

Town of Ashland

Proposed Financial Plan

July 1, 2008—June 30, 2009

I am pleased to present the proposed financial plan for the period July 1, 2008 through June 30, 2009 to the Town Council and citizens of Ashland.

This budget will adequately provide the services that the citizens and business owners have come to expect from the Town. This budget anticipates the continued provision of street construction and maintenance continues the existing staff plan, continued solid waste collection, curbside recycling, and general administrative functions. The FY09 proposed budget also reflects a 3.23% increase in revenues and expenditures from FY08 proposed budget.

I am also recommending continued expenditures in certain capital areas, including construction of curbs, sidewalks, crosswalks, and gutters. These expenditures will assist the Town in its continued effort of improving core pedestrian access.

Revenues

Hanover County's Assessments have raised the total taxable value of the Town. Estimated statistics from the County, show land and building total assessed values increasing from \$637,250,300 to \$708,879,600. This will increase the Town's Real Estate tax revenues by approximately \$61,300. I am also recommending an increase to the Real Estate tax of \$.02 which is projected to generate an additional \$137,550 in revenue. The Code of Virginia will require that the Town advertise for a Real Estate tax increase with a new tax rate at \$.09 per \$100 of valuation.

The Balanced Budget includes an Unappropriated Fund Balance transfer in the amount of \$429,584. This transfer amount is significantly less than the budgeted amounts in the previous fiscal years. This will leave the unreserved fund balance at approximately \$3,258,581 or 42.1% of the general operating budget of \$7,732,112, which is within the Council Policy. The FY08 budget originally established a Fund Balance transfer of \$741,379, but savings in expenditures during the fiscal year will allow a transfer of approximately \$150,000.

Compensation

I am recommending that compensation be adjusted using a cost of living increase of 2%, effective July 1, 2008. In addition to a cost of living increase, I am recommending that the Town give evaluation based merit increases of 1% (meets standards), 2% (exceeds standards), and 3% (exceptional).

I am also recommending that Council approve year-three of our three-year plan to bring the Town of Ashland back to the 90th percent of salaries for employees of Richmond region local governments. Two years ago Council approved that all Police Department staff be given a one step pay grade increase, and last year Council approved that all Public Works Department staff be given a one step pay grade increase. This year I recommend that all Administration, Treasurer's Office, and Planning and Community Development staff be given the same. This plan covers approximately 33% of the town

staff each fiscal year. This is very similar to Hanover County's plan for reviewing its pay grade system and compares to other local governments.

Health Insurance

I am recommending that the Town continue its coverage with the two existing plans. There is a 2.6% decrease in the Town's Health Insurance premiums. Premiums increased 8.9% last year. I am not recommending any changes in the current Employer and Employee share of the health insurance premiums.

Staffing Levels

I am recommending no changes to current staffing levels.

Capital Project Fund

The Capital Project Fund includes an estimated balance of \$1,793,014 plus new appropriations of \$350,000 for a total of \$2,143,014 in total resources for FY09. This includes funding for VDOT projects in the Six-Year Plan, the Residential Improvement Program for Henry Clay Road, sidewalks, curb, gutter, streetscape, economic development funds, stormwater management program, Town Hall architectural review assistance, vehicle maintenance, parks and recreation projects, and contingency.

CWH

Tax Rates and Levies

The following tax rates and levies are the basis of the budget for July 1, 2008 through June 30, 2009:

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%

Motor Vehicle License Tax

Cars and Trucks	\$25.00
Motorcycles	\$15.00

Fund Balance

For reference, the actual fund balance for the previous twelve 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

FY 08 projected fund balance:

Estimated Fund Balance—6/30/08	\$3,793,785
Plus Revenues—Projected Through 6/30/08	\$7,196,908
Less Expenditures Per Budget	\$7,732,112
Projected Fund Balance—6/30/09	\$3,258,581*

***Equal to 42.1% of the General Fund Revenues/Expenditures FY09. Town Council policy states that the Fund Balance shall not exceed 50% of the General Fund.**

GL#	ACCOUNT	DESCRIPTION	ADOPTED BUDGET YEAR 2009
3100000999	0	** General Fund Revenue **	.00
		TOTAL	.00
3100011000	0	** GENERAL PROPERTY TAXES **	.00
		TOTAL	.00
3100011010	0	** Real Estate **	.00
	1	Current Year Taxes	618,850.00-
	2	Delinquent Taxes	.00
	3	Land Redemption	.00
	4	Roll Back Taxes (All Years)	.00
		TOTAL	618,850.00-
3100011020	0	** Public Service **	.00
	1	CURRENT REAL ESTATE	16,000.00-
	2	delinquent realestate	.00
	3	current taxes personal property	.00
	4	deliquent taxes personal property	.00
		TOTAL	16,000.00-
3100011030	0	** Personal Property **	.00
	1	Current Year Taxes	265,000.00-
	2	Prior Year Taxes	.00
	3	Current Year Taxes Mobile Homes	1,700.00-
		TOTAL	266,700.00-
3100011040	1	Current Year Taxes Machinery & Tool	12,500.00-
		TOTAL	12,500.00-
3100011060	0	** PENALTY & INTEREST **	.00
	1	Penalty Account	17,500.00-
	10	Interest Account	7,500.00-
		TOTAL	25,000.00-
3100012000	0	** Other Local Taxes **	.00
		TOTAL	.00
3100012010	0	Sales Tax	.00
	1	Sales Tax	500,000.00-
		TOTAL	500,000.00-

GL#	ACCOUNT	DESCRIPTION	ADOPTED BUDGET YEAR 2009
3100012020	0	** Consumer's Utility Taxes **	.00
	1	Consumer's Utility Taxes	115,000.00-
	2	COMMUNICATIONS TAX	305,000.00-
		TOTAL	420,000.00-
3100012030	0	** Business License **	.00
	1	Business License	525,000.00-
	2,003	2003 UTILITY CONSUMPTION TAX	.00
	2,004	2004 UTILITY CONSUMPTION TAX	.00
	2,005	2005 UTILITY CONSUMPTION TAX	.00
	2,006	2006 UTILITY CONSUMPTION TAX	.00
	2,007	2007 UTILITY CONSUMPTION TAX	.00
	2,008	2008 UTILITY CONSUMPTION TAX	.00
	2,009	2009 UTILITY CONSUMPTION TAX	36,000.00-
		TOTAL	561,000.00-
3100012040	1	Franchise License Tax	57,000.00-
		TOTAL	57,000.00-
3100012050	1	Motor Vehicle License	115,000.00-
	2,003	VEHICLE LICENSE 2003	.00
	2,004	VEHICLE LICENSE 2004	.00
	2,005	VEHICLE LICENSE 2005	.00
	2,006	VEHICLE LICENSE 2006	.00
	2,007	VEHICLE LICENSE 2007	.00
	2,008	VEHICLE LICENSE 2008	.00
		TOTAL	115,000.00-
3100012060	1	Bank Franchise Taxes	125,000.00-
		TOTAL	125,000.00-
3100012100	1	Lodging Tax	565,000.00-
		TOTAL	565,000.00-
3100012110	1	Meals Tax	1,800,000.00-
		TOTAL	1,800,000.00-
3100013000	0	** Permit, Fees & License **	.00
		TOTAL	.00
3100013030	0	** Permits & Other License **	.00
	7	Zoning Permits	6,500.00-

