunications:	
Residential	10% of 1 st \$10.00 per month
Commercial/industrial	10% of 1 st \$100.00 per month
Cellular	10% of 1 st \$10.00 per month
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
Meals Tax	5%
Transient Occupancy Tax	5%
Cigarette Tax	\$.19 per pack
<u>Motor Vehicle License Tax</u>	
Cars and Trucks	\$25.00
Motorcycles	\$15.00

Fund Balance

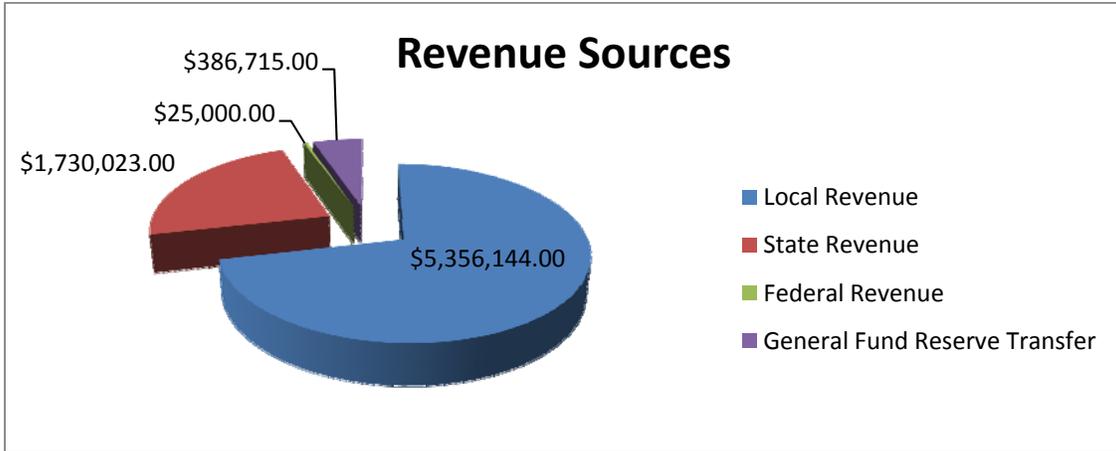
For reference, the actual fund balance for the previous thirteen years is tabulated below:

General Fund Balance as presented in annual audit:

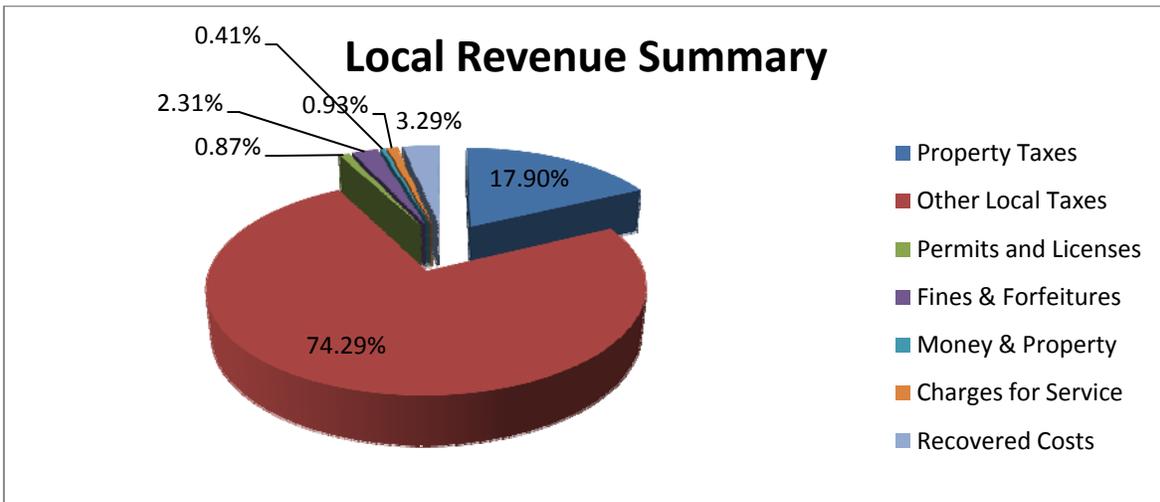
June 30, 1996:	\$1,443,413
June 30, 1997:	\$2,306,539
June 30, 1998:	\$2,717,683
June 30, 1999:	\$2,981,739
June 30, 2000:	\$3,496,054
June 30, 2001:	\$3,941,769
June 30, 2002:	\$3,933,094
June 30, 2003	\$3,636,499
June 30, 2004	\$3,765,068
June 30, 2005	\$4,290,267
June 30, 2006	\$4,664,398
June 30, 2007	\$3,943,785
June 30, 2008	\$4,020,537
June 30, 2009	\$4,310,763
Estimated Fund Balance—06/30/10	\$4,219,097
Plus Revenues—Estimated Through 06/30/11	\$7,111,167
Less Budgeted Expenditures for FY2011	\$7,497,883
Projected Fund Balance—06/30/11	\$3,832,381

*Equal to 51.1% of the General Fund Revenues/Expenditures FY11.

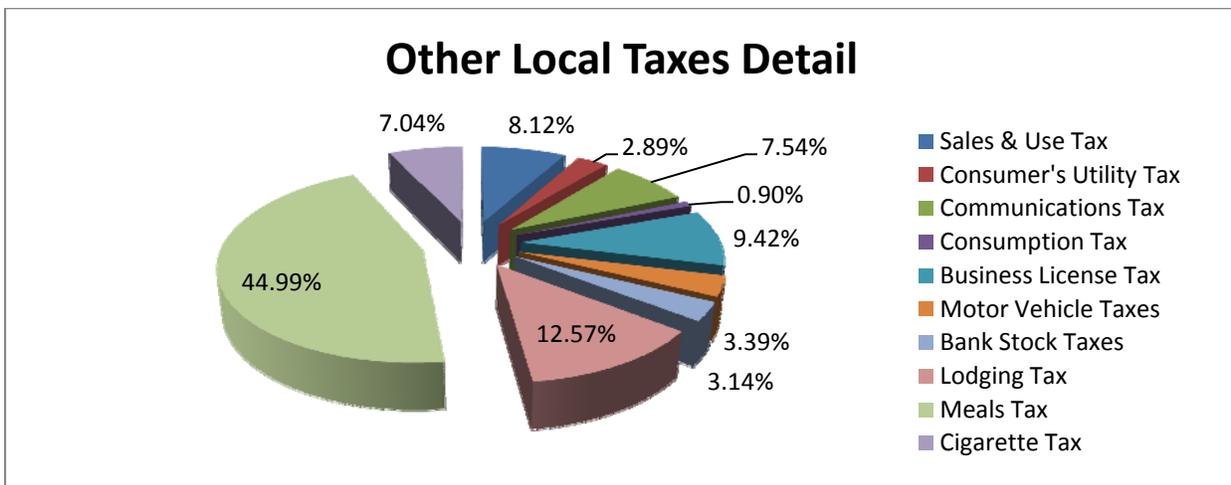
Revenue Summary



The Town receives over 71 percent of revenues from local sources and about 23 percent from the State.



The largest local 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	FY08-09 Actual	Adopted Budget FY09-10	Mid Year Estimate FY09-10	Town Manager Recommended Budget FY10-11	% Change
Revenue from Local Sources						
General Property Taxes						
	11000					
Real Property Taxes	11010	\$ 622,304.42	\$ 621,482.00	\$ 616,200.00	\$ 600,000.00	-3.46%
Real and Personal Public Service Corporation Taxes	11020	\$ 46,956.24	\$ 20,000.00	\$ 45,037.64	\$ 45,000.00	125.00%
Personal Property Taxes	11030	\$ 327,718.67	\$ 294,848.00	\$ 281,376.00	\$ 275,000.00	-6.73%
Mobile Home Taxes	11030-0003	\$ 2,237.63	\$ 1,900.00	\$ 1,800.00	\$ 1,800.00	-5.26%
Machinery and Tools Taxes	11040	\$ 11,044.07	\$ 10,600.00	\$ 17,500.00	\$ 15,000.00	41.51%
Penalties	11060-0001	\$ 17,170.92	\$ 20,000.00	\$ 15,000.00	\$ 15,000.00	-25.00%
Interest	11060-0010	\$ 9,734.23	\$ 8,500.00	\$ 8,000.00	\$ 7,000.00	-17.65%
Total General Property Taxes		\$ 1,037,166.18	\$ 977,330.00	\$ 984,913.64	\$ 958,800.00	-1.90%
Other Local Taxes						
	12000					
Local Sales and Use Taxes	12010	\$ 334,097.87	\$ 350,000.00	\$ 320,000.00	\$ 323,000.00	-7.71%
Consumer's Utility Tax	12020-0001	\$ 118,331.96	\$ 110,000.00	\$ 114,000.00	\$ 115,000.00	4.55%
Communications Taxes	12020-0002	\$ 284,694.84	\$ 305,000.00	\$ 300,000.00	\$ 300,000.00	-1.64%
Consumption Tax	12030-2009-10	\$ 37,787.10	\$ 36,000.00	\$ 36,000.00	\$ 36,000.00	0.00%
Cable Television Franchise License	12040	\$ (47.88)	\$ -	\$ -	\$ -	0.00%
Business License Taxes	12030-0001	\$ 467,741.77	\$ 400,000.00	\$ 375,000.00	\$ 375,000.00	-6.25%
Motor Vehicle Taxes	12050	\$ 134,369.74	\$ 130,000.00	\$ 135,000.00	\$ 135,000.00	3.85%
Bank Stock Taxes	12060	\$ 175,510.00	\$ 125,000.00	\$ 125,000.00	\$ 125,000.00	0.00%
Hotel and Motel Room Taxes	12100	\$ 531,332.96	\$ 525,000.00	\$ 493,754.00	\$ 500,000.00	-4.76%
Restaurant Food Taxes	12110	\$ 1,815,231.65	\$ 1,750,000.00	\$ 1,747,379.00	\$ 1,790,000.00	2.29%
Cigarette Tax	12080	\$ -	\$ 70,000.00	\$ 290,000.00	\$ 280,000.00	300.00%
Total Other Local Taxes		\$ 3,899,050.01	\$ 3,801,000.00	\$ 3,936,133.00	\$ 3,979,000.00	4.68%
Permits, Privilege Fees and Regulatory Licenses						
	13000					
Zoning Permits	13030-0007	\$ 26,721.00	\$ 4,000.00	\$ 22,000.00	\$ 21,000.00	425.00%
Sign Permits	13030-0019	\$ 1,875.00	\$ 1,000.00	\$ 2,000.00	\$ 1,900.00	90.00%
Right Of Way Permits	13030-0031	\$ 3,180.00	\$ 2,500.00	\$ 9,000.00	\$ 8,500.00	240.00%
Sundry Miscellaneous	13040	\$ 28,584.96		\$ 13,000.00	\$ 15,000.00	0.00%
Total Permits Etc.		\$ 60,360.96	\$ 7,500.00	\$ 46,000.00	\$ 46,400.00	518.67%
Fines and Forfeitures						
Court Fines and Forfeitures	14010	\$ 107,744.52	\$ 100,000.00	\$ 149,500.00	\$ 123,500.00	23.50%
Total Fines and Forfeitures		\$ 107,744.52	\$ 100,000.00	\$ 149,500.00	\$ 123,500.00	23.50%

Revenue from Use of
Money and Property:

Revenue from Use of Money	15010	\$	40,988.98	\$	50,000.00	\$	10,000.00	\$	8,000.00	-84.00%
Revenue from Use of Property	15030-0005-6	\$	15,342.50	\$	14,000.00	\$	14,000.00	\$	14,000.00	0.00%
Total from Use of Money and Property		\$	56,331.48	\$	64,000.00	\$	24,000.00	\$	22,000.00	-65.63%

Charges for Services

Charges for P&R Services	15020-0007	\$	62,179.00	\$	55,000.00	\$	50,000.00	\$	50,000.00	-9.09%
Total Charges for Services		\$	62,179.00	\$	55,000.00	\$	50,000.00	\$	50,000.00	-9.09%

Miscellaneous Revenue

Miscellaneous	18999	\$	14,016.52	\$	15,000.00	\$	-	\$	-	-100.00%
Total Miscellaneous Revenue:		\$	14,016.52	\$	15,000.00	\$	-	\$	-	-100.00%

Recovered Costs

19020

Reimbursements from Employee Deductions		\$	58,043.32	\$	-	\$	-	\$	-	0.00%
Accident Recovery	40000-0105	\$	-	\$	6,900.00	\$	1,000.00	\$	3,000.00	-56.52%
Reimb. Frm RMC for Lights		\$	1,889.71	\$	-	\$	-	\$	-	0.00%
Fingerprinting Fees	40000-0106	\$	-	\$	1,380.00	\$	800.00	\$	800.00	-42.03%
Hanover County	201	\$	-	\$	169,084.00	\$	169,083.42	\$	172,644.00	2.11%
Total Recovered Costs:		\$	59,933.03	\$	177,364.00	\$	170,883.42	\$	176,444.00	-0.52%

Total Revenue from

Local Sources

\$	5,296,781.70	\$	5,197,194.00	\$	5,361,430.06	\$	5,356,144.00	3.06%
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Revenue from the Commonwealth

Noncategorical Aid

32200

32210

ABC Profits		\$	-	\$	-	\$	-	\$	-	0.00%
Wine Taxes		\$	-	\$	-	\$	-	\$	-	0.00%
Mobile Home Titling Tax	32210-0005	\$	10,308.00	\$	10,000.00	\$	6,500.00	\$	7,000.00	-30.00%
Rolling Stock Tax	32210-0003	\$	10,226.52	\$	9,200.00	\$	10,226.52	\$	10,225.00	11.14%
Auto Rental Tax	32210-0006	\$	78,374.44	\$	80,000.00	\$	80,000.00	\$	79,000.00	-1.25%
Personal Property Tax Relief Funds	32210-9999	\$	111,773.88	\$	111,774.00	\$	111,773.88	\$	111,774.00	0.00%
Total Noncategorical Aid		\$	210,682.84	\$	210,974.00	\$	208,500.40	\$	207,999.00	-1.41%

Categorical Aid

32400

Streets and Highway Maintenance	32400-0415	\$	1,335,301.12	\$	1,370,200.50	\$	1,330,024.00	\$	1,330,024.00	-2.93%
DJCP Grants for LE	32400-0417	\$	173,607.00	\$	182,853.00	\$	173,372.00	\$	171,322.00	-6.31%
Fire Programs	32400-0418	\$	18,012.00	\$	17,500.00	\$	18,261.00	\$	18,000.00	2.86%
Litter Control	32400-0419	\$	3,304.00	\$	3,304.00	\$	2,678.00	\$	2,678.00	-18.95%
VA Commission for Arts Grant	32400-0424	\$	-	\$	5,000.00	\$	-	\$	-	-100.00%
Bike Smart VA		\$	-	\$	-	\$	-	\$	-	0.00%
Local Law Enforcement Block Grant		\$	5,067.00	\$	-	\$	-	\$	-	0.00%
Total Categorical Aid		\$	1,535,291.12	\$	1,578,857.50	\$	1,524,335.00	\$	1,522,024.00	-3.60%

Total Revenue from the Commonwealth

\$ 1,745,973.96 \$ 1,789,831.50 \$ 1,732,835.40 \$ 1,730,023.00 -3.34%

Revenue from the Federal Government

Other Categorical Aid

33000

33300

Bulletproof Vest Grant	33300-0111	\$	-	\$	3,200.00	\$	3,200.00	\$	1,500.00	-53.13%
Justice Assistance Grant	33301	\$	3,628.50	\$	4,000.00	\$	-	\$	3,500.00	-12.50%
Stimulus Grant	33300-0120	\$		\$	-	\$	15,728.00	\$	-	0.00%
Transportation Safety Grant	32400-0416	\$	60,978.92	\$	20,000.00	\$	28,718.00	\$	20,000.00	0.00%
Total Other Categorical Aid		\$	64,607.42	\$	27,200.00	\$	47,646.00	\$	25,000.00	-8.09%
Total Categorical Aid		\$	64,607.42	\$	27,200.00	\$	47,646.00	\$	25,000.00	-8.09%

Total Revenue from the Federal Government

\$ 64,607.42 \$ 27,200.00 \$ 47,646.00 \$ 25,000.00 -8.09%

Total General Fund Revenue

\$ 7,107,363.08 \$ 7,014,225.50 \$ 7,141,911.46 \$ 7,111,167.00 1.38%

**CPF Revenue from
Local Sources**

Permit, Fees & License

Stormwater BMP Contributions	\$	4,800.00	\$	-	\$	-	\$	-	0.00%
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Total Permit, Fees & License	\$	4,800.00	\$	-	\$	-	\$	-	0.00%
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Revenue from the Use of
Money and Property

Revenue from the Use of Money	\$	29,444.05	\$	-	\$	-	\$	-	0.00%
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Total Revenue from the Use of Money and Property	\$	29,444.05	\$	-	\$	-	\$	-	0.00%
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Miscellaneous Revenue

Pufferbelly Park Repairs	\$	-	\$	-	\$	-	\$	-	0.00%
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Skate Park Donation	\$	-	\$	-	\$	-	\$	-	0.00%
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Total Misc Revenue	\$	-	\$	-	\$	-	\$	-	0.00%
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Recovered Costs

Hanover County	\$	-	\$	-	\$	-	\$	-	0.00%
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Other Recovered Costs	\$	-	\$	-	\$	-	\$	-	0.00%
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Total Recovered Costs	\$	-	\$	-	\$	-	\$	-	0.00%
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Total CPF Revenue from Local Sources	\$	34,244.05	\$	-	\$	-	\$	-	0.00%
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Revenue from Other
Local Govt