GL#	ACCOUNT	DESCRIPTION	ADOPTED BUDGET YEAR 2009
3100013030	19	Sign Permits	400.00-
	31	Right Of Way	500.00-
		TOTAL	7,400.00-
3100013040	0	** Miscellaneous **	.00
	1	Sundry Miscellaneous	3,500.00-
	2	DONATION (PLAZA)-PAGE STATUE	.00
		TOTAL	3,500.00-
3100014000	0	** Fines & Forfeitures **	.00
		TOTAL	.00
3100014010	0	** Fines & Forfeitures **	.00
	1	COURT FINES & FORFEITURES	85,000.00-
	2	Traffic/Parking Fines	3,200.00-
	3	POLICE SEIZED PROPERTY	.00
		TOTAL	88,200.00-
.00015000	0	** Revenue From Use Of M & P **	.00
		TOTAL	.00
3100015010	0	** Revenue From Use Of Money **	.00
	1	BANK DEPOSIT INTEREST	95,000.00-
		TOTAL	95,000.00-
3100015020	0	** Revenue From The Use Property **	.00
	1	RENTAL OF GENERAL PROPERTY inactive	.00
	5	Rental of General Property	13,500.00-
	6	Farmers Market	500.00-
	7	USER FEES - POOL	60,000.00-
	10	Sale Of Property	.00
		TOTAL	74,000.00-
3100018000	0	** Miscellaneous Revenue **	.00
		TOTAL	.00
3100018999	0	** Miscellaneous **	.00
	1	MISCELLANEOUS EXPLORER DONATION REC	.00
	2	DONATIONS	.00
	3	MISCELLANEOUS REVENUE	.00
	13	Vehicle Sales	15,000.00-

GL#	ACCOUNT	DESCRIPTION	ADOPTED BUDGET YEAR 2009
		TOTAL	15,000.00-
3100019010	0	**RECOVERED COSTS**	.00
		TOTAL	.00
3100019020	0	**RECOVERED COSTS**	.00
	201	PAYMENTS FRM HANOVER COUNTY (BONDS)	173,459.00-
	301	REIMBURSEMENT FROM EMPLOYEES	.00
		TOTAL	173,459.00-
3100032200	0	**REVENUE FROM THE COMMONWEALTH**	.00
		TOTAL	.00
3100032210	0	** NON-CATEGORICAL AID**	.00
	1	ABC PROFITS	.00
	2	WINE TAXES	.00
	3	MOTOR VEHICLE CARRIERS' TAX	8,500.00-
	5	MOBILE HOME TITLING TAXES	22,000.00-
	6	AUTOMOBILE RENTAL TAX	65,000.00-
	9,999	FPTRA Reimbursement	111,774.00-
		TOTAL	207,274.00-
3100032400	0	**CATEGORICAL AID**	.00
	413	COMMUNITY COALITION GRANT	.00
	414	TRIAD GRANT	.00
	415	STREETS & HIGHWAY MAINTENANCE	1,312,251.00-
	416	TRANSPORTATION SAFETY GRANTS	15,000.00-
	417	D J C P GRANTS	196,553.00-
	418	FIRE FUND	17,448.00-
	419	LITTER CONTROL	3,393.00-
	420	DEPT. OF CONSERVATION & NATURAL RES	.00
	421	LLEBG	5,000.00-
	422	SNIPER REIMBURSEMENT	.00
	423	HOMELAND SECURITY GRANT	.00
	424	VA. COMMISSION FOR ARTS - GRANT	5,000.00-
	425	COMMUNITY POLICING GRANT	.00
		TOTAL	1,554,645.00-
3100033000	0	**REVENUE FROM THE FEDERAL GOVT**	.00
		TOTAL	.00
00033300	0	**CATEGORICAL AID**	.00
	110	DISASTER RECOVERY REIMBURSEMENT	.00

#	ACCOUNT	DESCRIPTION	ADOPTED BUDGET YEAR 2009
		TOTAL	.00
3100033301	109	JUSTICE ASSISTANCE GRANT	2,000.00-
		TOTAL	2,000.00-
3100033309	0	JUSTICE ASSISTANCE GRANTS	.00
		TOTAL	.00
3100040000	0	**REVENUE FROM OTHER SOURCES**	.00
	1	TRANSFER FROM ASHCAKE EXT. ESCROW	.00
	2	TRANSFER FROM SELF-INSURANCE FUND	.00
	3	BILLINGS FOR CAPITAL PROJECTS	.00
	4	PROFFERS	.00
	9,999	UNAPPROPRIATED FUNDS/TRANSFER	429,584.00-
		TOTAL	429,584.00-
3100330000	0	DISASTER RECOVERY REIMBURSEMENT	.00
		TOTAL	.00
3100333000	0	**REVENUE FROM FEDERAL GOVERNMENT**	.00
	110	DISASTER RECOVERY REIMBURSEMENT	.00
		TOTAL	.00
		FINAL TOTALS	
		TOTAL	7,732,112.00-

*** END OF REPORT ***

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GL#

ACCOUNT DESCRIPTION

ADOPTED BUDGET
YEAR 2009

4100011010	0	** Town Council **	.00
	1,110	REGULAR WAGES	21,000.00
	1,210	OVERTIME WAGES	.00
	2,100	FICA	1,625.00
	2,210	VRS	.00
	2,220	Deferred Comp	.00
	2,300	MEDICAL/HOSPITAL PLAN	.00
	2,400	GROUP LIFE INSURANCE	.00
	2,600	UNEMPLOYMENT INSURANCE	50.00
	2,700	WORKER'S COMPENSATION	50.00
	3,500	PRINTING & BINDING	3,500.00
	3,600	ADVERTISING	1,500.00
	5,110	ELECTRIC SERVICE	.00
	5,210	POSTAGE	2,500.00
	5,307	PUBLIC OFFICIAL LIABILITY INS	.00
	5,500	TRAVEL, CONVENTION & EDUCATION	5,000.00
	5,600	CONTRIBUTIONS, OTHER PAYMENTS	.00
	5,800	MISCELLANEOUS	1,000.00
	6,001	OFFICE SUPPLIES	150.00
	8,000	CAPITAL OUTLAY	.00
		TOTAL	36,375.00
4100011030	0	** BOARD OF ELECTIONS **	.00
	3,200	TEMPORARY HELP SERVICE FEES	.00
	6,001	OFFICE SUPPLIES	.00

Legislative

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 .15% 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 members 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

Cost for conduct of elections within the Town, including payments to election officials and costs for ballots. An election is scheduled in FY10.

19/08 15:14:30

GL#	ACCOUNT	DESCRIPTION	ADOPTED BUDGET YEAR 2009
4100012010	0	** Town Manager **	.00
4100012010	1,110	REGULAR WAGES	270,475.00
	1,210	OVERTIME WAGES	.00
	2,100	FICA	20,691.00
	2,210	VRB	34,837.00
	2,220	Deferred Comp	6,000.00
	2,225	FLEXIBLE SPENDING	.00
	2,300	MEDICAL/HOSPITAL PLAN	27,756.00
	2,400	GROUP LIFE INSURANCE	2,598.00
	2,600	UNEMPLOYMENT INSURANCE	60.00
	2,700	WORKER'S COMPENSATION	575.00
	3,150	LEGAL & PROFESSIONAL SERVICES	41,000.00
	3,310	REPAIRS & MAINTENANCE	1,000.00
	3,410	TROLLEY OPERATIONS	.00
	3,600	ADVERTISING	3,000.00
	5,210	POSTAGE	4,000.00
	5,230	TELECOMMUNICATIONS	7,250.00
	5,308	GENERAL LIABILITY INSURANCE	49,500.00
	5,410	LEASE OF EQUIPMENT	7,600.00
	5,500	TRAVEL, CONVENTION & EDUCATION	12,500.00
	5,800	MISCELLANEOUS	22,000.00
	5,801	BLUEMONT CONCERT SERIES	.00
	5,810	DUES & MEMBERSHIP	13,000.00
	6,001	OFFICE SUPPLIES	10,000.00
	8,000	CAPITAL OUTLAY	.00
		TOTAL	533,842.00

Town Manager

1110 - Regular Wages

The salary figures utilized here and in each department that follows are actual salary numbers based upon the continuation of universal date of July 1 for the application of merit increases (1,2, or 3%), and a cost of living increase of 2.0% for all employees, also effective July 1. 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 0.82%.

2600 – Unemployment Insurance

Calculated on the basis of .15% of the first \$8,000 earnings of each employee of the Town.

2700 – Worker's Compensation

Insurance premiums charged by VML based on \$0.21 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.

3410 – Trolley Operations

This line item has been added to allow for future accounting of trolley operations. This line item is not funded in FY08-09.