Contribution from Hanover	\$	-	\$	-	\$	-	\$	-	0.00%
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Total from Other Locals	\$	-	\$	-	\$	-	\$	-	0.00%
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Revenue from the
Commonwealth

Categorical Aid

VDOT - ISTE A Match	\$	-	\$	-	\$	-	\$	-	0.00%
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DEQ - Underground Storage Tank	\$	-	\$	-	\$	-	\$	-	0.00%
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Total Categorical Aid	\$	-	\$	-	\$	-	\$	-	0.00%
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Total Revenue From the Commonwealth	\$	-	\$	-	\$	-	\$	-	0.00%
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**CPF Revenue from the
Federal Government**

Categorical Aid

ISTEA Grant	\$	-	\$	-	\$	-	\$	-	0.00%
Highway Planning & Construction	\$	-	\$	-	\$	-	\$	-	0.00%
Total Categorical Aid	\$	-	\$	-	\$	-	\$	-	0.00%

**CPF Revenue from
Other Sources**

Transfers

Transfer from General Fund	\$	350,000.00	\$	-	\$	-	\$	-	0.00%
Transfer from General Fund - VDOT	\$	332,762.80	\$	-	\$	-	\$	-	0.00%
Total Transfers	\$	682,762.80	\$	-	\$	-	\$	-	0.00%

Proffers and Sales

Walmart Transportation Proffers	\$	-	\$	-	\$	-	\$	-	0.00%
Sheetz Transportation Proffers	\$	-	\$	-	\$	-	\$	-	0.00%
Berkley Woods Proffers	\$	-	\$	-	\$	-	\$	-	0.00%
Sale of 204 Virginia	\$	-	\$	-	\$	-	\$	-	0.00%

Total Proffers and Sales

	\$	-	\$	-	\$	-	\$	-	0.00%
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Total Revenue from

Other Sources	\$	682,762.80	\$	-	\$	-	\$	-	0.00%
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Total CPF Revenue

	\$	717,006.85	\$	-	\$	-	\$	-	0.00%
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Grand Total Revenues

	\$	7,824,369.93	\$	7,014,225.50	\$	7,141,911.46	\$	7,111,167.00	1.38%
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Unappropriated Funds
Transfer

40000-9999	\$	-	\$	335,461.11	\$	91,665.86	\$	386,715.00	15.28%
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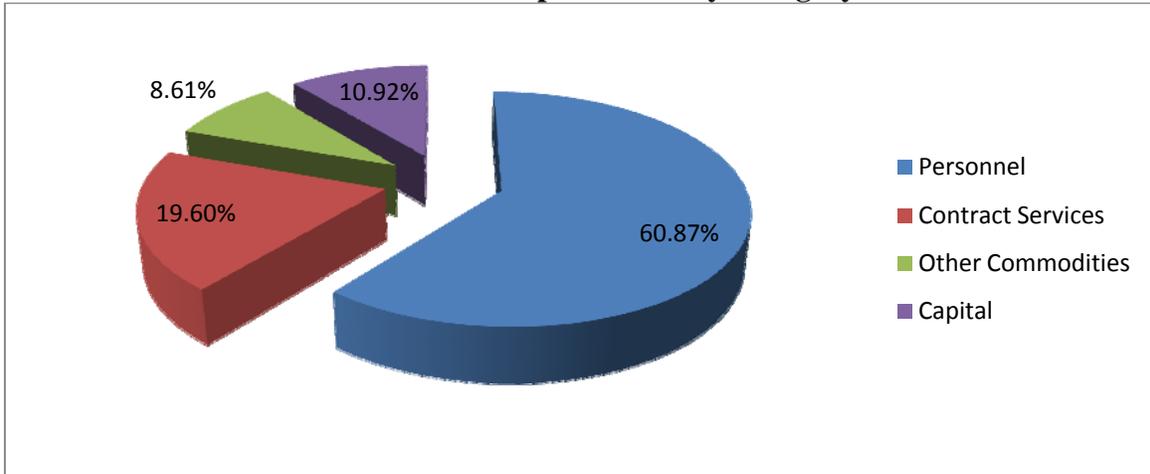
Total Budget

	\$	7,824,369.93	\$	7,349,686.61	\$	7,233,577.32	\$	7,497,882.00	2.02%
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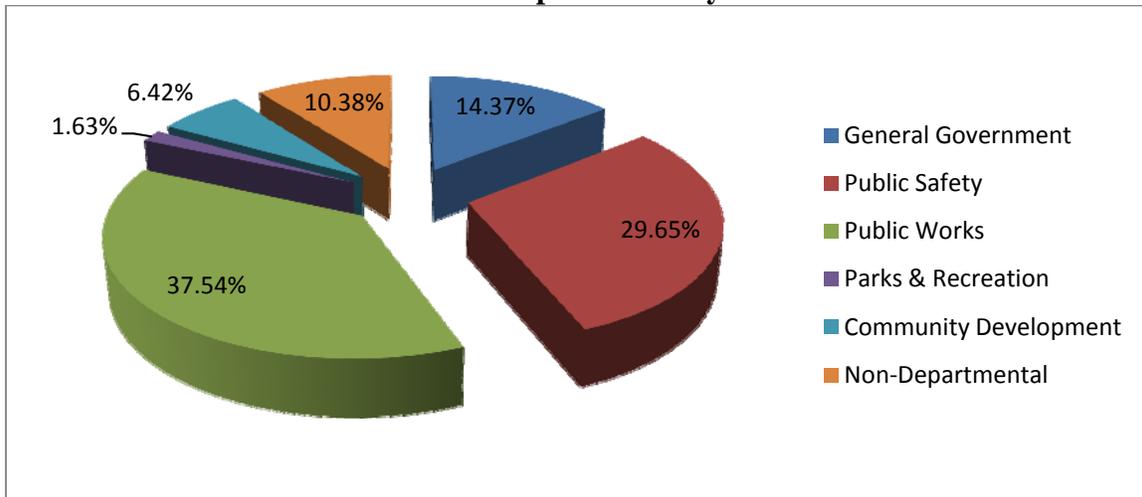
General Fund Expenditure Summary

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 provides 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

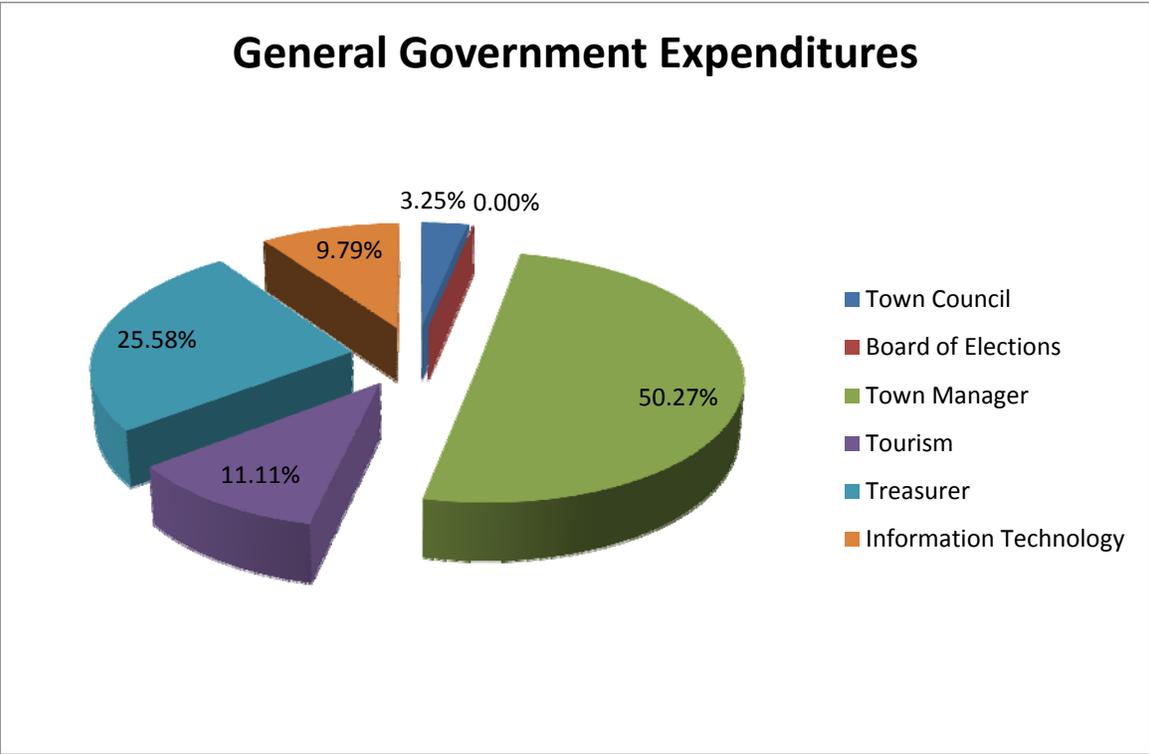


FY 11 Expenditure Summary

	FY08-09 Actual	Adopted Budget FY09- 10	Mid Year Estimate FY09- 10	Town Manager Recommended Budget FY10-11	% Change
Personnel					
General Government	\$ 662,800.03	\$ 675,281.00	\$ 674,967.00	\$ 680,823.00	0.81%
Public Safety	\$1,876,262.49	\$1,944,195.00	\$1,874,557.00	\$ 1,921,737.00	-1.17%
Public Works	\$1,542,663.53	\$1,521,781.61	\$1,522,354.53	\$ 1,504,070.00	-1.18%
Parks & Recreation	\$ 80,677.48	\$ 75,592.00	\$ 75,592.00	\$ 75,507.00	-0.11%
Community Development	\$ 382,660.19	\$ 437,909.00	\$ 436,909.00	\$ 381,555.00	-14.77%
Non-Departmental	\$ -	\$ -	\$ -	\$ -	0.00%
Total Personnel	\$4,545,063.72	\$4,654,758.61	\$4,584,379.53	\$ 4,563,692.00	-2.00%
Contract Services					
General Government	\$ 290,333.07	\$ 271,700.00	\$ 266,022.00	\$ 272,050.00	0.13%
Public Safety	\$ 114,900.61	\$ 97,426.00	\$ 94,202.00	\$ 94,995.00	-2.56%
Public Works	\$ 764,020.54	\$1,010,505.00	\$1,011,314.00	\$ 1,048,249.00	3.60%
Parks & Recreation	\$ 7,812.89	\$ 10,200.00	\$ 10,200.00	\$ 10,200.00	0.00%
Community Development	\$ 81,247.30	\$ 40,750.00	\$ 31,800.00	\$ 44,000.00	7.39%
Non-Departmental	\$ -	\$ -	\$ -	\$ -	0.00%
Total Contract Services	\$1,258,314.41	\$1,430,581.00	\$1,413,538.00	\$ 1,469,494.00	2.65%
Other Commodities					
General Government	\$ 142,156.26	\$ 102,465.00	\$ 88,283.27	\$ 93,400.00	-9.71%
Public Safety	\$ 230,927.13	\$ 189,812.00	\$ 197,024.77	\$ 206,259.00	7.97%
Public Works	\$ 160,924.94	\$ 260,500.00	\$ 235,500.00	\$ 253,500.00	-2.76%
Parks & Recreation	\$ 26,644.20	\$ 36,500.00	\$ 34,000.00	\$ 36,500.00	0.00%
Community Development	\$ 25,970.97	\$ 26,050.00	\$ 12,800.00	\$ 56,050.00	53.52%
Non-Departmental	\$ -	\$ -	\$ -	\$ -	0.00%
Total Other Commodities	\$ 586,623.50	\$ 615,327.00	\$ 567,608.04	\$ 645,709.00	4.71%
Capital Items					
General Government	\$ 15,885.00	\$ 20,000.00	\$ 20,000.00	\$ 31,500.00	36.51%
Public Safety	\$ -	\$ -	\$ 27,682.75	\$ -	0.00%
Public Works	\$ 19,256.69	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	0.00%
Parks & Recreation	\$ -	\$ -	\$ -	\$ -	0.00%
Community Development	\$ -	\$ -	\$ -	\$ -	0.00%
Non-Departmental	\$ 391,995.75	\$ 620,020.00	\$ 611,369.00	\$ 778,487.00	20.36%
Total Capital Items	\$ 427,137.44	\$ 649,020.00	\$ 668,051.75	\$ 818,987.00	20.75%
Total Expenditures	\$6,817,139.07	\$7,349,686.61	\$7,233,577.32	\$ 7,497,882.00	1.98%

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, Treasurer, and Information Technology (IT). Individual budget sheets and narratives are provided for each of these functions.



Government Administration Expenditure Summary

		Adopted	Mid Year	Town	
	FY08-09 Actual	Budget FY09-10	Estimate FY09-10	Manager's	% Change
				Recommended	
				Budget FY10-11	
Personnel					
Town Council	\$ 22,265.78	\$ 22,780.00	\$ 22,780.00	\$ 22,788.00	0.04%
BOE	\$ -	\$ -	\$ -	\$ -	0.00%
Town Manager	\$ 367,412.12	\$ 380,099.00	\$ 379,499.00	\$ 384,262.00	1.10%
Tourism	\$ 58,550.75	\$ 59,302.00	\$ 59,302.00	\$ 59,725.00	0.71%
Treasurer	\$ 214,571.38	\$ 213,100.00	\$ 213,386.00	\$ 214,048.00	0.44%
IT	\$ -	\$ -	\$ -	\$ -	0.00%
Total Personnel	\$ 662,800.03	\$ 675,281.00	\$ 674,967.00	\$ 680,823.00	0.82%
Contract Services					
Town Council	\$ 11,696.67	\$ 7,500.00	\$ 5,500.00	\$ 7,500.00	0.00%
BOE	\$ -	\$ 700.00	\$ 700.00	\$ -	-100.00%
Town Manager	\$ 118,318.17	\$ 107,850.00	\$ 109,050.00	\$ 109,050.00	1.11%
Tourism	\$ 52,787.00	\$ 44,800.00	\$ 42,300.00	\$ 44,800.00	0.00%
Treasurer	\$ 58,711.21	\$ 55,850.00	\$ 53,472.00	\$ 55,700.00	-0.27%
IT	\$ 48,820.02	\$ 55,000.00	\$ 55,000.00	\$ 55,000.00	0.00%
Total Contract Services	\$ 290,333.07	\$ 271,700.00	\$ 266,022.00	\$ 272,050.00	0.13%
Other Commodities					
Town Council	\$ 3,405.63	\$ 4,750.00	\$ 3,988.27	\$ 4,750.00	0.00%
BOE	\$ -	\$ 1,800.00	\$ 1,800.00	\$ -	-100.00%
Town Manager	\$ 55,602.94	\$ 49,500.00	\$ 37,000.00	\$ 48,500.00	-2.02%
Tourism	\$ 64,615.31	\$ 21,700.00	\$ 21,700.00	\$ 15,200.00	-29.95%
Treasurer	\$ 13,002.76	\$ 5,715.00	\$ 4,795.00	\$ 5,950.00	4.11%
IT	\$ 5,529.62	\$ 19,000.00	\$ 19,000.00	\$ 19,000.00	0.00%
Total Other Commodities	\$ 142,156.26	\$ 102,465.00	\$ 88,283.27	\$ 93,400.00	-8.85%
Capital Items					
Town Council	\$ -	\$ -	\$ -	\$ -	0.00%
BOE	\$ -	\$ -	\$ -	\$ -	0.00%
Town Manager	\$ -	\$ -	\$ -	\$ -	0.00%
Tourism	\$ -	\$ -	\$ -	\$ -	0.00%
Treasurer	\$ -	\$ -	\$ -	\$ -	0.00%
IT	\$ 15,885.00	\$ 20,000.00	\$ 20,000.00	\$ 31,500.00	57.50%
Total Capital Items	\$ 15,885.00	\$ 20,000.00	\$ 20,000.00	\$ 31,500.00	57.50%
Total General Govt Expenditures	\$ 1,111,174.36	\$ 1,069,446.00	\$ 1,049,272.27	\$ 1,077,773.00	0.78%

Town Council Expenditure Detail

				Adopted	Mid Year	Town	
	Acct. Code	FY08-09 Actual	Budget FY09-10	Estimate FY09-10	Recommended	Budget FY10-11	%
							Change
Personnel							
Regular Wages	11010-1110	\$ 20,654.48	\$ 21,000.00	\$ 21,000.00	\$ 21,000.00	\$ 21,000.00	0.00%
FICA	11010-2100	\$ 1,580.62	\$ 1,625.00	\$ 1,625.00	\$ 1,625.00	\$ 1,625.00	0.00%
VRS		\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Deferred Comp		\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Unemployment Insurance	11010-2600	\$ 30.68	\$ 105.00	\$ 105.00	\$ 122.00	\$ 122.00	16.19%
Worker's Compensation	11010-2700	\$ -	\$ 50.00	\$ 50.00	\$ 41.00	\$ 41.00	-18.00%
Total Personnel		\$ 22,265.78	\$ 22,780.00	\$ 22,780.00	\$ 22,788.00	\$ 22,788.00	0.04%
Contract Services							
Printing and Binding	11010-3500	\$ 6,825.50	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	0.00%
Advertising	11010-3600	\$ 51.53	\$ 1,500.00	\$ 1,000.00	\$ 1,500.00	\$ 1,500.00	0.00%
Postage	11010-5210	\$ 4,819.64	\$ 2,500.00	\$ 1,000.00	\$ 2,500.00	\$ 2,500.00	0.00%
Public Official Liability Insurance		\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Total Contract Services		\$ 11,696.67	\$ 7,500.00	\$ 5,500.00	\$ 7,500.00	\$ 7,500.00	0.00%
Other Commodities							
Travel, Convention, Education	11010-5500	\$ 2,664.93	\$ 4,000.00	\$ 3,500.00	\$ 4,000.00	\$ 4,000.00	0.00%
Miscellaneous	11010-5800	\$ 316.35	\$ 500.00	\$ 200.00	\$ 500.00	\$ 500.00	0.00%
Office Supplies	11010-6001	\$ 424.35	\$ 250.00	\$ 288.27	\$ 250.00	\$ 250.00	0.00%
Total Other Commodities		\$ 3,405.63	\$ 4,750.00	\$ 3,988.27	\$ 4,750.00	\$ 4,750.00	0.00%
Capital Items							
		\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Total Capital Items		\$ -	0.00%				
Total Town Council		\$ 37,368.08	\$ 35,030.00	\$ 32,268.27	\$ 35,038.00	\$ 35,038.00	0.02%

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 month--\$3,600 per year
Rep. to PDC/MPO	\$50 per month--\$600 per year
Total Cost	\$19,200 per year

Also included in this line item are salaries for an A/V Technician for broadcasting the Council meetings.

2100 – FICA

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

2210 – VRS

VRS is calculated on the basis of 12.88% 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.

2600 – Unemployment Insurance

Calculated on the basis of .58% of the first \$8,000 earnings of each employee of the Town.

3500 Printing & Binding

This includes production of any documents produced by Council and a share of copier and duplication costs. Also included in this line item is annual recodification of the Town Code, and the costs associated with producing the Town's newsletter.

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 meeting, participation by some members on VML policy committees, attendance at the new Council member's orientation meeting and various other meetings related to the interests of the Town.

5800 – Miscellaneous

This represents the annual cost for maintenance of a basic internet account for each Council member to facilitate the implementation of paperless communication and agenda packages.

Board of Elections Expenditure Detail

Acct. Code	FY08-09 Actual	Adopted Budget FY09- 10	Mid Year Estimate FY09-10	Town Manager's Recommended Budget FY10- 11	%	%	%
					Change		
Personnel							
Regular Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
FICA	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
VRS	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
Deferred Comp	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
Medical/Hospital	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
Group Life Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
Unemployment Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
Worker's Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
Total Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
Contract Services							
Printing and Binding	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
Temporary Help Service Fees	11030-3200 \$ -	\$ 700.00	\$ 700.00	\$ -	\$ -	-100.00%	
Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
Public Official Liability Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
Total Contract Services	\$ -	\$ 700.00	\$ 700.00	\$ -	\$ -	-100.00%	
Other Commodities							
Travel, Convention, Education	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
Contributions, Other Payments	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
Miscellaneous	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
Office Supplies	11030-6001 \$ -	\$ 1,800.00	\$ 1,800.00	\$ -	\$ -	-100.00%	
Total Other Commodities	\$ -	\$ 1,800.00	\$ 1,800.00	\$ -	\$ -	-100.00%	
Capital Items							
					\$ -	0.00%	
Total Capital Items	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
Total BOE	\$ -	\$ 2,500.00	\$ 2,500.00	\$ -	\$ -	-100.00%	

Board of Elections

Cost for conduct of elections within the Town, including payments to election officials and costs for ballots. An election is not scheduled for FY11.

Town Manager Expenditure Detail

	Acct. Code	FY08-09 Actual	Adopted Budget FY09-10	Mid Year Estimate FY09-10	Town Manager's Recommended Budget FY10-11	% Change
Personnel						
Regular Wages	12010-1110	\$ 271,740.28	\$ 270,475.00	\$ 270,475.00	\$ 270,675.00	0.07%
Overtime		\$ -	\$ -	\$ -	\$ -	0.00%
FICA	12010-2100	\$ 20,476.47	\$ 20,691.00	\$ 20,691.00	\$ 20,707.00	0.08%
VRS	12010-2210	\$ 34,862.92	\$ 34,387.00	\$ 34,387.00	\$ 34,863.00	1.38%
Deferred Comp	12010-2220	\$ 7,181.52	\$ 7,100.00	\$ 6,500.00	\$ 6,500.00	-8.45%
Flexible Spending		\$ -	\$ -	\$ -	\$ -	0.00%
Medical/Hospital	12010-2300	\$ 30,258.00	\$ 44,568.00	\$ 44,568.00	\$ 48,668.00	9.20%
Group Life Insurance	12010-2400	\$ 2,334.85	\$ 2,218.00	\$ 2,218.00	\$ 2,139.00	-3.56%
Unemployment Insurance	12010-2600	\$ 57.60	\$ 160.00	\$ 160.00	\$ 186.00	16.25%
Worker's Compensation	12010-2700	\$ 500.48	\$ 500.00	\$ 500.00	\$ 524.00	4.80%
Total Personnel		\$ 367,412.12	\$ 380,099.00	\$ 379,499.00	\$ 384,262.00	1.10%
Contract Services						
Legal and Professional Service	12010-3150	\$ 48,013.00	\$ 41,000.00	\$ 41,000.00	\$ 41,000.00	0.00%
Repairs & Maintenance	12010-3310	\$ 964.73	\$ 500.00	\$ 500.00	\$ 500.00	0.00%
Trolley Operations		\$ -	\$ -	\$ -	\$ -	0.00%
Advertising	12010-3600	\$ 3,415.91	\$ 1,000.00	\$ 1,250.00	\$ 1,250.00	25.00%
Telecommunications	12010-5230	\$ 8,120.85	\$ 7,250.00	\$ 8,200.00	\$ 8,200.00	13.10%
Postage	12010-5210	\$ 1,294.32	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	0.00%
General Liability Insurance	12010-5308	\$ 48,739.00	\$ 49,000.00	\$ 49,000.00	\$ 49,000.00	0.00%
Lease of Equipment	12010-5410	\$ 7,770.36	\$ 7,600.00	\$ 7,600.00	\$ 7,600.00	0.00%
Total Contract Services		\$ 118,318.17	\$ 107,850.00	\$ 109,050.00	\$ 109,050.00	1.11%
Other Commodities						
Travel, Convention, Education	12010-5500	\$ 11,196.99	\$ 8,000.00	\$ 5,000.00	\$ 10,500.00	31.25%
Miscellaneous	12010-5800	\$ 17,351.11	\$ 20,000.00	\$ 15,000.00	\$ 16,500.00	-17.50%
Dues & Membership	12010-5810	\$ 15,805.86	\$ 13,000.00	\$ 13,000.00	\$ 13,000.00	0.00%
Office Supplies	12010-6001	\$ 11,248.98	\$ 8,500.00	\$ 4,000.00	\$ 8,500.00	0.00%
Total Other Commodities		\$ 55,602.94	\$ 49,500.00	\$ 37,000.00	\$ 48,500.00	-2.02%
Capital Items						
Capital Outlay		\$ -	\$ -	\$ -	\$ -	0.00%
Total Capital Items		\$ -	\$ -	\$ -	\$ -	0.00%
Total Town Manager		\$ 541,333.23	\$ 537,449.00	\$ 525,549.00	\$ 541,812.00	0.81%

Town Manager

1110 - Regular Wages

The salary figures utilized here do not include any increases for cost of living or merit. This includes funding for four FTE positions including the Town Manager, Assistant Town Manager, Human Resources Coordinator/Purchasing Agent, and the Town Clerk/Administrative Assistant.

2100 – FICA

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

2210 – VRS

VRS is calculated on the basis of 12.88% 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 .79%.

2600 – Unemployment Insurance

Calculated on the basis of .58% of the first \$8,000 earnings of each employee of the Town.

2700 – Worker's Compensation

Insurance premiums charged by VML based on \$0.16 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 \$40,000. The retainer and hourly contract rate has not increased since the attorney first negotiated with the Council.

3310 – Repairs & Maintenance

This is the estimated cost of routing repairs and 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 one cellular telephone.

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.

5410 – Lease of Equipment

This line item includes the lease on the copier.

5500 – Travel, Convention & Education

This line item traditionally includes funds for attendance by the Town Manager and Assistant Town Manager at the VML annual meeting, VLGMA winter and summer meetings, Senior Executive Institute through the Weldon Cooper Center for Public Service, 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 above categories.

5810 – Dues & Memberships

Included within this line item are the following memberships (FY09 costs):

Richmond Employees Assistance Program	\$1024
Int'l City/County Management Association	\$696
Va. Local Government Management Assoc.	\$450
Richmond Regional PDC	\$4,242
VML	\$4,377
Va. Citizens Planning Association	\$35
Va. Institute of Government	\$500
Natl. Arbor Day Foundation	\$25
Municipal Clerks Association	\$20
Va. Association of Govt. Purchasing	\$70
Natl. Institute of Govt. Purchasing	\$315
Capital Area Purchasing Association	\$30
Society for Human Resource Managers	160

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	FY08-09 Actual	Adopted Budget FY09- 10	Mid Year Estimate FY09-10	Town Manager Recommen ed Budget FY10-11	% Change
Personnel						
Regular Wages	12100-1110	\$ 43,437.00	\$ 43,713.00	\$ 43,713.00	\$ 43,713.00	0.00%
Overtime		\$ -	\$ -	\$ -	\$ -	0.00%
FICA	12100-2100	\$ 3,335.08	\$ 3,344.00	\$ 3,344.00	\$ 3,344.00	0.00%
VRS	12100-2210	\$ 4,619.04	\$ 4,620.00	\$ 4,620.00	\$ 4,619.00	-0.02%
Deferred Comp	12100-2220	\$ 1,317.36	\$ 1,325.00	\$ 1,325.00	\$ 1,325.00	0.00%
Flexible Spending		\$ -	\$ -	\$ -	\$ -	0.00%
Medical/Hospital	12100-2300	\$ 5,247.00	\$ 5,676.00	\$ 5,676.00	\$ 6,200.00	9.23%
Group Life Insurance	12100-2400	\$ 319.20	\$ 294.00	\$ 294.00	\$ 346.00	17.69%
Unemployment Insurance	12100-2600	\$ 25.83	\$ 80.00	\$ 80.00	\$ 93.00	16.25%
Worker's Compensation	12100-2700	\$ 250.24	\$ 250.00	\$ 250.00	\$ 85.00	-66.00%
Total Personnel		\$ 58,550.75	\$ 59,302.00	\$ 59,302.00	\$ 59,725.00	0.71%
Contract Services						
Professional Service	12100-3150	\$ 1,134.60	\$ 3,000.00	\$ 1,000.00	\$ 3,000.00	0.00%
Janitorial Service	12100-3170	\$ 1,728.80	\$ 600.00	\$ 300.00	\$ 600.00	0.00%
Advertising	12100-3600	\$ 39,808.30	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	0.00%
Electric Service	12100-5110	\$ 1,288.40	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	0.00%
Heating Service	12100-5120	\$ 1,317.49	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	0.00%
Postage	12100-5210	\$ 2,399.27	\$ 3,200.00	\$ 3,000.00	\$ 3,200.00	0.00%
Telecommunications	12100-5230	\$ 5,110.14	\$ 4,500.00	\$ 4,500.00	\$ 4,500.00	0.00%
Total Contract Services		\$ 52,787.00	\$ 44,800.00	\$ 42,300.00	\$ 44,800.00	0.00%
Other Commodities						
Travel, Convention, Education	12100-5500	\$ 539.16	\$ 500.00	\$ 500.00	\$ 1,500.00	200.00%
Special Events	12100-5801	\$ 59,739.18	\$ 17,500.00	\$ 17,500.00	\$ 10,000.00	-42.86%
Dues & Membership	12100-5810	\$ 98.40	\$ 500.00	\$ 500.00	\$ 500.00	0.00%
Office Supplies	12100-6001	\$ 2,636.42	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	0.00%
Repairs & Maintenance						
Supplies	12100-6007	\$ 1,602.15	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	0.00%
Total Other Commodities		\$ 64,615.31	\$ 21,700.00	\$ 21,700.00	\$ 15,200.00	-29.95%
Capital Items						
Capital Outlay		\$ -	\$ -	\$ -	\$ -	0.00%
Total Capital Items		\$ -	\$ -	\$ -	\$ -	0.00%
Total Tourism		\$ 175,953.06	\$ 125,802.00	\$ 123,302.00	\$ 119,725.00	-4.83%

Tourism

1110 – Regular Wages

The personnel services line item represents actual salaries for FY10. The line item does not include funds for cost of living of merit increases. This includes 1.25 FTE including F/T Visitors' Center Manager and a P/T Asst. Visitor's Center Manager.

2100 – FICA

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

2210 – VRS

VRS is calculated on the basis of 12.88% 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 .79%.

2600 – Unemployment Insurance

Calculated on the basis of .58% of the first \$8,000 earnings of each employee of the Town.

2700 – Worker's Compensation

Insurance premiums charged by VML based on \$0.16 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. Janitorial services are now by Public Works staff, and funds included in this line item are for enhanced one-time cleaning jobs required due to

3600 - Advertising

This item includes promotional advertising costs for a variety of publications; materials for trade show booths 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 is 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.

5801 – Special Events

This line item is to help fund the Bluemont Concert Series and Train Day. Currently includes \$7,500 for Bluemont and \$2,500 for other events.

5810 - Dues and Membership

This line item includes memberships in several tourism associations, and membership in several Richmond area associations.

6001 - Office Supplies

This item covers all usual 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 and non-routine repairs to the Visitor’s Center.

Treasurer Expenditure Detail

			Adopted	Mid Year	Town Manager Recommended	
	Acct. Code	FY08-09 Actual	Budget FY09- 10	Estimate FY09-10	Budget FY10- 11	% Change
Personnel						
Regular Wages	12410-1110	\$ 156,992.16	\$ 154,692.00	\$ 155,992.00	\$ 154,692.00	0.00%
Overtime		\$ -	\$ -	\$ -	\$ -	0.00%
FICA		\$ 11,788.74	\$ 11,834.00	\$ 11,848.00	\$ 11,834.00	0.00%
VRS	12410-2100	\$ 19,795.44	\$ 19,796.00	\$ 19,796.00	\$ 19,925.00	0.65%
Deferred Comp	12410-2210	\$ 1,215.36	\$ 1,250.00	\$ 1,168.00	\$ 1,168.00	-6.56%
Flexible Spending	12410-2220	\$ -	\$ -	\$ -	\$ -	0.00%
Medical/Hospital	12410-2300	\$ 22,868.00	\$ 23,640.00	\$ 22,680.00	\$ 24,767.00	4.77%
Group Life Insurance	12410-2400	\$ 1,368.00	\$ 1,268.00	\$ 1,368.00	\$ 1,223.00	-3.55%
Unemployment Insurance	12410-2600	\$ 43.20	\$ 120.00	\$ 139.00	\$ 139.00	15.83%
Worker's Compensation	12410-2700	\$ 500.48	\$ 500.00	\$ 395.00	\$ 300.00	-40.00%
Total Personnel		\$ 214,571.38	\$ 213,100.00	\$ 213,386.00	\$ 214,048.00	0.44%
Contract Services						
Professional Service	12410-3150	\$ 28,867.30	\$ 29,850.00	\$ 31,000.00	\$ 33,400.00	11.89%
Repairs & Maintenance	12410-3310	\$ 11,744.00	\$ 10,000.00	\$ 8,322.00	\$ 8,500.00	-15.00%
Advertising		\$ -	\$ -	\$ -	\$ -	0.00%
Purchased Services/Other Gov	12410-3800	\$ 10,120.00	\$ 8,000.00	\$ 5,300.00	\$ 5,500.00	-31.25%
Postage	12410-5210	\$ 5,018.91	\$ 5,000.00	\$ 6,100.00	\$ 5,500.00	10.00%
Telecommunications	12410-5230	\$ 1,980.00	\$ 2,000.00	\$ 1,900.00	\$ 1,900.00	-5.00%
A/R Crime Coverage Insurance	12410-5309	\$ 981.00	\$ 1,000.00	\$ 850.00	\$ 900.00	-10.00%
Lease of Equipment		\$ -	\$ -	\$ -	\$ -	0.00%
Total Contract Services		\$ 58,711.21	\$ 55,850.00	\$ 53,472.00	\$ 55,700.00	-0.27%
Other Commodities						
Travel, Convention, Education	12410-5500	\$ 357.10	\$ 600.00	\$ 275.00	\$ 300.00	-50.00%
Miscellaneous	12410-5800	\$ 10.00	\$ 100.00	\$ -	\$ 100.00	0.00%
Dues & Membership	12410-5810	\$ 1,015.00	\$ 1,015.00	\$ 1,020.00	\$ 1,050.00	3.45%
Office Supplies	12410-6001	\$ 11,620.66	\$ 4,000.00	\$ 3,500.00	\$ 4,500.00	12.50%
Total Other Commodities		\$ 13,002.76	\$ 5,715.00	\$ 4,795.00	\$ 5,950.00	4.11%
Capital Items						
Capital Outlay		\$ -	\$ -	\$ -	\$ -	0.00%
Total Capital Items		\$ -	\$ -	\$ -	\$ -	0.00%
Total Treasurer		\$ 286,285.35	\$ 274,665.00	\$ 271,653.00	\$ 275,698.00	0.38%

Treasurer

1110 - Regular Wages

Salaries for the Town Treasurer and two Account Clerks. Does not include additional funds for cost of living or merit increases.

2100 – FICA

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

2210 – VRS

VRS is calculated on the basis of 12.88% 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 .79%.