3600 – Advertising

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

5210 – Postage

Routine mailing costs for administrative efforts.

5230 – Telecommunications

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

5308 – General Liability Insurance

This line item includes all local government liability insurance, excess liability in the amount of \$4,000,000, public officials insurance, all property coverage and boiler and machinery. The budget will anticipate this increase.

5410 – Lease of Equipment

This line item includes the lease on the copier.

5500 – Travel, Convention & Education

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

5800 – Miscellaneous

Includes all other minor expenses not included in above categories.

5810 – Dues & Memberships

Included within this line item are the following memberships

Richmond Employees Assistance Program	\$1056
Int'l City/County Management Association	\$700

Va. Local Government Management Assoc.	\$217.50
Richmond Regional PDC	\$4,231
VML	\$4,368
Va. Citizens Planning Association	\$20
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	\$20

6001 – Office Supplies

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

07/19/08 15:14:30

GL#

ACCOUNT DESCRIPTION

ADOPTED BUDGET
YEAR 2009

4100012100	0	** TOURISM **	.00
	1,110	REGULAR WAGES	43,713.00
	2,100	FICA	3,344.00
	2,210	VRS	4,620.00
	2,220	DEFERRED COMP	1,325.00
	2,300	MEDICAL/HOSPITAL PLAN	5,208.00
	2,400	GROUP LIFE INSURANCE	320.00
	2,600	UNEMPLOYMENT INSURANCE	25.00
	2,700	WORKER'S COMPENSATION	100.00
	3,150	PROFESSIONAL SERVICES	7,000.00
	3,170	JANITORIAL SERVICES	2,000.00
	3,600	ADVERTISING	35,000.00
	5,110	ELECTRIC SERVICE	2,000.00
	5,120	HEATING SERVICE	1,700.00
	5,210	POSTAGE	3,500.00
	5,230	TELECOMMUNICATIONS	5,000.00
	5,500	TRAVEL, CONVENTION & EDUCATION	1,000.00
	5,801	SPECIAL EVENTS	55,000.00
	5,810	DUES & MEMBERSHIP	1,000.00
	6,001	OFFICE SUPPLIES	3,000.00
	6,007	REPAIR & MAINTENANCE SUPPLIES	1,200.00
		TOTAL	176,055.00

Tourism

1110 – Regular Wages

The personnel services line item represents actual salaries for FY 09. 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 0.82%.

2600 – Unemployment Insurance

Calculated on the basis of .15% of the first \$8,000 earnings of each employee of the Town.

2700 – Worker's Compensation

Insurance premiums charged by VML based on \$0.21 per \$100 of earnings.

3150 - Professional Services – Contractual

This item includes estimated costs for preparation and printing of a variety of promotional brochures, subscription to a clipping service and subscription to a tourism website.

3170 - Janitorial Services

This item represents the cost of janitorial services for the Visitors Center.

3600 - Advertising

This item includes promotional advertising costs for a variety of publications; materials for trade show booths and other general promotional opportunities. This line item has been cut significantly in the past three years.

5110 – Electric Service

Electrical service for Visitors Center.

5120 – Heating Service

Heating service for Visitors Center.

5210 - Postage

This line item covers the cost of mailings in response to requests for information and general correspondence.

5230 - Telecommunications

This item includes both local and long distance service and an 800 number.

5500 - Travel, Convention and Education

This line item provides funds for attendance at conferences.

5801 – Special Events

This line item is to help fund the Bluemont Concert Series and Train Day. This line item includes \$25,000.00 to fund the 150th Anniversary. This item was moved from Parks & Recreation in FY08.

5810 - Dues and Membership

This line item includes memberships in several different motor coach associations, membership in the International Festival and Event Association, 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.

01/19/08 15:14:30

GL#	ACCOUNT	DESCRIPTION	ADOPTED BUDGET YEAR 2009
4100012410	0	** Treasurer **	.00
	1,110	Regular Wages	154,692.00
	1,210	Overtime	.00
	2,100	FICA	11,834.00
	2,210	VRS	19,796.00
	2,220	Deferred Comp	1,250.00
	2,300	Hospital/Medical Plans	27,552.00
	2,400	Group Insurance	1,368.00
	2,600	Unemployment Insurance	50.00
	2,700	Worker's Compensation	325.00
	2,810	Clothing Allowance	.00
	3,150	PROFESSIONAL SERVICES	27,800.00
	3,310	REPAIRS & MAINTENANCE	10,000.00
	3,600	ADVERTISING	500.00
	3,800	PURCHASED SERVICES/OTHER GOVERNMENT	7,500.00
	5,210	POSTAGE	5,500.00
	5,230	TELECOMMUNICATIONS	2,500.00
	5,309	A/R CRIME COVERAGE INSURANCE	1,200.00
	5,410	LEASE OF EQUIPMENT	.00
	5,500	TRAVEL, CONVENTION & EDUCATION	900.00
	5,800	MISCELLANEOUS	200.00
	5,810	DUES & MEMBERSHIP	600.00
	5,840	REAL ESTATE / BAD DEBT	.00
	5,850	PERSONAL PROPERTY / BAD DEBT	.00
	6,001	OFFICE SUPPLIES	7,000.00
	8,000	CAPITAL OUTLAY	.00
	8,008	CAPITAL OUTLAY LEASE	.00
		TOTAL	280,567.00

Treasurer

1110 - Regular Wages

Salaries for three employees in Treasurer's Office.

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 0.82%.

2600 – Unemployment Insurance

Calculated on the basis of .15% of the first \$8,000 earnings of each employee of the Town.

2700 – Worker's Compensation

Insurance premiums charged by VML based on \$0.21 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.

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GL#	ACCOUNT	DESCRIPTION	ADOPTED BUDGET YEAR 2009
4100012510	0	**Information Technology**	.00
	3,150	PROFESSIONAL SERVICES	47,000.00
	5,230	TELECOMMUNICATIONS	8,000.00
	5,800	MISCELLANEOUS	8,000.00
	6,007	REPAIR & MAINTENANCE SUPPLIES	10,000.00
	6,021	SCHEDULED CPU REPLACEMENT	20,000.00
	8,000	CAPITAL OUTLAY	.00
		TOTAL	93,000.00

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 personnel handling these functions are in conjunction with our consultant, Comsys, and other duties under the Assistant Town Manager.

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 Town changed service providers in 08 and IT customer service and reliability have increased dramatically.

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. Purchase of Microsoft Office licenses for all employee workstations is included in this line item. The Town will enter into a software assurance program that will increase expenditures for licenses in FY09.

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.

'19/08 15:14:30

GL#	ACCOUNT	DESCRIPTION	ADOPTED BUDGET YEAR 2009
4100031100	0	** POLICE **	.00
	115	COMMUNITY COALITION WAGES	.00
4100031100	1,110	REGULAR WAGES	1,365,883.00
	1,115	COMMUNITY COALITION WAGES	.00
	1,210	OVERTIME WAGES	.00
	2,100	FICA	104,490.00
	2,210	VRS	157,797.00
	2,220	Deferred Comp	21,120.00
	2,300	MEDICAL/HOSPITAL PLAN	220,764.00
	2,400	GROUP LIFE INSURANCE	11,814.00
	2,600	UNEMPLOYMENT INSURANCE	475.00
	2,700	WORKER'S COMPENSATION	34,837.00
	3,110	OTHER PROFESSIONAL SERVICES	11,482.00
	3,170	JANITORIAL SERVICES	15,000.00
	3,310	REPAIRS & MAINTENANCE	10,000.00
	3,600	ADVERTISING	3,000.00
	3,800	PURCHASED SERVICES/OTHER GOVERNMENT	1,100.00
	5,110	ELECTRIC SERVICE	11,845.00
	5,120	HEATING SERVICE	1,914.00
	5,130	WATER & SEWER BILLS	2,163.00
	5,210	POSTAGE	1,000.00
	5,230	TELECOMMUNICATIONS	22,500.00
	5,240	RADIO REPAIRS	4,500.00
	5,305	MOTOR VEHICLE INSURANCE	13,210.00
	5,309	A/R CRIME COVERAGE INSURANCE	391.00
	5,410	LEASE OF EQUIPMENT	21,000.00
	5,420	LEASE / RENTAL OF BUILDING	.00
	5,500	TRAVEL, CONVENTION & EDUCATION	15,000.00
	5,714	HOME-OWNERSHIP GRANT	.00
	5,800	MISCELLANEOUS	7,000.00
	5,801	ATTORNEY FEES	2,500.00
	5,810	DUES & MEMBERSHIP	15,300.00
	6,001	OFFICE SUPPLIES	8,500.00
	6,007	REPAIR & MAINTENACE SUPPLIES	6,000.00
	6,008	FUEL	71,000.00
	6,009	VEHICLE / POWERED EQUIPMENT	17,000.00
	6,010	POLICE SUPPLIES	34,000.00
	6,011	UNIFORMS AND WEARING APPARREL	20,600.00
	6,012	POLICE IT	.00
	6,014	POLICE IT	.00
	6,021	CRIME PREVENTION	6,000.00
	6,022	COMMUNITY COALITION GRANT	.00
	6,023	TRIAD PROJECT	.00
	8,000	CAPITAL OUTLAY	.00
	8,008	CAPITAL OUTLAY LEASE	.00
TOTAL			2,239,185.00