2600 – Unemployment Insurance

Calculated on the basis of .58% of the first \$8,000 earnings of each employee of the Town.

2700 – Worker's Compensation

Insurance premiums charged by VML based on \$0.16 per \$100 of earnings.

3150 - Professional Services

Annual Audit, Accounting Software Assistance, and preparation of Real Estate/Personal Property Tax bills.

3310 – Repairs & Maintenance

Maintenance for IBM AS400 computer, printer and financial software.

3600 – Advertising

Newspaper advertisements for Treasurer's Department when needed.

3800 – Purchased Services from Other Governmental Units

Payment to Hanover County for certain tax and vehicle information necessary for tax bills, vehicle decal applications, and information obtained from Virginia Employment Commission. Payment to DMV for vehicle registration stops.

5210 – Postage

Tax Bills, vehicle decal applications and other correspondence related to Treasurer’s Dept.

5230 – Telecommunications

Local and long distance as relates to Treasurer’s Office.

5309 - A/R Crime Coverage Insurance

Bonding insurance for employees who handle monies.

5410 – Lease of Equipment

No current leases.

5500 – Travel, Convention & Education

Treasurer’s Association of Virginia meetings and convention expenses.

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.

6001 – Office Supplies

Office supplies, cost of forms, applications and tax bills.

Information Technology Expenditure Detail

	Acct. Code	FY08-09 Actual	Adopted Budget FY09-10	Mid Year Estimate FY09-10	Town Manager Recommended Budget FY10-11	% Change
Personnel						
Regular Wages		\$ -	\$ -	\$ -	\$ -	0.00%
Overtime		\$ -	\$ -	\$ -	\$ -	0.00%
Worker's Compensation		\$ -	\$ -	\$ -	\$ -	0.00%
Total Personnel		\$ -	\$ -	\$ -	\$ -	0.00%
Contract Services						
Professional Service	12510-3150	\$ 41,559.79	\$ 47,000.00	\$ 47,000.00	\$ 47,000.00	0.00%
Telecommunications	12510-5230	\$ 7,260.23	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	0.00%
Total Contract Services		\$ 48,820.02	\$ 55,000.00	\$ 55,000.00	\$ 55,000.00	0.00%
Other Commodities						
Miscellaneous	12510-5800	\$ 4,509.97	\$ 14,000.00	\$ 14,000.00	\$ 14,000.00	0.00%
Repair & Maintenance						
Supplies	12510-6007	\$ 1,019.65	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	0.00%
Total Other Commodities		\$ 5,529.62	\$ 19,000.00	\$ 19,000.00	\$ 19,000.00	0.00%
Capital Items						
Scheduled CPU Replacement	12510-6021	\$ 15,885.00	\$ 20,000.00	\$ 20,000.00	\$ 31,500.00	57.50%
Total Capital Items		\$ 15,885.00	\$ 20,000.00	\$ 20,000.00	\$ 31,500.00	57.50%
Total IT		\$ 70,234.64	\$ 94,000.00	\$ 94,000.00	\$ 105,500.00	12.23%

Information Technology

As our computer related needs have grown to include multiple servers and many desktop and laptop units, the coordination of this function is much more efficiently handled within a single section of the budget. The exception to this is software applications that are unique to a single department, such as the financial and accounting software in the treasurer's office, and Police Pak in the police department.

There is no separate funding of personnel in this category. The Assistant 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. Comsys provides the Town with software, hardware and help desk services through two dedicated employees with significant experience in all three of these areas. In addition to the experience of these two employees they bring with them the experience and resources of a large well respected company

5230 - Telecommunications

This item covers the cost of the cable modem internet connection at Town Hall, Ashland Police Department and the Town Shop.

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 used by Town staff.

6007 - Repair and Maintenance Supplies

This line item covers primary computer supplies, including software licenses.

6021 – Scheduled CPU Replacement

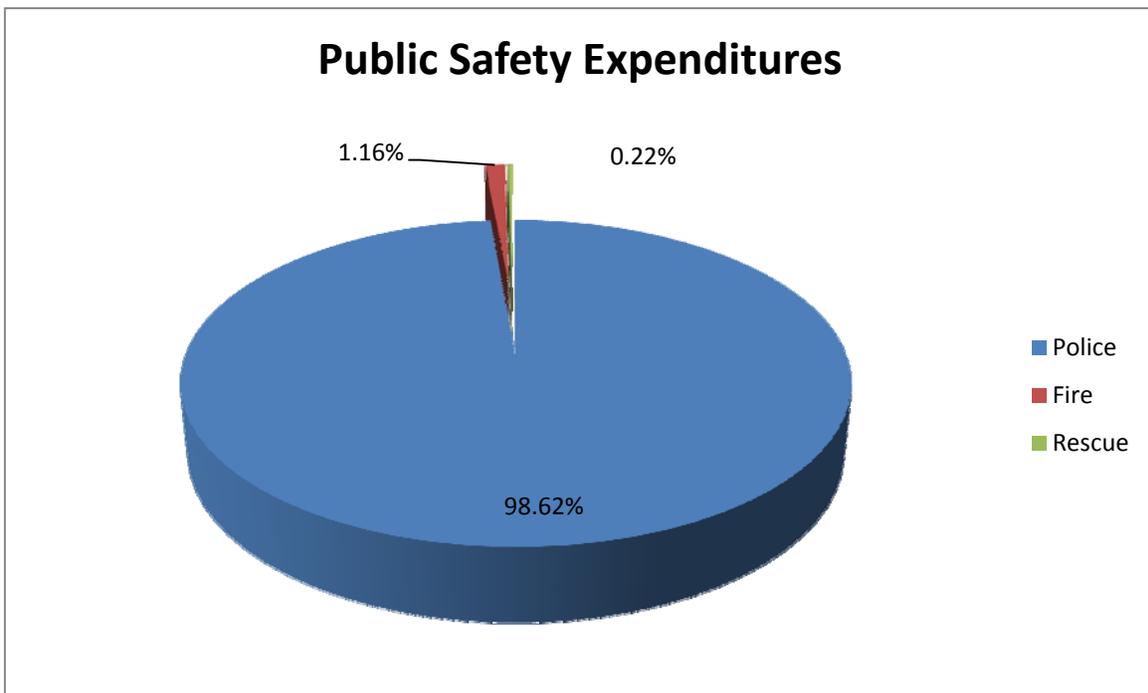
This line item is for the purchase of new computers and associated peripheral devices on a town wide basis. The standard the Town is striving to achieve is a four-year replacement cycle. The Assistant Town Manager has coordinated a replacement cycle for all departments. This line item also includes an additional \$11,500 in FY10-11 for the 1st year of a lease for a new AS400 in the Treasurer's Office.

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 and 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 owns the old fire station building and provides maintenance to it. The Town Manager also applies for a grant on behalf of the local fire station. In addition, 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 has provided a monetary donation to the Rescue Squad for enhanced capital purchases to improve services in the Town.



Public Safety Expenditure Summary

	FY08-09 Actual	Adopted Budget FY09-10	Mid Year Estimate FY09- 10	Town Manager Recommended Budget FY10-11	% Change
Personnel					
Police	\$ 1,876,262.49	\$ 1,944,195.00	\$ 1,874,557.00	\$ 1,921,737.00	-1.17%
Fire	\$ -	\$ -	\$ -	\$ -	0.00%
Ambulance & Rescue	\$ -	\$ -	\$ -	\$ -	0.00%
Total Personnel	\$ 1,876,262.49	\$ 1,944,195.00	\$ 1,874,557.00	\$ 1,921,737.00	-1.17%
Contract Services					
Police	\$ 114,900.61	\$ 95,926.00	\$ 93,602.00	\$ 93,495.00	-2.60%
Fire	\$ -	\$ 1,500.00	\$ 600.00	\$ 1,500.00	0.00%
Ambulance & Rescue	\$ -	\$ -	\$ -	\$ -	0.00%
Total Contract Services	\$ 114,900.61	\$ 97,426.00	\$ 94,202.00	\$ 94,995.00	-2.56%
Other Commodities					
Police	\$ 196,358.51	\$ 160,800.00	\$ 167,219.00	\$ 176,998.00	9.15%
Fire	\$ 27,068.62	\$ 24,012.00	\$ 24,805.77	\$ 24,261.00	1.03%
Ambulance & Rescue	\$ 7,500.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	0.00%
Total Other Commodities	\$ 230,927.13	\$ 189,812.00	\$ 197,024.77	\$ 206,259.00	7.97%
Capital Items					
Police	\$ -	\$ -	\$ 27,682.75	\$ -	0.00%
Fire	\$ -	\$ -	\$ -	\$ -	0.00%
Ambulance & Rescue	\$ -	\$ -	\$ -	\$ -	0.00%
Total Capital Items	\$ -	\$ -	\$ 27,682.75	\$ -	0.00%
Total Public Safety Expenditures	\$ 2,222,090.23	\$ 2,231,433.00	\$ 2,193,466.52	\$ 2,222,991.00	-0.38%

Police Expenditure Detail

	Acct. Code	FY08-09 Actual	Adopted Budget FY09-10	Mid Year Estimate FY09-10	Town Manager Recommended Budget FY10-11	% Change
Personnel						
Regular Wages	31100-1110	\$ 1,337,724.16	\$ 1,357,279.00	\$ 1,326,259.00	\$ 1,311,279.00	-3.39%
Overtime		\$ -	\$ -	\$ -	\$ -	0.00%
FICA	31100-2100	\$ 100,250.31	\$ 103,832.00	\$ 100,674.00	\$ 100,313.00	-3.39%
VRS	31100-2210	\$ 156,741.53	\$ 156,803.00	\$ 155,937.00	\$ 168,893.00	7.71%
Deferred Comp	31100-2220	\$ 18,760.73	\$ 20,387.00	\$ 17,218.00	\$ 20,194.00	-0.95%
Flexible Spending		\$ -	\$ -	\$ -	\$ -	0.00%
Medical/Hospital	31100-2300	\$ 211,320.00	\$ 253,704.00	\$ 228,598.00	\$ 270,610.00	6.66%
Group Life Insurance	31100-2400	\$ 12,024.99	\$ 11,996.00	\$ 11,367.00	\$ 9,529.00	-20.57%
Unemployment Insurance	31100-2600	\$ 447.11	\$ 1,200.00	\$ 1,200.00	\$ 1,253.00	4.42%
Worker's Compensation	31100-2700	\$ 38,993.66	\$ 38,994.00	\$ 33,304.00	\$ 39,666.00	1.72%
Total Personnel		\$ 1,876,262.49	\$ 1,944,195.00	\$ 1,874,557.00	\$ 1,921,737.00	-1.16%
Contract Services						
Professional Service	31100-3110	\$ 5,326.50	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	0.00%
Janitorial Services		\$ 10,180.00	\$ -	\$ -	\$ -	0.00%
Repairs & Maintenance	31100-3310	\$ 12,395.22	\$ 10,000.00	\$ 12,726.00	\$ 10,000.00	0.00%
Advertising	31100-3600	\$ 1,480.44	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	0.00%
Purchased Services/Other Gov	31100-3800	\$ 265.00	\$ 500.00	\$ 250.00	\$ 250.00	-50.00%
Electric Service	31100-5110	\$ 11,061.48	\$ 11,100.00	\$ 8,400.00	\$ 9,000.00	-18.92%
Heating Service	31100-5120	\$ 2,089.35	\$ 1,914.00	\$ 1,914.00	\$ 1,900.00	-0.73%
Water & Sewer	31100-5130	\$ 1,908.23	\$ 1,500.00	\$ 690.00	\$ 700.00	-53.33%
Postage	31100-5210	\$ 871.95	\$ 750.00	\$ 750.00	\$ 750.00	0.00%
Telecommunications	31100-5230	\$ 28,718.52	\$ 24,000.00	\$ 24,000.00	\$ 24,000.00	0.00%
Radio Repairs	31100-5240	\$ 3,365.72	\$ 4,500.00	\$ 4,500.00	\$ 2,523.00	-43.93%
Motor Vehicle Insurance	31100-5305	\$ 14,259.00	\$ 14,259.00	\$ 12,969.00	\$ 16,969.00	19.01%
A/R Crime Coverage Insurance	31100-5309	\$ 310.00	\$ 403.00	\$ 403.00	\$ 403.00	0.00%
Lease of Equipment	31100-5410	\$ 22,669.20	\$ 21,000.00	\$ 21,000.00	\$ 21,000.00	0.00%
Total Contract Services		\$ 114,900.61	\$ 95,926.00	\$ 93,602.00	\$ 93,495.00	-2.53%
Other Commodities						
Travel, Convention, Education	31100-5500	\$ 14,374.80	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	0.00%
Home Ownership Grant	0	\$ -	\$ -	\$ -	\$ -	0.00%
Miscellaneous	31100-5800	\$ 5,572.07	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	0.00%
Attorney Fees	31100-5801	\$ 3,503.00	\$ 2,500.00	\$ 4,500.00	\$ 4,500.00	80.00%
Dues & Membership	31100-5810	\$ 15,704.95	\$ 15,300.00	\$ 16,132.00	\$ 16,450.00	7.52%
Office Supplies	31100-6001	\$ 6,292.35	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	0.00%
Repair & Maintenance Supplies	31100-6007	\$ 4,675.83	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	0.00%
Fuel	31100-6008	\$ 44,589.97	\$ 50,400.00	\$ 46,700.00	\$ 56,448.00	12.00%
Vehicle/Powered Equipment	31100-6009	\$ 20,103.76	\$ 18,000.00	\$ 17,569.00	\$ 25,000.00	38.89%
Police Supplies	31100-6010	\$ 53,684.08	\$ 28,000.00	\$ 36,718.00	\$ 28,000.00	0.00%
Uniforms and Wearing Apparel	31100-6011	\$ 25,902.77	\$ 20,600.00	\$ 20,600.00	\$ 20,600.00	0.00%
Police IT		\$ -	\$ -	\$ -	\$ -	0.00%
Crime Prevention	31100-6021	\$ 1,954.93	\$ 3,000.00	\$ 2,000.00	\$ 3,000.00	0.00%
Total Other Commodities		\$ 196,358.51	\$ 160,800.00	\$ 167,219.00	\$ 176,998.00	10.07%
Capital Items						
Capital Outlay	31100-8000	\$ -	\$ -	\$ 12,000.00	\$ -	0.00%
Federal Stimulus Grant	31100-8001	\$ -	\$ -	\$ 15,682.75	\$ -	0.00%
Total Capital Items		\$ -	\$ -	\$ 27,682.75	\$ -	0.00%
Total Police		\$ 2,187,521.61	\$ 2,200,921.00	\$ 2,163,060.75	\$ 2,192,230.00	-0.39%

Ashland Police Department

1110 – Personnel Services

This line reflects a decrease of 3.4% as compared to FY10, which is the result of freezing one current police officer vacancy and eliminating the part-time hours of four part-time employees. The frozen police officer position reflects a salary savings of \$35,000. This savings will also be seen proportionally in the remaining benefit line items. In order to adjust for anticipated increased expenses in the fuel and vehicle repair lines, the elimination of the part-time hours is necessary. For FY10, the civilian part-time employees were cut from 44 hours per week to 16 hours per week. This reduction will eliminate those available hours. Full-time civilian employees will absorb those tasks. The part-time employees will remain on payroll for backup purposes.

2100 – FICA

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

2210 – VRS

VRS is calculated on the basis of 12.88% 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 – Health Insurance

Town's contribution for health insurance which reflects a 9.2% increase in premiums.

2400 – Group Life Insurance

This covers the cost of premiums through VRS at .79%.

2600 – Unemployment Insurance

Calculated on the basis of .58% of the first \$8,000 earnings of each employee of the Town.

2700 – Worker's Compensation

Insurance premiums charged by VML based on \$2.50 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

Since July 1, 2009, APD part-time employees have been cleaning the building. With the elimination of part-time civilian hours, full-time staff members will absorb these duties.

3310 – Repairs and Maintenance

This account covers the service agreement on our Records Management System, the service agreement on our copiers, mandated radar calibrations, and our generator warranty.

3600 – Advertising

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

3800 – Purchase Services/Other Govt.

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.

5210 – Postage

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

5230 – Telecommunications

This account pays for the telephones and data lines in the headquarters building, and cell phones for officers.

5240 – Radio Repairs

This account covers repairs to our aging inventory of portable and mobile radios. As the department should be utilizing a new radio system by summer 2010, we are safe in reducing the line by 44%.

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.

5410 – Lease of Equipment

This account pays for the lease on mobile video cameras in the police units.

5500 – Travel, Convention & Education

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

5714 – Home Grant

The Home Grant Program was created in 2007. It remains unfunded.

5800 – Miscellaneous

This account pays for our covert investigations funds and other services not allocated to other line items.

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. RRCJA has increased our dues by 10%.The remainder of the funds pay for memberships CALEA and other professional associations.

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. Working with data from the Energy Information Administration of the federal government we are projecting a 12% increase in this line item.

6009 – Vehicle and Power Equipment

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

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.

6014 – Police IT

This account is for any software/computer needs necessary for APD. It remains unfunded.

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.

8000 – Capital Outlay

While our fleet is again, we have five vehicles that will be in dire need of replacement by mid FY11. These vehicles will be all near or over 100,000 miles and have lived their useful life. Although five vehicles are needed, we understand the lean nature of the budget and will make every attempt to keep these vehicles in serviceable condition.

Fire Expenditure Detail

			Adopted Budget	Mid Year	Town Manager		
	Acct. Code	FY08-09 Actual	FY09-10	Estimate FY09-10	Budget FY10-11	Recommended	% Change
Personnel							
Regular Wages		\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Overtime		\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
FICA		\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
VRS		\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Deferred Comp		\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Flexible Spending		\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Medical/Hospital		\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Group Life Insurance		\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Unemployment Insurance		\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Worker's Compensation		\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Total Personnel		\$ -	0.00%				
Contract Services							
Professional Service		\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Repairs & Maintenance	32100-3310	\$ -	\$ 1,500.00	\$ 600.00	\$ 1,500.00	\$ 1,500.00	0.00%
Motor Vehicle Insurance		\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Total Contract Services		\$ -	\$ 1,500.00	\$ 600.00	\$ 1,500.00	\$ 1,500.00	0.00%
Other Commodities							
Contributions, Other Payment	32100-5600	\$ 7,500.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	0.00%
Fire Fund Distribution	32100-5701	\$ 18,012.00	\$ 18,012.00	\$ 18,261.00	\$ 18,261.00	\$ 18,261.00	1.38%
Repair & Maintenance Supplies	32100-6007	\$ 1,556.62	\$ 1,000.00	\$ 1,544.77	\$ 1,000.00	\$ 1,000.00	0.00%
Total Other Commodities		\$ 27,068.62	\$ 24,012.00	\$ 24,805.77	\$ 24,261.00	\$ 24,261.00	1.04%
Capital Items							
Capital Outlay		\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Total Capital Items		\$ -	0.00%				
Total Fire		\$ 27,068.62	\$ 25,512.00	\$ 25,405.77	\$ 25,761.00	\$ 25,761.00	0.98%

Rescue Squad Expenditure Detail

	Acct. Code	FY08-09 Actual	Adopted Budget FY09-10	Mid Year Estimate FY09-10	Town Manager Recommended Budget FY10-11	% Change
Personnel						
Regular Wages		\$ -	\$ -	\$ -	\$ -	0.00%
Overtime		\$ -	\$ -	\$ -	\$ -	0.00%
Total Personnel		\$ -	\$ -	\$ -	\$ -	0.00%
Contract Services						
Professional Service		\$ -	\$ -	\$ -	\$ -	0.00%
Repairs & Maintenance		\$ -	\$ -	\$ -	\$ -	0.00%
Motor Vehicle Insurance		\$ -	\$ -	\$ -	\$ -	0.00%
Total Contract Services		\$ -	\$ -	\$ -	\$ -	0.00%
Other Commodities						
Contributions, Other Payment	32300-5600	\$ 7,500.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	0.00%
Fire Fund Distribution		\$ -	\$ -	\$ -	\$ -	0.00%
Repair & Maintenance Supplies		\$ -	\$ -	\$ -	\$ -	0.00%
Total Other Commodities		\$ 7,500.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	0.00%
Capital Items						
Capital Outlay		\$ -	\$ -	\$ -	\$ -	0.00%
Total Capital Items		\$ -	\$ -	\$ -	\$ -	0.00%
Total Ambulance & Rescue		\$ 7,500.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	0.00%

Volunteer Fire Department

3310 - Repairs and Maintenance

This line item represents the estimated annual cost for routine maintenance of the Town owned building. This is primarily undertaken through the Town's Buildings & Grounds staff.

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.

6007 - Repair and Maintenance Supplies

This line item represents costs for miscellaneous maintenance supplies for repairs and maintenance performed by Town staff.

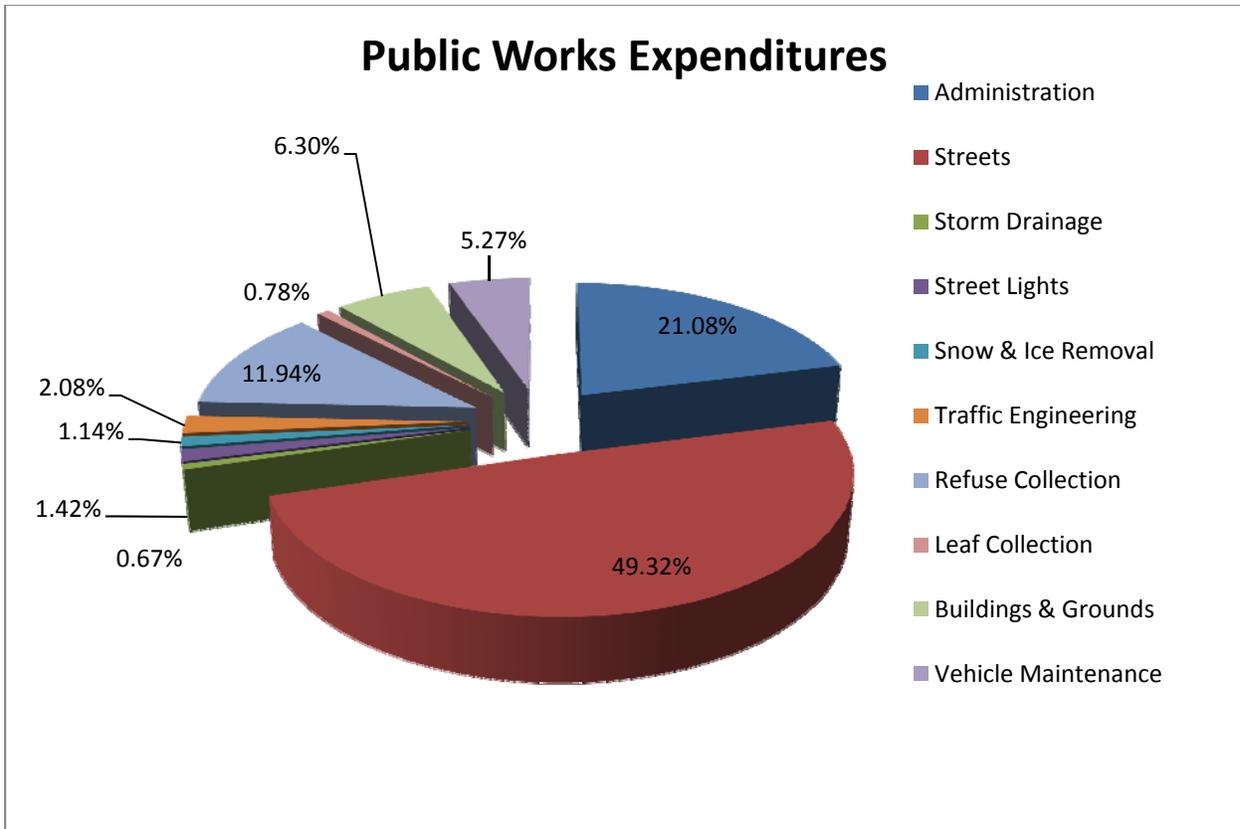
Ambulance and Rescue Services

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, Street 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

	FY08-09 Actual	Adopted Budget FY09-10	Mid Year Estimate FY09- 10	Town Manager Recommended Budget FY10-11	%
					Change
Personnel					
Administration	\$ 541,637.05	\$ 548,528.00	\$ 548,364.00	\$ 554,818.00	1.15%
Streets	\$ 763,965.14	\$ 740,518.54	\$ 735,319.53	\$ 708,756.00	-4.29%
Storm Drainage	\$ -	\$ -	\$ -	\$ -	0.00%
Street Lights	\$ -	\$ -	\$ -	\$ -	0.00%
Snow & Ice Removal	\$ -	\$ -	\$ -	\$ -	0.00%
Traffic Engineering	\$ -	\$ -	\$ -	\$ -	0.00%
Refuse Collection	\$ -	\$ -	\$ -	\$ -	0.00%
Leaf Collection	\$ -	\$ -	\$ -	\$ -	0.00%
Buildings & Grounds	\$ 111,503.95	\$ 105,243.07	\$ 112,118.00	\$ 112,055.00	6.47%
Vehicle Maintenance	\$ 125,557.39	\$ 127,492.00	\$ 126,553.00	\$ 128,441.00	0.74%
Total Personnel	\$ 1,542,663.53	\$ 1,521,781.61	\$ 1,522,354.53	\$ 1,504,070.00	-1.16%
Contract Services					
Administration	\$ 21,264.71	\$ 21,900.00	\$ 17,100.00	\$ 22,300.00	1.83%
Streets	\$ 282,119.46	\$ 526,200.00	\$ 525,552.00	\$ 525,552.00	-0.12%
Storm Drainage	\$ -	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	0.00%
Street Lights	\$ 42,858.77	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	0.00%
Snow & Ice Removal	\$ -	\$ -	\$ -	\$ -	0.00%
Traffic Engineering	\$ 36,605.00	\$ 22,500.00	\$ 22,500.00	\$ 49,500.00	120.00%
Refuse Collection	\$ 304,599.23	\$ 336,000.00	\$ 336,000.00	\$ 336,000.00	0.00%
Leaf Collection	\$ 11,385.00	\$ 8,000.00	\$ 10,000.00	\$ 12,000.00	50.00%
Buildings & Grounds	\$ 46,648.33	\$ 36,459.00	\$ 39,935.00	\$ 42,670.00	17.04%
Vehicle Maintenance	\$ 18,540.04	\$ 10,446.00	\$ 11,227.00	\$ 11,227.00	7.48%
Total Contract Services	\$ 764,020.54	\$ 1,010,505.00	\$ 1,011,314.00	\$ 1,048,249.00	3.74%
Other Commodities					
Administration	\$ 6,533.74	\$ 16,200.00	\$ 15,700.00	\$ 16,200.00	0.00%
Streets	\$ 105,247.81	\$ 150,000.00	\$ 130,000.00	\$ 145,000.00	-3.33%
Storm Drainage	\$ 8,415.25	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	0.00%
Street Lights	\$ -	\$ -	\$ -	\$ -	0.00%
Snow & Ice Removal	\$ 687.10	\$ 32,000.00	\$ 32,000.00	\$ 32,000.00	0.00%
Traffic Engineering	\$ 9,320.79	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	0.00%
Refuse Collection	\$ -	\$ -	\$ -	\$ -	0.00%
Leaf Collection	\$ 6,177.92	\$ 11,000.00	\$ 9,000.00	\$ 10,000.00	-9.09%
Buildings & Grounds	\$ 17,019.74	\$ 23,500.00	\$ 22,500.00	\$ 22,500.00	-4.26%
Vehicle Maintenance	\$ 7,522.59	\$ 8,800.00	\$ 7,300.00	\$ 8,800.00	0.00%
Total Other Commodities	\$ 160,924.94	\$ 260,500.00	\$ 235,500.00	\$ 253,500.00	-2.69%
Capital Items					
Administration	\$ -	\$ -	\$ -	\$ -	0.00%
Streets	\$ 19,256.69	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	0.00%
Storm Drainage	\$ -	\$ -	\$ -	\$ -	0.00%
Street Lights	\$ -	\$ -	\$ -	\$ -	0.00%
Snow & Ice Removal	\$ -	\$ -	\$ -	\$ -	0.00%
Traffic Engineering	\$ -	\$ -	\$ -	\$ -	0.00%
Refuse Collection	\$ -	\$ -	\$ -	\$ -	0.00%
Leaf Collection	\$ -	\$ -	\$ -	\$ -	0.00%
Buildings & Grounds	\$ -	\$ -	\$ -	\$ -	0.00%
Vehicle Maintenance	\$ -	\$ -	\$ -	\$ -	0.00%
Total Capital Items	\$ 19,256.69	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	0.00%
Total Public Works Expenditures	\$ 2,486,865.70	\$ 2,801,786.61	\$ 2,778,168.53	\$ 2,814,819.00	0.47%

Public Works Administration Expenditure Detail

	Acct. Code	FY08-09 Actual	Adopted Budget FY09-10	Mid Year Estimate FY09-10	Town Manager Recommended Budget FY10-11	% Change
Personnel						
Regular Wages	41100-1110	\$ 387,350.50	\$ 385,012.00	\$ 385,012.00	\$ 385,012.00	0.00%
Overtime		\$ -	\$ -	\$ -	\$ -	0.00%
FICA	41100-2100	\$ 28,206.53	\$ 30,742.00	\$ 30,742.00	\$ 30,742.00	0.00%
VRS	41100-2210	\$ 49,203.36	\$ 49,956.00	\$ 49,956.00	\$ 49,956.00	0.00%
Deferred Comp	41100-2220	\$ 6,589.24	\$ 6,900.00	\$ 6,900.00	\$ 6,900.00	0.00%
Medical/Hospital	41100-2300	\$ 64,832.00	\$ 70,416.00	\$ 70,416.00	\$ 76,895.00	9.20%
Group Life Insurance	41100-2400	\$ 3,399.84	\$ 3,295.00	\$ 3,295.00	\$ 3,042.00	-7.68%
Unemployment Insurance	41100-2600	\$ 89.04	\$ 240.00	\$ 240.00	\$ 279.00	16.25%
Worker's Compensation	41100-2700	\$ 1,966.54	\$ 1,967.00	\$ 1,803.00	\$ 1,992.00	1.27%
Total Personnel		\$ 541,637.05	\$ 548,528.00	\$ 548,364.00	\$ 554,818.00	1.15%
Contract Services						
Professional Service	41100-3150	\$ 5,655.30	\$ 5,000.00	\$ 2,000.00	\$ 5,000.00	0.00%
Repairs & Maintenance	41100-3310	\$ 497.55	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	0.00%
Advertising	41100-3600	\$ 1,361.27	\$ 2,000.00	\$ 1,200.00	\$ 2,000.00	0.00%
Postage	41100-5210	\$ 409.71	\$ 400.00	\$ 400.00	\$ 400.00	0.00%
Telecommunications	41100-5230	\$ 4,620.42	\$ 3,800.00	\$ 3,800.00	\$ 4,200.00	10.53%
Radio Repairs	41100-5240	\$ 1,110.40	\$ 1,000.00	\$ 500.00	\$ 1,000.00	0.00%
Lease of Equipment	41100-5410	\$ 7,610.06	\$ 8,500.00	\$ 8,000.00	\$ 8,500.00	0.00%
Total Contract Services		\$ 21,264.71	\$ 21,900.00	\$ 17,100.00	\$ 22,300.00	1.83%
Other Commodities						
Travel, Convention, Education	41100-5500	\$ 677.04	\$ 1,500.00	\$ 1,000.00	\$ 1,500.00	0.00%
Miscellaneous	41100-5800	\$ 130.98	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	0.00%
Dues & Membership	41100-5810	\$ 970.00	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	0.00%
Office Supplies	41100-6001	\$ 1,451.77	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	0.00%
Repair & Maintenance Supplies	41100-6007	\$ -	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	0.00%
Fuel	41100-6008	\$ 2,740.33	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	0.00%
Vehicle/Powered Equipment	41100-6009	\$ 563.62	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	0.00%
Total Other Commodities		\$ 6,533.74	\$ 16,200.00	\$ 15,700.00	\$ 16,200.00	0.00%
Capital Items						
Capital Outlay		\$ -	\$ -	\$ -	\$ -	0.00%
Total Capital Items		\$ -	\$ -	\$ -	\$ -	-
Total Public Works Administration		\$ 569,435.50	\$ 586,628.00	\$ 581,164.00	\$ 593,318.00	1.14%

General Engineering Administration

1110 - Regular Wages

The personnel services line item represents actual salaries for six full time employees for FY11 .

2100 – FICA

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

2210 – VRS

VRS is calculated on the basis of 12.88% 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 0.79%.

2600 – Unemployment Insurance

Calculated on the basis of 0.58% of the first \$8,000 earnings of each employee of the Town.

2700 – Worker's Compensation

Insurance premiums charged by VML based on \$0.16 per \$100 of earnings.

3150 – Professional Services

This line item includes funds for printing and plotting services, administration of the random drug testing program for equipment operators and costs for the minor use of outside engineering firms if necessary.

3310 – Repairs & Maintenance

This item includes the costs for ongoing equipment maintenance, repairs and upgrades and calibration of equipment.

3600 – Advertising

This line item includes advertising costs for vacant positions and for 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 local, long distance, and cellular service within the department.

5240 – Radio Repairs

This item represents the estimated annual cost of repairs and maintenance of all mobile and base radios.

5410 – Lease of Equipment

This item is for the lease of a printer/scanner to reproduce full size drawings.

5500 – Travel, Convention & Education

This item includes funds for safety training, GIS training, CADD training, and continuing education as appropriate for employee certifications.

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.

5810 – Dues & Memberships

This item includes memberships and costs for maintaining PE certification, American Society of Civil Engineers, American Public Works Administrators and others.

6001 – Office Supplies

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

6007 – Repair & Maintenance Supplies

This account pays for our general engineering supplies (\$1000) and AutoCad annual support and subscription services (\$0 this year).

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.

8000 – Capital Outlay

No funding requested.