**Public Safety
Law Enforcement and Traffic Control
Ashland Police Department**

1110 – Personnel Services	\$1,365,883
Regular Wages:	
This line provides for 25 full-time sworn officer positions, three full-time civilian positions, and five part-time positions. This line also includes the following	
<i>Overtime and Court time:</i>	<i>\$60,000</i>
<i>DMV Grant Funding Overtime for traffic enforcement: Shift Differential:</i>	<i>\$20,000</i>
<i>Expected to increase because of officers deployed on the evening and midnight shifts.</i>	<i>\$12,480</i>
<i>Career Development: Several officers have become eligible to enter the program this year and several additional will be eligible during FY09 to enter the program.</i>	<i>\$37,000</i>
<i>On Call Pay: To have an investigator on-call 52 weeks per year.</i>	<i>\$5,200</i>
 2100 – FICA	 \$104,490
FICA is calculated at 7.65% of the regular wages line item	
 2210-VRS	 \$157,797
Contributions to the Virginia Retirement System are based on 12.88% of the full-time salaries in the regular wages line item.	
 2220 –Deferred Compensation	 \$21,120
This line item includes the Town's 2% contribution for those individuals who elect to participate	
 2300 – Medical/Hospital Plan	 \$220,764
Town's contribution for employee's health insurance.	
 2400- Group Life Insurance	 \$11,814
This line item covers the cost of premiums through VRS at 0.82%.	
 2600 – Unemployment Insurance	 \$475
This line is calculated on the basis of 0.15% of the first \$8,000 in earnings for each employee of the Town.	
 2700 – Worker's Compensation	 \$34,837
Insurance premiums charged by VML based on \$3.11 per \$100 of earnings.	

3110 – Other Professional Services	\$11,482
We request this line item to reflect moving costs related to selection process, i.e., medical and psychological testing and polygraph examination for new hires from line item 6010. This amount also includes costs related to the calibration of radar equipment. Reduction taken from line item 6010.	
3170 – Janitorial Services	\$15,000
This account pays for the normal janitorial services for the APD Headquarters building.	
3310 – Repairs & Maintenance	\$10,000
This account covers the service agreement on our Records Management System, lease of copiers, and our generator warranty. No increase is expected.	
3600 – Advertising	\$3,000
This fund is used to advertise for vacant positions, maintain the APD website and any operating software. There is a \$1,000 reduction from last year.	
3800 – Purchased Services from other Governmental Units	\$1,100
This accounts pays for the Hepatitis B vaccine for the police officers	
5110 – Electric Service	\$11,845
This account pays for the electricity on the APD headquarters building. Three percent increase to plan for normal inflation.	
5120 – Heating Service	\$1,914
This accounts pays for the heating on the APD headquarters building. An increase is requested to plan for normal inflation.	
5130 – Water & Sewer Service	\$2,163
This account pays for the water and sewer fees, including the irrigation system, on the APD headquarters building. An increase is requested to plan for normal inflation.	
5210 – Postage	\$1,000
This account pays for the usual and customary postage needs of the department. A \$2,000 decrease in this account is planned based on historical actual expenses.	
5230 – Telecommunications	\$22,500
This account pays for the telephones and data lines in the headquarters building along with cell phones. An increase is requested to plan for normal inflation.	
5240 – Radio Repairs	\$4,500
This account covers repairs to our portable and mobile radios. A \$1,000 increase is requested to anticipate costs of maintaining	

our aging inventory.

5305 – Motor Vehicle Insurance	\$13,210
This account pays for our motor vehicle insurance, which is administered through the Virginia Municipal League Insurance Pool. An increase is requested to plan for normal inflation.	
5309 – Auxiliary/Reserve Crime Coverage Insurance	\$391
This account pays for insurance on our Auxiliary Police Officers. An increase is requested to plan for normal inflation.	
5410 – Lease of Equipment	\$21,000
This account pays for the lease payments on mobile video cameras in the police units. A \$1,920 increase is requested to plan for 1 additional camera replacement and for normal inflation.	
5500 – Travel, Convention & Education	\$15,000
This account pays for training to maintain our officer's individual certifications, and mandatory training. Our college tuition reimbursements also come from this fund. This reflects a \$2,500 reduction as compared to FY08.	
5714 – Home Ownership Grant	\$0
This account allows the Town to issue up to \$5,000 to any qualifying Police Department employee who wishes to purchase a residence in the town. Section 15.2-958.2 of the Code of Virginia allows this program. This line reflects a one-time 100% decrease. The Town Council desires to fund this item in future years.	
5800 – Miscellaneous	\$7,000
This account pays for undercover drug purchases and various items that do not fall under other line items.	
*5801 - Attorney Fees	\$2,500
This account will pay for court appointed attorney fees. This is a new line that has been created to better track these expenses that up to this point, were included in the 5800 line item. This reflects a \$500 increase.	
5810 – Dues & Membership	\$15,300
Funds from this account will pay for our membership in the Rappahannock Regional Criminal Justice Training Academy (8,800.00) and CALEA accreditation. A \$1,700.00 reduction is requested as we move towards a budget payment plan for CALEA accreditation costs.	
6001 – Office Supplies	\$8,500
This account pays for our miscellaneous office supplies, and our copy paper. A \$3,000.00 increase is requested due to normal increases in costs of products.	
6007 – Repair & Maintenance Supplies	\$6,000

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

*6008 – Fuel	\$71,000
Request to add line item 6008 to monitor and maintain fuel costs for APD. This figure is based on our best estimate of fuel consumption in the future given conservation efforts and the projected costs of gasoline.	
6009 – Vehicle/Power Equipment	\$17,000
This account pays for the maintenance and repairs on our fleet.	
6010 – Police Supplies	\$34,000
This account provides for equipment and all other related law enforcement consumable supplies and products to be used by APD personnel.	
*6011 –Uniforms	\$20,600
This new line item includes funds for new and replacement uniforms, replacement vests and the clothing allowance for plain clothes officers. Expenses of this category were previously included in line item 6010, but have been broken out to provide better tracking and management.	
*6014 – Police IT	\$0
This is simply a new line to track any unexpected computer expenses.	
6021 – Crime Prevention	\$6,000
This account provides for our crime prevention training and outreach to the community. A \$5,800 reduction is submitted based on historical actual expenses.	
8000 – Capital Outlay	\$0
No indications for capital outlay at this time.	

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GL#

ACCOUNT DESCRIPTION

ADOPTED BUDGET
YEAR 2009

4100032100	0	** FIRE DEPARTMENT **	.00
	3,150	PROFESSIONAL SERVICES	.00
	3,310	REPAIRS & MAINTENANCE	2,500.00
	5,305	MOTOR VEHICLE INSURANCE	.00
	5,600	CONTRIBUTIONS, OTHER PAYMENTS	7,500.00
	5,701	FIRE FUND DISTRIBUTION	16,055.00
	6,007	REPAIR & MAINTENANCE SUPPLIES	1,000.00
	8,000	CAPITAL OUTLAY	.00
		TOTAL	27,055.00
4100032300	0	** AMBULANCE & RESCUE SQUAD **	.00
	5,600	CONTRIBUTIONS, OTHER PAYMENTS	7,500.00
		TOTAL	7,500.00

Fire and Rescue Services

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 private contractors.

5600 - Contributions

The Town has traditionally (FY 03, FY 04, FY05 and FY 06) provided funds to the VFD for various equipment needs to enhance services within the community. The FY09 budget proposes decreasing this line item by 70% to \$7,500.00.

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 (FY 03, FY 04, FY05 and FY 06) provided funds to the EMS services for various equipment needs to enhance services within the community. The FY09 budget proposes decreasing this line item by 25% to \$7,500.00.

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GL#	ACCOUNT	DESCRIPTION	ADOPTED BUDGET YEAR 2009
4100041100	0	** PUBLIC WORKS ADMINISTRATION **	.00
	1,110	REGULAR WAGES	401,859.00
	1,210	OVERTIME WAGES	.00
	2,100	FICA	30,742.00
	2,210	VRS	49,956.00
	2,220	Deferred Comp	6,900.00
	2,300	MEDICAL/HOSPITAL PLAN	66,144.00
	2,400	GROUP LIFE INSURANCE	3,452.00
	2,600	UNEMPLOYMENT INSURANCE	100.00
	2,700	WORKER'S COMPENSATION	8,200.00
	3,150	PROFESSIONAL SERVICES	5,000.00
	3,310	REPAIRS & MAINTENANCE	2,000.00
	3,600	ADVERTISING	2,000.00
	5,210	POSTAGE	700.00
	5,230	TELECOMMUNICATIONS	3,500.00
	5,240	RADIO REPAIRS	1,000.00
00041100	5,410	LEASE OF EQUIPMENT	8,500.00
	5,500	TRAVEL, CONVENTION & EDUCATION	3,000.00
	5,800	MISCELLANEDUS	2,000.00
	5,810	DUES & MEMBERSHIP	1,200.00
	6,001	OFFICE SUPPLIES	6,000.00
	6,007	REPAIR & MAINTENACE SUPPLIES	2,000.00
	6,008	FUEL	4,000.00
	6,009	VEHICLE / POWERED EQUIPMENT	3,000.00
	8,000	CAPITAL OUTLAY	.00
		TOTAL	611,253.00

Public Works

General Engineering Administration

1110 - Regular Wages

The personnel services line item represents actual salaries for FY 09.

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 0.82%.

2600 – Unemployment Insurance

Calculated on the basis of .15% of the first \$8,000 earnings of each employee of the Town.

2700 – Worker's Compensation

Insurance premiums charged by VML based on \$.21 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 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, pagers 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 and pagers.

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 attendance at conferences and meetings.

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 (\$1000).

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.

07/19/08 15:14:30

GL#

ACCOUNT DESCRIPTION

ADOPTED BUDGET
YEAR 2009

4100041200	0	** STREETS **	.00
	1,110	REGULAR WAGES	529,338.00
	1,210	OVERTIME WAGES	.00
	2,100	FICA	40,495.00
	2,210	VRS	60,812.00
	2,220	Deferred Comp	9,600.00
	2,300	MEDICAL/HOSPITAL PLAN	98,616.00
	2,400	GROUP LIFE INSURANCE	4,202.00
	2,600	UNEMPLOYMENT INSURANCE	250.00
	2,700	WORKER'S COMPENSATION	48,350.00
	3,150	CONTRACTURAL REPAIRS & MAINTENANCE	500,000.00
	3,321	TREE TRIMMING	12,000.00
	3,322	DISASTER RECOVERY SERVICES	.00
	5,120	HEATING SERVICE	.00
	5,230	TELECOMMUNICATIONS	1,200.00
	5,305	MOTOR VEHICLE INSURANCE	13,000.00
	5,431	RENTAL EQUIPMENT	.00
	6,007	REPAIR & MAINTENACE SUPPLIES	70,000.00
	6,008	FUEL	64,000.00
	6,009	VEHICLE / POWERED EQUIPMENT	30,000.00
	8,000	CAPITAL OUTLAY	40,000.00
	8,005	VEHICLE & EQUIPMENT PURCHASES	.00
	8,008	CAPITAL OUTLAY LEASE	.00
		TOTAL	1,521,863.00

Public Works

Highways, Streets and Sidewalks

1110 - Regular Wages

The personnel services line item represents actual salaries for FY 09.

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 0.82%.

2600 – Unemployment Insurance

Calculated on the basis of .15% of the first \$8,000 earnings of each employee of the Town.

2700 – Worker's Compensation

Insurance premiums charged by VML based on \$9.13 per \$100 of earnings.

3150 – Repairs and Maintenance - Contracted

This line item includes routine sidewalk replacement and repair through 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, pagers 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 that are kept on hand for various projects undertaken by the street crew. It includes different grades of stone, patching asphalt, hand tools, culverts 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 both 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, (\$40,000 this year for Route 1 reconstruction project).

'19/08 15:14:30

GL#

ACCOUNT DESCRIPTION

ADOPTED BUDGET
YEAR 2009

4100041310	0	** STORM DRAINAGE **	.00
	3,150	PROFESSIONAL SERVICES	.00
	3,310	REPAIRS & MAINTENANCE	25,000.00
	6,007	REPAIR & MAINTENANCE SUPPLIES	15,000.00
	8,000	CAPITAL OUTLAY	.00
		TOTAL	40,000.00
4100041320	0	** STREET LIGHTS **	.00
	5,110	ELECTRIC SERVICE	40,000.00
	8,000	CAPITAL OUTLAY	.00
		TOTAL	40,000.00

Public Works

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 performed is the re-profiling of ditches, installation of sections of storm water piping, installation or repair of inlets and the like.

6007 - Repair and Maintenance Supplies

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

Street Lights

5110 - Electrical Services

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

01/19/08 15:14:30

GL#

ACCOUNT DESCRIPTION

ADOPTED BUDGET
YEAR 2009

4100041330	0	** SNOW & ICE REMOVAL **	.00
	1,110	REGULAR WAGES	.00
	1,210	OVERTIME WAGES	.00
	2,100	FICA	.00
	2,210	VRS	.00
	2,220	Deferred Comp	.00
	2,300	MEDICAL/HOSPITAL PLAN	.00
	2,400	GROUP LIFE INSURANCE	.00
	2,600	UNEMPLOYMENT INSURANCE	.00
	2,700	WORKER'S COMPENSATION	.00
	3,200	TEMPORARY HELP SERVICE FEES	.00
	6,007	REPAIR & MAINTENACE SUPPLIES	32,000.00
	8,000	CAPITAL OUTLAY	.00
		TOTAL	32,000.00
4100041400	0	** TRAFFIC ENGINEERING **	.00
	3,150	PROFESSIONAL SERVICES	.00
	3,310	REPAIRS & MAINTENANCE	56,000.00
	6,007	REPAIR & MAINTENACE SUPPLIES	8,000.00
	8,000	CAPITAL OUTLAY	.00
		TOTAL	64,000.00

Public Works

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.

Traffic Engineering

3150 - Professional Services

This includes on-call consulting engineering services used on an as-needed basis and engineering design at a signal timing/coordination plan.

3310 - Repairs and Maintenance--Contractual

This item includes funds for the annual maintenance of traffic signals, repairs and other special services for signals, road striping activities and maintenance performed at rail crossings. In addition, funding is provided for installation of two additional battery back-up systems (on Route 1 at Junction Drive and Arbor Oak Drive) and installation of traffic signal interconnection system on Route 1 at Junction Drive, Arbor Oak Drive and Ashcake Road.

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.