Public Works Street Expenditure Detail

	Acct. Code	FY08-09 Actual	Adopted Budget FY09-10	Mid Year Estimate FY09-10	Town Manager Recommended Budget FY10-11	% Change
Personnel						
Regular Wages	41200-1110	\$ 504,760.82	\$ 474,844.10	\$ 474,844.10	\$ 449,000.00	-5.44%
Overtime		\$ -	\$ -		\$ -	0.00%
FICA	41200-2100	\$ 37,634.78	\$ 37,856.22	\$ 36,325.57	\$ 34,349.00	-9.26%
VRS	41200-2210	\$ 59,145.36	\$ 56,369.19	\$ 56,363.99	\$ 57,831.00	2.59%
Deferred Comp	41200-2220	\$ 8,592.28	\$ 9,192.00	\$ 9,192.98	\$ 9,193.00	0.01%
Medical/Hospital	41200-2300	\$ 96,390.00	\$ 107,520.00	\$ 107,504.70	\$ 110,962.00	3.20%
Group Life Insurance	41200-2400	\$ 4,086.81	\$ 4,034.00	\$ 4,036.17	\$ 3,224.00	-20.08%
Unemployment Insurance	41200-2600	\$ 213.94	\$ 560.00	\$ 560.00	\$ 557.00	-0.54%
Worker's Compensation	41200-2700	\$ 53,141.15	\$ 50,143.03	\$ 46,492.00	\$ 43,640.00	-12.97%
Total Personnel		\$ 763,965.14	\$ 740,518.54	\$ 735,319.53	\$ 708,756.00	-4.29%
Contract Services						
Contractual Repairs & Maintenance	41200-3150	\$ 260,111.72	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00	0.00%
Tree Trimming	41200-3321	\$ 8,905.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	0.00%
Disaster Recovery Services		\$ -	\$ -	\$ -	\$ -	0.00%
Telecommunications	41200-5230	\$ 1,420.74	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	0.00%
Motor Vehicle Insurance	41200-5305	\$ 11,682.00	\$ 13,000.00	\$ 12,352.00	\$ 12,352.00	-4.98%
Rental Equipment		\$ -	\$ -	\$ -	\$ -	0.00%
Total Contract Services		\$ 282,119.46	\$ 526,200.00	\$ 525,552.00	\$ 525,552.00	-0.12%
Other Commodities						
Repair & Maintenance Supplies	41200-6007	\$ 48,646.42	\$ 70,000.00	\$ 60,000.00	\$ 70,000.00	0.00%
Fuel	41200-6008	\$ 32,150.86	\$ 50,000.00	\$ 40,000.00	\$ 40,000.00	-20.00%
Vehicle/Powered Equipment	41200-6009	\$ 24,450.53	\$ 30,000.00	\$ 30,000.00	\$ 35,000.00	16.67%
Total Other Commodities		\$ 105,247.81	\$ 150,000.00	\$ 130,000.00	\$ 145,000.00	-3.33%
Capital Items						
Vehicle & Equipment Purchase		\$ -	\$ -	\$ -	\$ -	0.00%
Capital Outlay	41200-8000	\$ 19,256.69	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	0.00%
Total Capital Items		\$ 19,256.69	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	0.00%
Total Public Works Streets		\$ 1,170,589.10	\$ 1,425,718.54	\$ 1,399,871.53	\$ 1,388,308.00	-2.62%

Highways, Streets and Sidewalks

1110 - Regular Wages

The personnel services line item represents actual salaries twelve full time positions. Three full time positions are frozen and unfunded for FY11.

2100 – FICA

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

2210 – VRS

VRS is calculated on the basis of 12.88% 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 0.79%.

2600 – Unemployment Insurance

Calculated on the basis of 0.58% of the first \$8,000 earnings of each employee of the Town.

2700 – Worker's Compensation

Insurance premiums charged by VML based on \$7.25 per \$100 of earnings.

3150 – Repairs and Maintenance - Contracted

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

3321 – Tree Trimming

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

5230 – Telecommunications

This line item includes the cost for local, long distance, and cellular service within the department.

5305 – Motor Vehicle Insurance

This line item provides insurance for all departmental vehicles.

5431 – Rental Equipment

This item allows for the rental of equipment that is occasionally needed for the completion of a project such as grade-alls, rollers, additional signboards and other heavy equipment. (No funding requested)

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, hand tools, culverts, safety equipment and safety shoes for the employees (\$125 per employee per year).

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

Capital outlays anticipated for the fiscal year include the ongoing budgeting for the Town share of VDOT allocations for projects within the Town under their six year plan.

Public Works Storm Drainage Expenditure Detail

	Acct. Code	FY08-09 Actual	Adopted Budget FY09-10	Mid Year Estimate FY09-10	Town Manager Recommended Budget FY10-11	% Change
Personnel						
Regular Wages		\$ -	\$ -	\$ -	\$ -	0.00%
Total Personnel		\$ -	\$ -	\$ -	\$ -	0.00%
Contract Services						
Professional Services	41310-3150	\$ -	\$ -	\$ -	\$ -	0.00%
Repairs & Maintenance	41310-3310	\$ -	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	0.00%
Total Contract Services		\$ -	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	0.00%
Other Commodities						
Repair & Maintenance Supplies	41310-6007	\$ 8,415.25	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	0.00%
Total Other Commodities		\$ 8,415.25	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	0.00%
Capital Items						
Capital Outlay		\$ -	\$ -	\$ -	\$ -	0.00%
Total Capital Items		\$ -	\$ -	\$ -	\$ -	0.00%
Total Public Works Storm Drainage		\$ 8,415.25	\$ 19,000.00	\$ 19,000.00	\$ 19,000.00	0.00%

Storm Drainage

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. Included in the type of work is installation or repair of inlets and storm sewer flushing services.

6007 - Repair and Maintenance Supplies

This item provides for an inventory of supplies necessary to complete drainage projects, including pipe, inlets, and stone.

Public Works Street Light Expenditure Detail

	Acct. Code	FY08-09 Actual	Adopted Budget FY09-10	Mid Year Estimate FY09-10	Town Manager Recommended Budget FY10-11	% Change
Personnel						
Regular Wages		\$ -	\$ -	\$ -	\$ -	0.00%
Total Personnel		\$ -	\$ -	\$ -	\$ -	0.00%
Contract Services						
Professional Services		\$ -	\$ -	\$ -	\$ -	0.00%
Electric Service	41320-5110	\$ 42,858.77	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	0.00%
Total Contract Services		\$ 42,858.77	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	0.00%
Other Commodities						
Repair & Maintenance Supplies		\$ -	\$ -	\$ -	\$ -	0.00%
Total Other Commodities		\$ -	\$ -	\$ -	\$ -	0.00%
Capital Items						
Capital Outlay		\$ -	\$ -	\$ -	\$ -	0.00%
Total Capital Items		\$ -	\$ -	\$ -	\$ -	0.00%
Total Public Works Street Lights		\$ 42,858.77	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	0.00%

Street Lights

5110 - Electrical Services

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

Public Works Snow Removal Expenditure Detail

	Acct. Code	FY08-09 Actual	Adopted Budget		Mid Year	Town Manager		% Change
			FY09-10	Estimate FY09-10	Budget FY10-11	Recommended		
Personnel								
Regular Wages		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Overtime Wages		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Total Personnel		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Contract Services								
Professional Services		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Total Contract Services		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Other Commodities								
Repair & Maintenance Supplies 41330-6007		\$ 687.10	\$ 32,000.00	\$ 32,000.00	\$ 32,000.00	\$ 32,000.00	\$ 32,000.00	0.00%
Total Other Commodities		\$ 687.10	\$ 32,000.00	0.00%				
Capital Items								
Capital Outlay		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Total Capital Items		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Total Public Works Snow & Ice Removal		\$ 687.10	\$ 32,000.00	0.00%				

Snow and Ice Removal

6007 - Repair and Maintenance Supplies

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

8000 - Capital Outlay

No expenditures are planned in this category.

Public Works Traffic Engineering Expenditure Detail

	Acct. Code	FY08-09 Actual	Adopted Budget FY09-10	Mid Year Estimate FY09- 10	Town Manager Recommended Budget FY10-11	% Change
Personnel						
Regular Wages		\$ -	\$ -	\$ -	\$ -	0.00%
Overtime Wages		\$ -	\$ -	\$ -	\$ -	0.00%
Total Personnel		\$ -	\$ -	\$ -	\$ -	0.00%
Contract Services						
Professional Services		\$ -	\$ -	\$ -	\$ -	0.00%
Repairs & Maintenance	41400-3310	\$ 36,605.00	\$ 22,500.00	\$ 22,500.00	\$ 49,500.00	120.00%
Total Contract Services		\$ 36,605.00	\$ 22,500.00	\$ 22,500.00	\$ 49,500.00	120.00%
Other Commodities						
Repair & Maintenance Supplies	41400-6007	\$ 9,320.79	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	0.00%
Total Other Commodities		\$ 9,320.79	\$ 9,000.00	\$ 9,000.00	\$ 9,000.00	0.00%
Capital Items						
Capital Outlay		\$ -	\$ -	\$ -	\$ -	0.00%
Total Capital Items		\$ -	\$ -	\$ -	\$ -	0.00%
Total Public Works Traffic Engineering		\$ 45,925.79	\$ 31,500.00	\$ 31,500.00	\$ 58,500.00	85.71%

Traffic Engineering

3150 - Professional Services

This includes on-call consulting engineering services used on an as-needed basis. (No funding requested).

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. In addition, funding is provided for installation of battery back-up system on Route 1 at Arbor Oak Drive; replacement video detection equipment on Route 54 at Cottage Green Drive; installation of detectors and software for traffic based signal timing operation on Routes 1 and 54..

6007 - Materials and Supplies

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

8000 - Capital Outlay

No funding included.

Public Works Buildings & Grounds Expenditure Detail

Public Works Buildings & Grounds Expenditures							
		Acct. Code	FY08-09 Actual	Adopted Budget FY09-10	Mid Year Estimate FY09-10	Town Manager Recommended Budget FY10-11	% Change
Personnel							
	Regular Wages	43100-1100	\$ 76,572.01	\$ 77,636.00	\$ 77,636.00	\$ 77,636.00	0.00%
	Overtime		\$ -	\$ -	\$ -	\$ -	0.00%
	FICA	43100-2100	\$ 5,854.91	\$ 5,180.53	\$ 5,594.00	\$ 5,939.00	14.64%
	VRS	43100-2210	\$ 9,495.84	\$ 7,948.97	\$ 8,314.00	\$ 8,315.00	4.60%
	Deferred Comp	43100-2220	\$ 2,931.11	\$ 626.88	\$ 738.00	\$ 738.00	17.73%
	Medical/Hospital	43100-2300	\$ 13,822.00	\$ 11,784.00	\$ 16,392.00	\$ 16,409.00	39.25%
	Group Life Insurance	43100-2400	\$ 644.10	\$ 538.98	\$ 556.00	\$ 510.00	-5.38%
	Unemployment Insurance	43100-2600	\$ 48.26	\$ 80.00	\$ 80.00	\$ 93.00	16.25%
	Worker's Compensation	43100-2700	\$ 2,135.72	\$ 1,447.71	\$ 2,808.00	\$ 2,415.00	66.82%
	Total Personnel		\$ 111,503.95	\$ 105,243.07	\$ 112,118.00	\$ 112,055.00	6.47%
Contract Services							
	Professional Services	43100-3150	\$ 8,359.40	\$ 3,000.00	\$ 1,000.00	\$ 3,000.00	0.00%
	Repairs & Maintenance	43100-3310	\$ 15,391.65	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	0.00%
	Electric Service	43100-5110	\$ 18,078.56	\$ 16,000.00	\$ 18,265.00	\$ 19,000.00	18.75%
	Heating Service	43100-5120	\$ 1,047.74	\$ 1,400.00	\$ 4,000.00	\$ 4,000.00	185.71%
	Water & Sewer Bills	43100-5130	\$ 2,211.98	\$ 2,500.00	\$ 3,300.00	\$ 3,300.00	32.00%
	Motor Vehicle Insurance	43100-5305	\$ 1,559.00	\$ 1,559.00	\$ 1,370.00	\$ 1,370.00	-12.12%
	Total Contract Services		\$ 46,648.33	\$ 36,459.00	\$ 39,935.00	\$ 42,670.00	17.04%
Other Commodities							
	Repair & Maintenance Supplies	43100-6007	\$ 11,073.76	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	0.00%
	Fuel	43100-6008	\$ 4,023.89	\$ 5,000.00	\$ 4,000.00	\$ 4,000.00	-20.00%
	Vehicle/Powered Equipment	43100-6009	\$ 1,922.09	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	0.00%
	Total Other Commodities		\$ 17,019.74	\$ 23,500.00	\$ 22,500.00	\$ 22,500.00	-4.26%
Capital Items							
	Vehicle & Equipment Purchase		\$ -	\$ -	\$ -	\$ -	0.00%
	Capital Outlay		\$ -	\$ -	\$ -	\$ -	0.00%
	Total Capital Items		\$ -	\$ -	\$ -	\$ -	0.00%
Total Public Works Buildings & Grounds			\$ 175,172.02	\$ 165,202.07	\$ 174,553.00	\$ 177,225.00	7.28%

Maintenance of Buildings and Grounds

1110 - Regular Wages

The personnel services line item represents actual salaries for FY 11, which includes two full time employees and part time custodial services.

2100 – FICA

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

2210 – VRS

VRS is calculated on the basis of 12.88 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 0.79%.

2600 – Unemployment Insurance

Calculated on the basis of 0.58% of the first \$8,000 earnings of each employee of the Town.

2700 – Worker's Compensation

Insurance premiums charged by VML based on \$2.57 per \$100 of earnings.

3150 – Professional Services

This item funds the preventative exterminator services at Town buildings.

3310 – Repairs and Maintenance – Contractual

Included in this line item are repair costs for plumbing, heating and electrical services as needed.

3311 – Repairs and maintenance – Rental

No funding included

5110 – Electric Service

Electrical service for Town Hall, former fire station, and the maintenance shop.

5120 – Heating Service

Heating service for Town Hall and former fire station.

5130 – Water & Sewer

Water & sewer service for Town Hall, former fire station and Visitors Center.

5305 – Motor Vehicle Insurance

This line item provides insurance for all departmental vehicles.

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 provided.

Public Works Refuse Collection Expenditure Detail

Public Works Refuse Collection Expenditures							
	Acct. Code	FY08-09 Actual	Adopted Budget FY09-10	Mid Year Estimate FY09-10	Town Manager Recommended Budget FY10-11	% Change	
Personnel							
	Regular Wages	\$ -	\$ -	\$ -	\$ -	0.00%	
	Overtime Wages	\$ -	\$ -	\$ -	\$ -	0.00%	
	Total Personnel	\$ -	\$ -	\$ -	\$ -	0.00%	
Contract Services							
	Refuse Collection	42000-3180 \$ 304,599.23	\$ 336,000.00	\$ 336,000.00	\$ 336,000.00	0.00%	
	Repairs & Maintenance	\$ -	\$ -	\$ -	\$ -	0.00%	
	Total Contract Services	\$ 304,599.23	\$ 336,000.00	\$ 336,000.00	\$ 336,000.00	0.00%	
Other Commodities							
	Repair & Maintenance Supplies	\$ -	\$ -	\$ -	\$ -	0.00%	
	Total Other Commodities	\$ -	\$ -	\$ -	\$ -	0.00%	
Capital Items							
	Capital Outlay	\$ -	\$ -	\$ -	\$ -	0.00%	
	Total Capital Items	\$ -	\$ -	\$ -	\$ -	0.00%	
Total Public Works Refuse Collection		\$ 304,599.23	\$ 336,000.00	\$ 336,000.00	\$ 336,000.00	0.00%	

Refuse Collection

3180 - Refuse Collection

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

Public Works Leaf Collection Expenditure Detail

Public Works Leaf Collection Expenditures							
		Acct. Code	FY08-09 Actual	Adopted Budget FY09-10	Mid Year Estimate FY09-10	Town Manager Recommended Budget FY10-11	% Change
Personnel							
	Regular Wages		\$ -	\$ -	\$ -	\$ -	0.00%
	Overtime Wages		\$ -	\$ -	\$ -	\$ -	0.00%
	FICA		\$ -	\$ -	\$ -	\$ -	0.00%
	VRS		\$ -	\$ -	\$ -	\$ -	0.00%
	Deferred Comp		\$ -	\$ -	\$ -	\$ -	0.00%
	Medical/Hospital Plan		\$ -	\$ -	\$ -	\$ -	0.00%
	Group Life Insurance		\$ -	\$ -	\$ -	\$ -	0.00%
	Unemployment Insurance		\$ -	\$ -	\$ -	\$ -	0.00%
	Worker's Compensation		\$ -	\$ -	\$ -	\$ -	0.00%
	Temporary Help Service Fees		\$ -	\$ -	\$ -	\$ -	0.00%
	Total Personnel		\$ -	\$ -	\$ -	\$ -	0.00%
Contract Services							
	Repairs & Maintenance	42600-3310	\$ 11,385.00	\$ 8,000.00	\$ 10,000.00	\$ 12,000.00	50.00%
	Motor Vehicle Insurance		\$ -	\$ -	\$ -	\$ -	0.00%
	Total Contract Services		\$ 11,385.00	\$ 8,000.00	\$ 10,000.00	\$ 12,000.00	50.00%
Other Commodities							
	Repair & Maintenance Supplies	42600-6007	\$ 6,177.92	\$ 11,000.00	\$ 9,000.00	\$ 10,000.00	-9.09%
	Vehicle/Powered Equipment		\$ -	\$ -	\$ -	\$ -	0.00%
	Total Other Commodities		\$ 6,177.92	\$ 11,000.00	\$ 9,000.00	\$ 10,000.00	-9.09%
Capital Items							
	Capital Outlay		\$ -	\$ -	\$ -	\$ -	0.00%
	Total Capital Items		\$ -	\$ -	\$ -	\$ -	0.00%
Total Public Works Leaf Collection			\$ 17,562.92	\$ 19,000.00	\$ 19,000.00	\$ 22,000.00	15.79%

Brush and Leaf Collection

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.

5305 – Motor Vehicle Insurance

No funding requested.

6007 - Repairs and Maintenance Supplies

This item includes funds for home compost units and miscellaneous parts, equipment and tools used in the leaf collection process. This item also includes 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.