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GL#

ACCOUNT DESCRIPTION

ADOPTED BUDGET
YEAR 2009

4100043100	0	** BUILDINGS & GROUNDS **	.00
	1,110	REGULAR WAGES	90,577.00
	1,210	OVERTIME WAGES	.00
	2,100	FICA	6,960.00
	2,210	VRS	10,945.00
	2,220	Deffered Comp	1,500.00
	2,300	MEDICAL/HOSPITAL PLAN	16,200.00
	2,400	GROUP LIFE INSURANCE	756.00
	2,600	UNEMPLOYMENT INSURANCE	50.00
	2,700	WORKER'S COMPENSATION	2,850.00
	3,150	PROFESSIONAL SERVICES	13,500.00
	3,310	REPAIRS & MAINTENANCE	13,000.00
	3,311	REPAIRS & MAINTENANCE RENTAL PROP	.00
	5,110	ELECTRIC SERVICE	11,000.00
	5,120	HEATING SERVICE	1,400.00
	5,130	WATER & SEWER BILLS	2,500.00
	5,305	MOTOR VEHICLE INSURANCE	1,500.00
	6,007	REPAIR & MAINTENACE SUPPLIES	28,000.00
	6,008	FUEL	7,500.00
	6,009	VEHICLE / POWERED EQUIPMENT	3,500.00
	8,000	CAPITAL OUTLAY	.00
		TOTAL	212,138.00

Public Works

Maintenance of Buildings and Grounds

1110 - Regular Wages

The personnel services line item represents actual salaries for FY 09.

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 0.82%.

2600 – Unemployment Insurance

Calculated on the basis of .15% of the first \$8,000 earnings of each employee of the Town.

2700 – Worker's Compensation

Insurance premiums charged by VML based on \$3.11 per \$100 of earnings.

3150 – Professional Services

This item funds the cleaning service at Town Hall, preventative exterminator services, and the annual holiday decorations.

3310 – Repairs and Maintenance – Contractual

Included in this line item are certain repair costs for plumbing and electrical services and any lawn care services.

3311 – Repairs and maintenance – Rental

No funding included

5110 – Electric Service

Electrical service for town Hall, Maintenance Shop.

5120 – Heating Service

Heating service for Town Hall.

5130 – Water & Sewer

Water & sewer service for Town Hall, Lumpkin House 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.

0 19/08 15:14:30

GL#	ACCOUNT	DESCRIPTION	ADOPTED BUDGET YEAR 2009
4100042000	0	** REFUSE **	.00
	3,180	REFUSE COLLECTION	326,000.00
	5,120	HEATING SERVICE	.00
	5,230	TELECOMMUNICATIONS	.00
	5,305	MOTOR VEHICLE INSURANCE	.00
	6,007	REPAIR & MAINTENACE SUPPLIES	.00
	6,009	VEHICLE / POWERED EQUIPMENT	.00
	8,000	CAPITAL OUTLAY	.00
	8,005	** REFUSE **	.00
	8,008	CAPITAL OUTLAY LEASE	.00
		TOTAL	326,000.00
4100042600	0	** LEAF COLLECTION **	.00
	1,110	REGULAR WAGES	.00
	1,210	OVERTIME WAGES	.00
	2,100	FICA	.00
	2,210	VRS	.00
	2,220	Deferred Comp	.00
	2,300	MEDICAL/HOSPITAL PLAN	.00
	2,400	GROUP LIFE INSURANCE	.00
	2,700	WORKER'S COMPENSATION	.00
	3,310	REPAIRS & MAINTENANCE	8,000.00
	5,305	MOTOR VEHICLE INSURANCE	.00
4100042600	6,007	REPAIR & MAINTENACE SUPPLIES	11,000.00
	6,009	VEHICLE / POWERED EQUIPMENT	.00
	8,000	CAPITAL OUTLAY	.00
		TOTAL	19,000.00

Public Works

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.

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

This line item provides insurance for all departmental vehicles.

6007 - Repairs and Maintenance Supplies

This item includes funds for home compost units and miscellaneous parts, equipment and tools used in the collection process. Also included is one new leaf box.

6009 - Vehicle and Power Equipment Supplies

This item includes funds for parts for the leaf vacuums, and other items necessary for the operation of the equipment.

8000 - Capital Outlay

No funding requested.

19/08 15:14:30

GL#	ACCOUNT	DESCRIPTION	ADOPTED BUDGET YEAR 2009
4100064500	0	** VEHICLE MAINTENANCE **	.00
	1,110	REGULAR WAGES	83,433.00
	1,210	OVERTIME WAGES	.00
	2,100	FICA	6,383.00
	2,210	VRS	10,487.00
	2,220	Deferred Comp	2,100.00
	2,300	MEDICAL/HOSPITAL PLAN	20,580.00
	2,400	GROUP LIFE INSURANCE	725.00
	2,600	UNEMPLOYMENT INSURANCE	40.00
	2,700	WORKER'S COMPENSATION	2,725.00
	3,310	REPAIRS & MAINTENANCE	10,500.00
	5,120	HEATING SERVICE	3,000.00
	5,130	WATER & SEWER BILLS	1,100.00
	5,230	TELECOMMUNICATIONS	2,300.00
	5,305	MOTOR VEHICLE INSURANCE	850.00
4100064500	6,007	REPAIR & MAINTENANCE SUPPLIES	8,500.00
	6,008	FUEL	1,900.00
	6,009	VEHICLE / POWERED EQUIPMENT	2,000.00
	8,000	CAPITAL OUTLAY	.00
		TOTAL	156,625.00

Public Works

Vehicle Maintenance

1110 - Regular Wages

The personnel services line item represents actual salaries for FY 09.

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 0.82%.

2600 – Unemployment Insurance

Calculated on the basis of .15% of the first \$8,000 earnings of each employee of the Town.

2700 – Worker's Compensation

Insurance premiums charged by VML based on \$3.24 per \$100 of earnings.

3310 – Repairs & Maintenance

This covers any costs that might be involved in repair or maintenance of the shop facility. Also included is funding to replace the fuel dispenser/pump that has been in service since 1982.

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, pagers 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. Funds this year are included for a new coolant flushing machine.

6009 – Vehicle/Powered Equipment

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

8000 - Capital Outlay

No expenditures are planned in this category.

19/08 15:14:30

ADOPTED BUDGET
YEAR 2009

GL#	ACCOUNT	DESCRIPTION	ADOPTED BUDGET YEAR 2009
4100071100	0	** PARKS & RECREATION **	.00
	1,110	REGULAR WAGES	64,000.00
	1,210	OVERTIME WAGES	.00
	2,100	FICA	4,896.00
	2,210	VRS	.00
	2,220	Deferred Comp	.00
	2,300	MEDICAL/HOSPITAL PLAN	.00
	2,400	GROUP LIFE INSURANCE	.00
	2,600	UNEMPLOYMENT INSURANCE	100.00
	2,700	WORKER'S COMPENSATION	1,775.00
	3,150	PROFESSIONAL SERVICES	3,000.00
	3,160	Repairs & Maintenance - Parks	3,000.00
	3,600	ADVERTISING	.00
	5,130	WATER & SEWER BILLS	1,200.00
	5,131	WATER & SEWER BILLS - POOL	5,000.00
	5,600	CONTRIBUTIONS, OTHER PAYMENTS	10,000.00
	5,601	CONTRIBUTION-ASHLAND LITTLE LEAGUE	.00
	5,800	MISCELLANEOUS	4,000.00
	5,801	SPECIAL EVENTS	.00
	6,007	REPAIR & MAINTENANCE SUPPLIES	8,000.00
	6,008	REPAIR & MAINTENANCE SUPPLIES POOL	25,000.00
	8,000	CAPITAL OUTLAY	.00
		TOTAL	129,971.00

Parks, Recreation and Cultural

1110 - Regular Wages

This line item covers the salaries of the Pool staff.

2100 – FICA

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

2600 – Unemployment Insurance

Calculated on the basis of .15% of the first \$8,000 earnings of each employee of the Town.

2700 – Worker's Compensation

Insurance premiums charged by VML based on \$2.94 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

Traditionally, these were funds 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. The FY09 budget proposes decreasing this line item by 75%. This should be a one-time reduction because of a difficult budget year.