Public Works Vehicle Maintenance Expenditure Detail

Public Works Vehicle Maintenance Expenditures							
	Acct. Code	FY08-09 Actual	Adopted Budget FY09-10 Adopted	Mid Year Estimate FY09-10	Town Manager Recommended Budget FY10-11	% Change	
Personnel							
Regular Wages	64500-1110	\$ 83,899.53	\$ 83,433.00	\$ 83,433.00	\$ 83,433.00	0.00%	
Overtime		\$ -	\$ -	\$ -	\$ -	0.00%	
FICA	64500-2100	\$ 6,092.52	\$ 6,383.00	\$ 6,613.00	\$ 6,383.00	0.00%	
VRS	64500-2210	\$ 10,488.48	\$ 10,489.00	\$ 10,489.00	\$ 10,489.00	0.00%	
Deferred Comp	64500-2220	\$ 1,673.00	\$ 2,100.00	\$ 984.00	\$ 984.00	-53.14%	
Medical/Hospital	64500-2300	\$ 20,132.00	\$ 21,804.00	\$ 21,804.00	\$ 23,810.00	9.20%	
Group Life Insurance	64500-2400	\$ 724.56	\$ 684.00	\$ 724.00	\$ 644.00	-5.85%	
Unemployment Insurance	64500-2600	\$ 28.77	\$ 80.00	\$ 80.00	\$ 93.00	16.25%	
Worker's Compensation	64500-2700	\$ 2,518.53	\$ 2,519.00	\$ 2,426.00	\$ 2,605.00	3.41%	
Total Personnel		\$ 125,557.39	\$ 127,492.00	\$ 126,553.00	\$ 128,441.00	0.74%	
Contract Services							
Repairs & Maintenance	64500-3310	\$ 9,067.07	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	0.00%	
Heating Service	64500-5120	\$ 4,638.92	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	0.00%	
Water & Sewer Bills	64500-5130	\$ 2,108.08	\$ 1,400.00	\$ 2,100.00	\$ 2,100.00	50.00%	
Telecommunications	64500-5230	\$ 1,979.97	\$ 2,300.00	\$ 2,300.00	\$ 2,300.00	0.00%	
Motor Vehicle Insurance	64500-5305	\$ 746.00	\$ 746.00	\$ 827.00	\$ 827.00	10.86%	
Total Contract Services		\$ 18,540.04	\$ 10,446.00	\$ 11,227.00	\$ 11,227.00	7.48%	
Other Commodities							
Repair & Maintenance Supplies	64500-6007	\$ 5,860.11	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	0.00%	
Fuel	64500-6008	\$ 1,011.30	\$ 1,800.00	\$ 1,100.00	\$ 1,800.00	0.00%	
Vehicle/Powered Equipment	64500-6009	\$ 651.18	\$ 2,000.00	\$ 1,200.00	\$ 2,000.00	0.00%	
Total Other Commodities		\$ 7,522.59	\$ 8,800.00	\$ 7,300.00	\$ 8,800.00	0.00%	
Capital Items							
Vehicle & Equipment Purchase		\$ -	\$ -	\$ -	\$ -	0.00%	
Capital Outlay		\$ -	\$ -	\$ -	\$ -	0.00%	
Total Capital Items		\$ -	\$ -	\$ -	\$ -	0.00%	
Total Public Works Vehicle Maintenance		\$ 151,620.02	\$ 146,738.00	\$ 145,080.00	\$ 148,468.00	1.18%	

Vehicle Maintenance

1110 - Regular Wages

The personnel services line item represents actual salaries for FY 11 for two full time employees.

2100 – FICA

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

2210 – VRS

VRS is calculated on the basis of 12.88% 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 0.79%.

2600 – Unemployment Insurance

Calculated on the basis of 0.58% of the first \$8,000 earnings of each employee of the Town.

2700 – Worker's Compensation

Insurance premiums charged by VML based on \$2.58 per \$100 of earnings.

3310 – Repairs & Maintenance

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

5120 – Heating Service

Heating service for Maintenance Shop.

5130 – Water & Sewer

Water & sewer service for Maintenance Shop.

5230 – Telecommunications

This line item includes the cost for local, long distance, and cellular service within the department.

5305 - Motor Vehicle Insurance

This line item provides insurance for all departmental vehicles.

6008 – Fuel

This line item covers fuel costs for the departmental vehicles.

6007 – Repair & Maintenance Supplies

This item includes general supplies for the shop, miscellaneous tools and safety equipment.

6009 – Vehicle/Powered Equipment

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

8000 - Capital Outlay

No expenditures are planned in this category.

Parks & Recreation Expenditure Detail

Parks & Recreation Expenditures							
	Acct. Code	FY08-09 Actual	Adopted Budget FY09-10 Adopted	Mid Year Estimate FY09-10	Town Manager Recommended Budget FY10-11	% Change	
Personnel							
Regular Wages	71100-1110	\$ 72,977.05	\$ 68,000.00	\$ 68,000.00	\$ 68,000.00	0.00%	
Overtime		\$ -	\$ -	\$ -	\$ -	0.00%	
FICA	71100-2100	\$ 5,582.81	\$ 5,202.00	\$ 5,202.00	\$ 5,202.00	0.00%	
VRS		\$ -	\$ -	\$ -	\$ -	0.00%	
Deferred Comp		\$ -	\$ -	\$ -	\$ -	0.00%	
Medical/Hospital		\$ -	\$ -	\$ -	\$ -	0.00%	
Group Life Insurance		\$ -	\$ -	\$ -	\$ -	0.00%	
Unemployment Insurance	71100-2600	\$ 90.15	\$ 340.00	\$ 340.00	\$ 354.00	4.12%	
Worker's Compensation	71100-2700	\$ 2,027.47	\$ 2,050.00	\$ 2,050.00	\$ 1,951.00	-4.83%	
Total Personnel		\$ 80,677.48	\$ 75,592.00	\$ 75,592.00	\$ 75,507.00	-0.11%	
Contract Services							
Professional Services	71100-3150	\$ 1,620.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	0.00%	
Repairs & Maintenance - Parks	71100-3160	\$ 360.38	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	0.00%	
Water & Sewer Bills	71100-5130	\$ 672.78	\$ 1,200.00	\$ 1,200.00	\$ 1,200.00	0.00%	
Water & Sewer Bills - Pool	71100-5131	\$ 5,159.73	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	0.00%	
Total Contract Services		\$ 7,812.89	\$ 10,200.00	\$ 10,200.00	\$ 10,200.00	0.00%	
Other Commodities							
Contributions, Other Payment	71100-5600	\$ -	\$ 2,500.00	\$ -	\$ -	-100.00%	
Contributions, Ashland Little League		\$ -	\$ -	\$ -	\$ -	0.00%	
Miscellaneous	71100-5800	\$ -	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	0.00%	
Special Events	71100-5801	\$ -	\$ -	\$ -	\$ -	0.00%	
Repairs & Maintenance Supplies - Parks	71100-6007	\$ 2,061.35	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00	0.00%	
Repairs & Maintenance Supplies - Pool	71100-6008	\$ 24,582.85	\$ 25,000.00	\$ 25,000.00	\$ 27,500.00	10.00%	
Total Other Commodities		\$ 26,644.20	\$ 36,500.00	\$ 34,000.00	\$ 36,500.00	0.00%	
Capital Items							
Vehicle & Equipment Purchase		\$ -	\$ -	\$ -	\$ -	0.00%	
Capital Outlay		\$ -	\$ -	\$ -	\$ -	0.00%	
Total Capital Items		\$ -	\$ -	\$ -	\$ -	0.00%	
Total Parks & Recreation		\$ 115,134.57	\$ 122,292.00	\$ 119,792.00	\$ 122,207.00	-0.07%	

Parks, Recreation and Cultural

1110 - Regular Wages

This line item covers the salaries of the Pool staff including the Manager and Assistant Managers. Increased funding was required to meet Federal Minimum Wage increases in the past fiscal year.

2100 – FICA

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

2600 – Unemployment Insurance

Calculated on the basis of .58% of the first \$8,000 earnings of each employee of the Town.

2700 – Worker’s Compensation

Insurance premiums charged by VML based on \$2.37 per \$100 of earnings.

3150 - Professional Services

This line item is for program costs.

3160 – Repairs & Maintenance – Contractual

This line item covers any unforeseen expenditures that might be incurred during the course of the year such as plumbing and electrical work as related to parks.

5130 - Water and Sewer Service—Parks

This item covers all water and sewer service in the parks not related to the operation of the pool.

5131 - Water and Sewer Service—Pool

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

5600 - Contributions to Others

These are the funds that are available, based upon local revenues, for the Town grant program. They are listed under this category because most of the applications that are received are either recreational in nature or cultural/historical.

5800 – Miscellaneous

This item is intended to cover unforeseen costs.

6007 - Repair and Maintenance Supplies—Parks

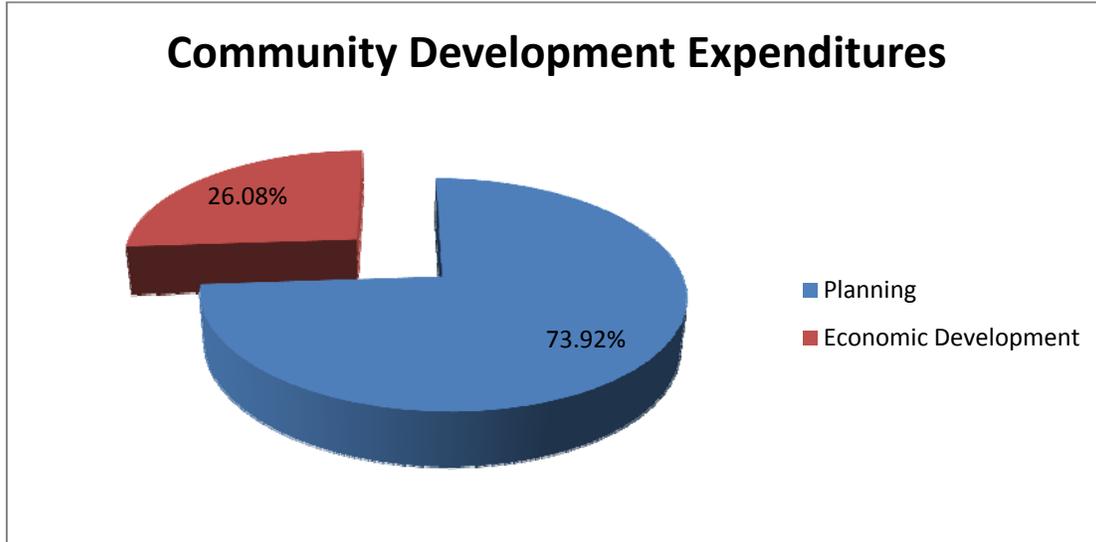
This line item covers all supplies for maintenance of the parks including mulch that is used around Town-wide plantings.

6008 - Repair and Maintenance Supplies—Pool

This line item covers all supplies, including chemicals, and maintenance for the pool.

Planning & Community Development Department

The day to day planning and economic development functions of the Town are labeled Planning & Community Development in the budget. This section is broken out into the separate budgets for Planning and Economic Development. Individual budget sheets and narratives are provided for each of these functions.



Community Development Expenditure Summary

	FY08-09 Actual	Adopted Budget FY09-10	Mid Year Estimate FY09-10	Town Manager Recommended Budget FY10-11	% Change
Personnel					
Planning	\$ 315,831.56	\$ 370,206.00	\$ 370,206.00	\$ 313,016.00	-15.45%
Economic Development	\$ 66,828.63	\$ 67,703.00	\$ 66,703.00	\$ 68,539.00	1.23%
Total Personnel	\$ 382,660.19	\$ 437,909.00	\$ 436,909.00	\$ 381,555.00	-12.87%
Contract Services					
Planning	\$ 60,935.89	\$ 25,000.00	\$ 21,300.00	\$ 31,250.00	25.00%
Economic Development	\$ 20,311.41	\$ 15,750.00	\$ 10,500.00	\$ 12,750.00	-19.05%
Total Contract Services	\$ 81,247.30	\$ 40,750.00	\$ 31,800.00	\$ 44,000.00	7.98%
Other Commodities					
Planning	\$ 11,271.32	\$ 11,750.00	\$ 8,400.00	\$ 11,750.00	0.00%
Economic Development	\$ 14,699.65	\$ 14,300.00	\$ 4,400.00	\$ 44,300.00	209.79%
Total Other Commodities	\$ 25,970.97	\$ 26,050.00	\$ 12,800.00	\$ 56,050.00	115.16%
Capital Items					
Planning	\$ -	\$ -	\$ -	\$ -	0.00%
Economic Development	\$ -	\$ -	\$ -	\$ -	0.00%
Total Capital Items	\$ -	\$ -	\$ -	\$ -	0.00%
Total Community Development Expenditure	\$ 489,878.46	\$ 504,709.00	\$ 481,509.00	\$ 481,605.00	-4.58%

Planning Expenditure Detail

				Adopted Budget	Mid Year	Town Manager Recommended	
	Acct. Code	FY08-09 Actual	FY09-10	Estimate FY09-10	Budget FY10-11	% Change	
Personnel							
Regular Wages	81100-1110	\$ 228,182.15	\$ 269,407.00	\$ 269,407.00	\$ 228,317.00	-15.25%	
Overtime		\$ -	\$ -	\$ -	\$ -	0.00%	
FICA	81100-2100	\$ 16,815.01	\$ 20,610.00	\$ 20,610.00	\$ 17,466.00	-15.25%	
VRS	81100-2210	\$ 28,404.76	\$ 34,700.00	\$ 34,700.00	\$ 29,407.00	-15.25%	
Deferred Comp	81100-2220	\$ 2,940.07	\$ 3,000.00	\$ 3,000.00		-100.00%	
Medical/Hospital	81100-2300	\$ 36,987.00	\$ 39,480.00	\$ 39,480.00	\$ 35,469.00	-10.16%	
Group Life Insurance	81100-2400	\$ 1,914.59	\$ 2,209.00	\$ 2,209.00	\$ 1,804.00	-18.33%	
Unemployment Insurance	81100-2600	\$ 87.50	\$ 200.00	\$ 200.00	\$ 187.00	-6.50%	
Worker's Compensation	81100-2700	\$ 500.48	\$ 600.00	\$ 600.00	\$ 366.00	-39.00%	
Total Personnel		\$ 315,831.56	\$ 370,206.00	\$ 370,206.00	\$ 313,016.00	-15.45%	
Contract Services							
Professional Services	81100-3150	\$ 53,963.90	\$ 10,000.00	\$ 10,000.00	\$ 20,000.00	100.00%	
Housing Rehab & Demo	81100-3160	\$ 1,000.00	\$ 5,000.00	\$ 3,000.00	\$ 2,000.00	-60.00%	
Repairs & Maintenance	81100-3310	\$ -	\$ 500.00	\$ -	\$ 500.00	0.00%	
Printing & Binding	81100-3500	\$ -	\$ 1,500.00	\$ 1,500.00	\$ 1,250.00	-16.67%	
Advertising	81100-3600	\$ 1,405.79	\$ 3,250.00	\$ 3,250.00	\$ 3,500.00	7.69%	
Heating Service		\$ -	\$ -	\$ -	\$ -	0.00%	
Postage	81100-5210	\$ 1,500.00	\$ 750.00	\$ 1,300.00	\$ 1,500.00	100.00%	
Telecommunications	81100-5230	\$ 3,066.20	\$ 4,000.00	\$ 2,250.00	\$ 2,500.00	-37.50%	
Total Contract Services		\$ 60,935.89	\$ 25,000.00	\$ 21,300.00	\$ 31,250.00	25.00%	
Other Commodities							
Travel, Convention & Education	81100-5500	\$ 4,526.75	\$ 4,500.00	\$ 2,500.00	\$ 4,500.00	0.00%	
Contributions, Other Payment -	81100-5600	\$ 611.50	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	0.00%	
Dues & Membership	81100-5810	\$ 735.00	\$ 1,250.00	\$ 700.00	\$ 1,000.00	-20.00%	
Office Supplies	81100-6001	\$ 3,251.53	\$ 3,000.00	\$ 2,000.00	\$ 3,000.00	0.00%	
Fuel	81100-6008	\$ 1,470.43	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	0.00%	
Vehicle Maintenance	81100-6009	\$ 676.11	\$ 500.00	\$ 700.00	\$ 750.00	50.00%	
Total Other Commodities		\$ 11,271.32	\$ 11,750.00	\$ 8,400.00	\$ 11,750.00	0.00%	
Capital Items							
Vehicle & Equipment Purchase		\$ -	\$ -	\$ -	\$ -	0.00%	
Capital Outlay		\$ -	\$ -	\$ -	\$ -	0.00%	
Total Capital Items		\$ -	\$ -	\$ -	\$ -	0.00%	
Total Planning		\$ 388,038.77	\$ 406,956.00	\$ 399,906.00	\$ 356,016.00	-12.52%	

Planning

1110 Regular Wages

The personnel services line item represents salaries for the Director of Planning & Community Development, a Senior Planner/GIS Technician, and a Planning Department Administrative Assistant. A Planning Technician position has been eliminated for FY11.

2100 – FICA

FICA is calculated at 7.65% of the Regular Wages line item.

2210 – VRS

VRS is calculated on the basis of 12.88% 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 0.79%

2600 – Unemployment Insurance

This item is calculated on the basis of .58% of the first \$8,000 earnings of each employee.

2700 – Worker's Compensation

This item includes insurance premiums charged by VML based on \$0.16 per \$100 of earnings.