5601 – Contribution, Ashland Little League

This line item was eliminated. Council determined it was unfair to award a grant to one organization when so many youth groups are in need of funding assistance.

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.

19/08 15:14:30

GL#	ACCOUNT	DESCRIPTION	ADOPTED BUDGET YEAR 2009
4100081100	0	** Planning **	.00
	1,110	REGULAR WAGES	269,407.00
	1,210	OVERTIME WAGES	.00
	2,100	FICA	20,610.00
	2,210	VRS	34,670.00
	2,220	Deferred Comp	3,900.00
	2,300	MEDICAL/HOSPITAL PLAN	51,756.00
	2,400	GROUP LIFE INSURANCE	2,398.00
	2,600	UNEMPLOYMENT INSURANCE	85.00
	2,700	WORKER'S COMPENSATION	575.00
10081100	3,150	PROFESSIONAL SERVICES	80,000.00
	3,160	HOUSING REHABILITATION & DEMO	5,000.00
	3,310	REPAIRS & MAINTENANCE	500.00
	3,500	PRINTING & BINDING	2,000.00
	3,600	ADVERTISING	5,000.00
	5,120	HEATING SERVICE	.00
	5,210	POSTAGE	2,500.00
	5,230	TELECOMMUNICATIONS	5,000.00
	5,500	TRAVEL, CONVENTION & EDUCATION	7,000.00
	5,600	CONTRIBUTIONS, OTHER PAYMENTS	2,000.00
	5,714	FACADE/LANDSCAPING GRANTS	.00
	5,810	DUES & MEMBERSHIP	2,250.00
	6,001	OFFICE SUPPLIES	5,000.00
	6,008	FUEL	1,600.00
	6,009	VEHICLE MAINTENANCE	500.00
	8,000	CAPITAL OUTLAY	.00
		TOTAL	501,751.00

Community Development Planning

1110 Regular Wages

The personnel services line item represents actual salaries for FY-08-09, including potential increases for cost-of-living, merit, and a one-time adjustment of 5%, in keeping with the Manager's three-year plan for market parity.

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 0.82%

2600 – Unemployment Insurance

This item is calculated on the basis of .15% of the first \$8,000 earnings of each employee.

2700 – Worker's Compensation

This item includes insurance premiums charged by VML based on \$0.21 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.

This line item represents a significant increase over previous year's funding, due to the scheduled update of the Town's Comprehensive Plan in 2008 – 2009. The Town is currently engaged with Urban Partners for completion of an Economic & Demographic Analysis, and will consult with another firm for completion of the remainder of the tasks associated with the plan:

Economic & Demographic Analysis: \$ 6,000 remaining in FY08-09	
<u>Comp Plan Consultant</u>	<u>\$82,000</u>
Total:	\$90,000

The Department requests funding of \$90,000 in FY08-09 for Professional Services. It is anticipated that approximately \$10,000 from the FY07-08 budget will either be spent on consulting services prior to June 30, 2008, or will be encumbered for use in FY-08-09 for Professional Services.

3160 - Housing Rehabilitation and Demolition

This item includes the estimated cost of demolishing one abandoned/condemned structure 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 \$2,000 for fiscal year 2008-09. This is less than the \$12,000 budgeted last year, as the group will coordinate efforts with the Planning Commission for developing designs for the downtown area during the Comprehensive Plan review. The Ashland Main Street Association (AMSA) was established by Council in 2005 as a Council-appointed committee under the

umbrella of the Town government. In establishing AMSA, the Council set forth the goal that AMSA seek independent non-profit status, outside the auspices of the Town government. It is anticipated that AMSA will apply for and receive 501(c)-3 non-profit status during fiscal year 2008-2009.

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 American Institute of Certified Planners, 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.

6008 - Motor Vehicle Fuel

This item covers the fuel cost for Departmental vehicles, which share use with Administration staff.

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.

07/19/08 15:14:30

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ACCOUNT DESCRIPTION

ADOPTED BUDGET
YEAR 2009

4100081700	0	** ECONOMIC DEVELOPMENT **	.00
	1,110	REGULAR WAGES	45,749.00
	2,100	FICA	3,500.00
4100081700	2,210	VRS	5,893.00
	2,220	DEFERRED COMP	1,000.00
	2,300	MEDICAL/HOSPITAL PLAN	10,596.00
	2,400	GROUP LIFE INSURANCE	410.00
	2,600	UNEMPLOYMENT INSURANCE	30.00
	2,700	WORKER'S COMPENSATION	200.00
	3,150	PROFESSIONAL SERVICES	5,000.00
	3,170	JANITORIAL SERVICES	.00
	3,500	PRINTING & BINDING	1,000.00
	3,600	ADVERTISING	5,000.00
	5,110	ELECTRIC SERVICE	1,000.00
	5,120	HEATING SERVICE	1,000.00
	5,210	POSTAGE	600.00
	5,230	TELECOMMUNICATIONS	4,000.00
	5,420	LEASE/RENTAL OF BUILDING	.00
	5,500	TRAVEL, CONVENTION & EDUCATION	5,000.00
	5,600	CONTRIBUTIONS & OTHER PAYMENTS	3,600.00
	5,714	FACADE/LANDSCAPING GRANTS	20,000.00
	5,810	DUES & MEMBERSHIP	2,000.00
	6,001	OFFICE SUPPLIES	500.00
	6,007	REPAIR & MAINTENANCE SUPPLIES	.00
	6,008	FUEL	800.00
	6,009	VEHICLE & POWERED EQUIPMENT	500.00
	8,000	CAPITAL OUTLAY	.00
		TOTAL	117,378.00

**Community Development
Business Assistance/Development**

1110 – Regular Wages

The personnel services line item represents actual salaries for FY-08-09, including potential increases for cost-of-living, merit, and a one-time adjustment of 5%, in keeping with the Manager's three-year plan for market parity.

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 0.82%.

2600 – Unemployment Insurance

Calculated on the basis of .15% 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 \$0.21 per \$100 of earnings.

3150 - Professional Services – Contractual

This item represents the cost for the procurement of professional services needed to assist with Economic Development efforts.

3170 – Janitorial Services

This item represents the cost for janitorial services for the Community Development offices (Business Development). This is proposed to be eliminated and paid out of the Building and Grounds budget.

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

This item represents the cost for electric service for the Community Development offices (Business Development). It is anticipated that the Business Development Coordinator will occupy the offices at 506 Myrtle Street (Lumpkin House) during fiscal year 2008-09.

5120 – Heating Service

This item represents the cost of heating service for the Community Development offices (Business Development). It is anticipated that the Business Development Coordinator will occupy the offices at 506 Myrtle Street (Lumpkin House) during fiscal year 2008-09.

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 for Departmental employees.

5500 - Travel, Convention and Education

This item provides funds for training, conferences, and business recruitment travel. An increase is requested to allow the Business Assistance Coordinator to complete their Economic Developer Certification.

5600 Contributions and Other Payments

This item provides direct funding for gifts and contributions used in business recruitment and assistance.

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.

6007 - Repair and Maintenance Supplies

This item represents the estimated cost of supplies used for the maintenance the Community Development offices at 506 Myrtle Street.

6008 - Motor Vehicle Fuel

This item covers the fuel cost for Departmental vehicles, which share use with Administration staff.