3150 - Professional Services – Contractual

This item represents the cost for the employment of planning consultants for various requests for proposals. Attorney fees for the Board of Zoning Appeals are also included in this item.

3160 - Housing Rehabilitation and Demolition

This item includes the estimated cost of demolishing two 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.

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 various Neighborhood Plans.

3600 - Advertising

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

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 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 Board of Zoning Appeals.

5600 – Contributions and Other Payments

This line item provides direct funding for the Ashland Main Street Association in the amount of \$1,000 for fiscal year 2009-10.

5810 - Dues and Membership

This item includes the cost of memberships for Departmental employees to various planning-related professional organizations, including the American Planning Association, the Virginia Chapter of the American Planning Association, and the Virginia Association of Zoning Officials. This item also covers the cost of subscriptions to various professional journals, as well as other printed resources.

6001 - Office Supplies

This item represents the estimated cost of routine office material needs.

6009 – Vehicle Maintenance

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

8000 - Capital Outlay

This account pays for long-term capital expenditures. No Capital Outlay expenses are requested this year.

Economic Development Expenditure Summary

			Adopted Budget	Mid Year	Town Manager	
	FY08-09 Actual	FY09-10	Estimate FY09-10	Budget FY10-11	Recommended	% Change
Personnel						
Regular Wages	\$ 46,748.56	\$ 45,749.00	\$ 45,749.00	\$ 45,749.00	\$ 45,749.00	0.00%
Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
FICA	\$ 3,444.66	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	0.00%
VRS	\$ 5,892.48	\$ 5,893.00	\$ 5,893.00	\$ 5,893.00	\$ 5,893.00	0.00%
Deferred Comp	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 1,000.00	0.00%
Medical/Hospital	\$ 10,071.00	\$ 10,896.00	\$ 10,896.00	\$ 11,899.00	\$ 11,899.00	9.21%
Group Life Insurance	\$ 407.28	\$ 375.00	\$ 375.00	\$ 362.00	\$ 362.00	-3.47%
Unemployment Insurance	\$ 14.40	\$ 40.00	\$ 40.00	\$ 47.00	\$ 47.00	17.50%
Worker's Compensation	\$ 250.25	\$ 250.00	\$ 250.00	\$ 89.00	\$ 89.00	-64.40%
Total Personnel	\$ 66,828.63	\$ 67,703.00	\$ 66,703.00	\$ 68,539.00	\$ 68,539.00	1.23%
Contract Services						
Professional Services	\$ 3,766.50	\$ 4,000.00	\$ 1,000.00	\$ 4,000.00	\$ 4,000.00	0.00%
Janitorial Services	\$ 2,311.25	\$ -	\$ -	\$ -	\$ -	0.00%
Printing & Binding	\$ -	\$ 250.00	\$ -	\$ 250.00	\$ 250.00	0.00%
Advertising	\$ 5,927.00	\$ 4,000.00	\$ 3,500.00	\$ 4,000.00	\$ 4,000.00	0.00%
Electric Service	\$ 714.48	\$ 1,000.00	\$ 750.00	\$ -	\$ -	-100.00%
Heating Service	\$ 920.45	\$ 2,000.00	\$ 1,000.00	\$ -	\$ -	-100.00%
Postage	\$ -	\$ 500.00	\$ 250.00	\$ 500.00	\$ 500.00	0.00%
Telecommunications	\$ 6,671.73	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	0.00%
Lease/Rental of Building	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Total Contract Services	\$ 20,311.41	\$ 15,750.00	\$ 10,500.00	\$ 12,750.00	\$ 12,750.00	-19.05%
Other Commodities						
Travel, Convention & Education	\$ 3,610.85	\$ 2,000.00	\$ 2,350.00	\$ 2,000.00	\$ 2,000.00	0.00%
Contributions, Other Payment -	\$ -	\$ -	\$ -	\$ 30,000.00	\$ 30,000.00	100.00%
Façade/Landscaping Grants	\$ 8,402.53	\$ 10,000.00	\$ -	\$ 10,000.00	\$ 10,000.00	0.00%
Dues & Membership	\$ 810.29	\$ 1,000.00	\$ 750.00	\$ 1,000.00	\$ 1,000.00	0.00%
Office Supplies	\$ 1,875.98	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	0.00%
Repair & Maintenance Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Fuel	\$ -	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00	0.00%
Vehicle & Powered Equipment	\$ -	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	0.00%
Total Other Commodities	\$ 14,699.65	\$ 14,300.00	\$ 4,400.00	\$ 44,300.00	\$ 44,300.00	209.79%
Capital Items						
Vehicle & Equipment Purchase	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Total Capital Items	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Total Economic Development	\$ 101,839.69	\$ 97,753.00	\$ 81,603.00	\$ 125,589.00	\$ 125,589.00	28.48%

Business Assistance/Economic Development

1110 – Regular Wages

The personnel services line item represents actual salaries for FY11.

2100 – FICA

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

2210 – VRS

VRS is calculated on the basis of 12.88% 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 0.79%.

2600 – Unemployment Insurance

Calculated on the basis of .58% 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 \$0.16 per \$100 of earnings.

3150 - Professional Services – Contractual

This item represents the cost for the employment of planning consultants for various requests for proposals.

3170 – Janitorial Services

This line item has been eliminated.

3500 – Printing & Binding

This item covers the cost of preparation of major documents for public circulation, including promotional materials, business assistance publications, 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.

5110 – Electric Service

The Business Development Coordinator has moved to Town Hall so this line item has been eliminated.

5120 – Heating Service

The Business Development Coordinator has moved to Town Hall so this line item has been eliminated.

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.

5500 - Travel, Convention and Education

This line item provides funds for attendance at conferences.

5714 - Façade/Landscaping Grants

This item provides matching funds for façade/landscaping improvements to private property, in accordance with adopted policies and guidelines.

5810 - Dues and Membership

This item includes the cost of memberships for various business and profession organizations, including Market Ashland Partnership, Hanover Association of Businesses and Chamber of Commerce, and the Virginia Economic Developers Association.

6001 - Office Supplies

This item represents the estimated cost of routine office material needs.

Non-Departmental Expenditure Detail

	Acct. Code	FY08-09 Actual	Adopted Budget	Year Estimate	FY0	Town Manager Recommended Budget FY10-11	% Change
Non-Department	90000						
Contingency		\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Debt Service Interest (1993)	90000-9060	\$ 4,961.42	\$ 3,902.00	\$ 2,216.00	\$ 2,815.00	\$ 2,815.00	-27.86%
Debt Service Principal (1993)	90000-9070	\$ 37,034.33	\$ 37,034.00	\$ 37,034.00	\$ 38,984.00	\$ 38,984.00	5.27%
Debt Service Interest (Hanover)	90000-9098	\$ -	\$ 16,118.00	\$ 9,153.00	\$ 11,628.00	\$ 11,628.00	-27.86%
Debt Service Principal (Hanover)	90000-9099	\$ -	\$ 152,966.00	\$ 152,966.00	\$ 161,017.00	\$ 161,017.00	5.26%
OPEB Trust Payment		\$ -	\$ -	\$ -	\$ 126,400.00	\$ 126,400.00	100.00%
Transfer to Capital Projects	90000-9900	\$ 350,000.00	\$ 410,000.00	\$ 410,000.00	\$ 437,643.00	\$ 437,643.00	6.74%
Total Non-Departmental Payments		\$ 391,995.75	\$ 620,020.00	\$ 611,369.00	\$ 778,487.00	\$ 778,487.00	25.56%

Non-Departmental

9060 – Debt Service Interest (1993)

Interest for the debt issued for the pool in 1993.

9070 – Debt Service Principal (1993)

Principal for the debt issued for the pool in 1993.

9098 – Debt Service Interest (Hanover)

Interest for Water & Sewer Debt Service transferred to Hanover County via the Voluntary Settlement Agreement.

9099 – Debt Service Principal (Hanover)

Principal for Water & Sewer Debt Service transferred to Hanover County via the Voluntary Settlement Agreement.

TBD – OPEB Trust Payment

Annual payment to the VML/VACO Finance Trust for Other Post Employment Benefits due to GASB 45.

9900 – Transfer to Capital Projects Fund

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

			Estimated	Requested		Total	Estimated	Estimated	Level Funded		Total
	CIP		Balance	FY 2010	Manager	Resources	Expenditures	Balance	FY 2011	Manager	Resources
Account Name	ID		6/30/2009	Appropriation	Recommended	FY 2010	FY 2010	6/30/2010	Appropriation	Recommended	FY 2011
APPROPRIATIONS - Local											
1.0 PUBLIC WORKS - STREETS											
1.1											
1.2	Resident'l improvemnt Prog., traffic calming FY 05, 06 Henry Clay Road	TR 2	97,053	200,000	200,000	297,053	0	297,053	175,000	175,000	472,053
1.3	Sidewalks, curb and gutter	TR 1	312,335	100000	100,000	412,335	0	412,335	50,000	50,000	462,335
1.4											
1.5											
1.6	Drainage Improvements	SW 1	235,000	50000	50,000	285,000	34000	251,000	166,792	166,792	417,792
1.7	Vehicle Replacement Fund		305,575	0	0	305,575	0	305,575	0	0	305,575
1.8	Intersection Improvements - Rt. 1/Ashcake Rd	TR 6	24,592	0	0	24,592	0	24,592	0	0	24,592
1.9	Intersection Improvements - Rt. 1/Route 54	TR 5					0		0	0	
2.0 STORMWATER MANAGEMENT PROGRAM											
2.1	Comp. Stormwater Management Program		72,288	0	0	72,288	30,496	41,792	-41,792	-41,792	0
3.0 BUILDINGS AND GROUNDS											
3.1	Town Hall Improvements	PF 2	28,508	0	0	28,508	5,609	22,899	2,400	2400	25,299
	Visitor's Center Roof Rehabilitation			\$60,000.00	60,000	60,000	57,600	2,400	-2,400	-2,400	0
4.0 VEHICLE MAINTENANCE											
4.1	Town Maintenance Facilities	PF 1	0	0	0	0	0	0	0	0	0
	APD Capital Expenditures						0		87,643	87643	87,643

		Estimated	Requested		Total	Estimated	Estimated	Level Funded		Total
	CIP	Balance	FY 2010	Manager	Resources	Expenditures	Balance	FY 2011	Manager	Resources
Account Name	ID	6/30/2009	Appropriation	Recommended	FY 2010	FY 2010	6/30/2010	Appropriation	Recommended	FY 2011
5.0 PARKS & RECREATION										
5.1 Town Farm Park (N. Ashland Park)	PR 1	0	0	0	0	0	0	0	0	0
5.2 Property Acquisition	PR8	0	0	0	0	0	0	0	0	0
5.3 Pufferbelly Park	PR 4	0	0	0	0	0	0	0	0	0
5.4 DeJamette Park	PR 7	0	0	0	0	0	0	0	0	0
5.5 Trails	PR 6	0	0	0	0	0	0	0	0	0
5.6 Carter Park	PR 2	0	0	0	0	0	0	0	0	0
5.7 S. Taylor Street Park	PR 3	0	0	0	0	0	0	0	0	0
5.8 Skateboard Park	PR9	6,734	0	0	6,734	6734	0	0	0	0
5.9 Trail on N. Center St.	PR 6	20,000	0	0	20,000	0	20,000	0	0	20,000
6.0 ECONOMIC DEVELOPMENT										
6.1 Relocation of overhead utilities	ED 1	145,645	0	0	145,645	0	145,645	0	0	145,645
6.2 Streetscape Improvements	ED 2	60,000	0	0	60,000	0	60,000	-60,000	-60000	0
6.3 Corridor Improvements	ED 3	81,250	0	0	81,250	2365	78,885	-78,885	-78885	0
6.4 Downtown Parking	ED 4	20,000	0	0	20,000	0	20,000	0	0	20,000
6.5 Downtown Sidewalks	ED 5	61,944	0	0	61,944	0	61,944	25,000	25000	86,944
6.6 I-95 Interchange Landscape/Enhancement	ED 6	25,638	0	0	25,638	0	25,638	-25,638	-25638	0
6.7 Gateway & Wayfinding	ED 7	13,905	0	0	13,905	0	13,905	139,523	139523	153,428
NON DEPARTMENTAL										
Interest (from FY 09 audit)			91923	91923		0		29444	29444	
Specific Contingency						0				
Total Contingency		194,585	91,923	91,923	286,508	0	286,508	29,444	29,444	315,952
Inter-CPF Transfer								\$208,715	\$208,715	\$208,715
TOTAL APPROPRIATIONS - Local		\$1,705,052	\$501,923	\$501,923	\$2,206,975	\$79,204	\$2,070,171	\$467,087	\$467,087	\$2,537,258
TRANSFER FROM GENERAL FUND			\$410,000	\$410,000				\$437,643	\$437,643	

PERSONNEL/BUDGETARY RECOMMENDATIONS

A. STAFFING LEVELS

Two recommended changes to current staffing levels are proposed in the FY11 budget. In addition to freezing the Equipment Operator position currently vacant on the Public Works Street Division, and the vacant Building & Grounds Maintenance worker position in the Public Works Buildings & Grounds division I recommend freezing two additional positions. One vacant Police Officer position will be frozen and one additional vacant laborer position in the Public Works Street Division will be frozen in FY11. Finally, the position of Planning Technician will be eliminated immediately.

B. PAY AND CLASSIFICATION PLAN ADJUSTMENTS AND PERSONNEL POLICIES

1) Cost of Living Adjustments

The proposed budget contains no additional funding for a cost of living increase. This is an across the board decision affecting all Town employees.

2) Performance Adjustments

The proposed budget contains no additional funding for merit increases. This is an across the board decision affecting all Town employees.

3) Health Insurance

The proposed budget contains funding for continued coverage of two existing plans. There is a 9.2% increase in the Town's Health Insurance premiums.

4) Other Post Employment Benefits

The proposed budget contains no changes to retired employee health benefits but does opt to fund this future liability through a VML/VACO Trust.

5.) Employee Share of VRS

The proposed budget contains no changes to the funding of VRS benefits for employees. The Town will continue to fund the "employee" share of the contribution for FY11.

Pay Plan

Effective for 2010-2011 Budget

	FY11 MINIMUM	FY11 MID	FY11 MAXIMUM
GRADE			
1	11,749	15,668	19,586
2	12,335	16,449	20,563
3	12,953	17,273	21,593
4	13,599	18,135	22,670
5	14,279	19,041	23,803
6	14,995	19,996	24,996
7	15,744	20,995	26,246
8	16,530	22,042	27,555
9	17,358	23,147	28,936
10	18,225	24,303	30,382
11	19,136	25,517	31,899
12	20,094	26,795	33,497
13	21,097	28,133	35,168
14	22,154	29,542	36,931
15	23,261	31,019	38,777
16	24,424	32,569	40,715
17	25,644	34,197	42,749
18	26,928	35,908	44,889
19	28,272	37,701	47,130
20	29,686	39,587	49,487
21	31,172	41,568	51,964
22	32,731	43,646	54,562
23	34,367	45,828	57,289
24	36,084	48,118	60,152
25	37,890	50,526	63,162
26	39,785	53,054	66,322
27	41,773	55,704	69,635
28	43,861	58,489	73,116
29	46,054	61,413	76,772
30	48,356	64,483	80,610
31	50,775	67,709	84,643
32	53,313	71,093	88,873
33	55,981	74,651	93,320
34	58,780	78,383	97,986
35	61,720	82,303	102,887
36	63,535	84,724	105,913

Pay and Classification Plan

Effective July 1, 2010

POSITION TITLE	2010 Grade	2011 Grade	Authorized No. Emp.
ADMINISTRATION			
Account Clerk A	14	14	0
Account Clerk B	16	16	2
Town Treasurer*	32	32	1
Visitors' Center Manager	15	15	1
Town Clerk/Administrative Assistant B	21	21	1
Purchasing Agent/Human Resources Coordinator	21	21	1
Assistant Town Manager*	35	35	1
Business Development Coordinator*	28	28	1
PLANNING & COMMUNITY DEVELOPMENT			
Administrative Assistant A	18	18	1
Planning Technician	20	20	0
Senior Planner/GIS Technician*	29	29	1
Deputy Zoning Administrator*	28	28	1
Director of Planning*	32	32	1
POLICE			
Police Officer Trainee			
Police Officer	23	23	12***
Police Sergeant	25	25	4
Police Corporal	24	24	2
Police Lieutenant*	27	27	2
Police Captain*	28	28	1
Chief of Police*	34	34	1
Investigator	23	23	3
Administrative Assistant A	18	18	1
Support Services	16	16	2

PUBLIC WORKS				
Administrative Assistant A		18	18	1
Project Manager		26	26	3
Civil Engineer		29	29	0
Town Engineer*		32	32	1
Director of Public Works*		36	36	1
Laborer		13	13	2***
Equipment Operator Trainee		15	15	0
Equipment Operator A		17	17	3
Equipment Operator B		18	18	4
Equipment Operator C		20	20	3***
Lead Equipment Operator		22	22	1
Street Maintenance Supervisor		27	27	1
Building & Grounds Maintenance Worker		17	17	1***
Senior Building & Grounds Maintenance Worker		18	18	1
Building & Grounds Maintenance Supervisor		22	22	1
Equipment Mechanic		20	20	1
Lead Equipment Mechanic		23	23	1

* Represents FLSA Exempt employees

*** Represents authorized but unfunded positions. Of the three Equipment Operator C authorized positions, one is frozen for FY11. In addition, one Public Works Laborer position is frozen. The authorized Building & Grounds Maintenance Worker position is frozen for FY11. One of the twelve authorized Police Officer positions is frozen for FY11.