6009 - Vehicle Maintenance

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

06/19/08 15:14:30

ACCOUNT DESCRIPTION

ADOPTED BUDGET
YEAR 2009

4100090000	0	** NON-DEPARTMENTAL **	.00
	9,030	Contingency	.00
	9,060	Debt Service Interest (1993)	6,061.00
	9,070	Debt Service Principal (1993)	37,034.00
	9,098	Debt Service Interest Hanover	20,493.00
	9,099	Debt Service Principal Hanover	152,966.00
	9,100	DEBT SERVICE INTEREST	.00
	9,101	DEBT SERVICE PRINCIPAL	.00
	9,102	SVC INTEREST (HANOVER)	.00
	9,103	SVC PRINCIPAL (HANOVER)	.00
	9,104	TRANSFER TO CAPITAL PROJECT FUND	.00
	9,900	Transfer to Capital Project Fund	350,000.00
		TOTAL	566,554.00
		FINAL TOTALS	
		TOTAL	7,732,112.00

*** END OF REPORT ***

FUND 4-100 ** General Fund Expenditures

6L067E

	----- Prior Years -----		----- Current Year -----		--FY/2009 Budget Year --			
	Expenditure	Expenditure	Adopted	Actual In	Projected	Department	Town Manager	Adopted
	FY/2006	FY/2007	Budget	2008/04	Expenditure	Request	Recommends	Budget
	-----	-----	-----	-----	-----	-----	-----	-----
090000	** NON-DEPARTMENTAL **							
090000-9030	Contingency							
090000-9060	Debt Service Interest (1993)	7,958	6,982	5,993	5,993	5,993	6,061	6,061
090000-9070	Debt Service Principal (1993)	34,111	34,111	35,085	35,085	35,085	37,034	37,034
090000-9093	Debt Service Interest Hanove	32,869	28,839	24,752	24,752	24,752	20,493	20,493
090000-9099	Debt Service Principal Hanov	140,889	140,889	144,915	144,915	144,915	152,966	152,966
090000-9900	Transfer to Capital Project	755,000	1,128,293	250,000		250,000	350,000	350,000
	--SUB TOTAL--	970,827	1,339,114	460,745	210,745	460,745	566,554	566,554
	--TOTAL--	970,827	1,339,114	460,745	210,745	460,745	566,554	566,554
TOTAL FOR FUND		6,401,784	7,817,373	7,482,408	5,736,874	7,129,069	7,732,112	7,732,112
FINAL TOTAL		6,401,784	7,817,373	7,482,408	5,736,874	7,129,069	7,732,112	7,732,112

**Town of ...land
2008-2009 Capital Project Fund**

Account Name	CIP ID	Total Resources FY 2007	Estimated Expenditures FY 2007	Estimated Balance 6/30/2007	Requested FY 2008 Appropriation	Manager Recommended	Total Resources FY 2008	Estimated Expenditures FY 2008	Estimated Balance 6/30/2008	Requested FY 2009 Appropriation	Manager Recommended	Total Resources FY 2009	
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	619,950	3,663	616,287	200,000	100,000	716,287	500000	216,287	200,000	200,000	416,287
1.3	Sidewalks, curb and gutter	TR 1	334,166	99,607	234,559	100,000	100,000	334,559	100000	234,559	100000	100,000	334,559
1.4													
1.5													
1.6	Drainage Improvements	SW 1	185,000	0	185,000	50,000	0	185,000	0	185,000	50000	0	185,000
1.7	Vehicle Replacement Fund		286,919	9,000	277,919	100,000	0	277,919	75000	202,919	100000	0	202,919
1.8	Intersection Improvements - Rt. 1/Ashcake	TR 6	60,800	36208	24,592	0		24,592	0	24,592			24,592
1.9	Intersection Improvements - Rt. 1/Route 54	TR 5				400000	0	0					
			1,486,835										
2.0 STORMWATER MANAGEMENT PROGRAM													
2.1	Comp. Stormwater Management Program		104,538		104,538	0	0	104,538	32,250	72,288	0	0	72,288
3.0 BUILDINGS AND GROUNDS													
3.1	Town Hall Improvements	PF 2	330,769	301,546	29,223	0	0	29,223	435	28,788	0	0	28,788
4.0 VEHICLE MAINTENANCE													
4.1	Town Maintenance Facilities	PF 1	237,832	200,000	37,832	50,000	50,000	87,832	75,000	12,832	50000	50000	62,832

**Town of Ashland
2008-2009 Capital Project Fund**

Account Name	CIP ID	Total Resources	Estimated Expenditures	Estimated Balance	Requested FY 2008	Manager	Total Resources	Estimated Expenditures	Estimated Balance	Requested FY 2009	Manager	Total Resources
		FY 2007	FY 2007	6/30/2007	Appropriation	Recommended	FY 2008	FY 2008	6/30/2008	Appropriation	Recommended	FY 2009
5.0 PARKS & RECREATION												
5.1 Town Farm Park (N. Ashland Park)	PR 1	107,815		107,815		0	107,815	5540	102,275	50,000	0	102,275
5.2 Property Acquisition	PR8	0		0		0	0	0	0	0	0	0
5.3 Pufferbelly Park	PR 4	4,550		4,550		0	6,640	2393	4,247	0	0	4,247
5.4 DeJarnette Park	PR 7	35,202	35202	0		0	0	0	0	0	0	0
5.5 Trails	PR 6	29,869		29,869		0	29,869	0	29,869	0	0	29,869
5.6 Carter Park	PR 2	138,400	80546	57,854		0	95,655	95655	0	0	0	0
5.7 S. Taylor Street Park	PR 3	30,000		30,000		0	30,000	16,209	13,791	0	0	13,791
5.8 Skateboard Park	PR9	26,880		26,880		0	26,880	20146	6,734	0	0	6,734
5.9 Trail on N. Center St.	PR 6	20,000		20,000		0	20,000	0	20,000	0	0	20,000
		392,716										
6.0 ECONOMIC DEVELOPMENT												
6.1 Relocation of overhead utilities	ED 1	145,645		145,645		0	145,645	0	145,645	0	0	145,645
6.2 Streetscape Improvements	ED 2	60,000		60,000		0	60,000	0	60,000	0	0	60,000
6.3 Corridor Improvements	ED 3	147,344		147,344		0	147,344	0	147,344	0	0	147,344
6.4 Downtown Parking	ED 4	20,000		20,000		0	20,000	0	20,000	0	0	20,000
6.5 Downtown Streetscape Improvements	ED 5	127,740	32456	95,284		0	95,284	28374	66,910	0	0	66,910
6.6 I-95 Interchange Landscape/Enhancement	ED 6	25,793		25,793		0	25,793	0	25,793	50,000	0	25,793
6.7 Interstate Kiosk	ED 7	24,000		24,000		0	24,000	0	24,000	30,000	0	24,000
		550,522										
NON DEPARTMENTAL												
Interest (from FY 07 audit)					51241					69892	69892	
Specific Contingency												
Total Contingency		136,700		136,700	51,241	0	187,941	38,801	149,140	69,892	69,892	219,032
TOTAL APPROPRIATIONS - Local		\$3,239,912	\$798,228	\$2,441,684	\$951,241	\$250,000	\$2,782,816	\$989,802	\$1,793,014	\$699,892	\$419,892	\$2,212,906
TRANSFER FROM GENERAL FUND					\$900,000	\$250,000				\$630,000	\$350,000	

PERSONNEL/BUDGETARY RECOMMENDATIONS

A. STAFFING LEVELS

There are no changes to existing staffing levels.

B. PAY AND CLASSIFICATION PLAN ADJUSTMENTS AND PERSONNEL POLICIES

1) Cost of Living Adjustments

The proposed budget contains funding for a cost of living increase of 2%, effective July 1, 2008. This is an across the board increase and has the effect of raising the salary range by the same percentage from the entry to the maximum

2) Performance Adjustments

The proposed budget contains funding for merit increases of 1,2,or 3% based on employee evaluations. All merit increases apply on July 1, with the exception of employees on probation.

3) Health Insurance

The proposed budget contains funding for continued coverage of two existing plans. There is a 2.6% decrease in the Town's Health Insurance premiums.

4) Pay Classification

The proposed budget recommends that Council approve year-three of our three-year plan to bring the Town of Ashland back to the 90th percent of salaries for employees of Richmond region local governments. Last year Council approved that all Public Works staff be given a one step pay grade increase. General Administration, Planning and Community Development, and the Treasurer's Department would be given the same. This plan covers approximately 33% of the town staff each fiscal year. This is very similar to Hanover County's plan for reviewing its pay grade system and compares to other local governments.

5.) Safety Shoe Allowance

In order to promote safety in the workplace, those employees designated by the Director of Public Works shall be required to wear steel toe shoes while at work. After the first year of employment, the Town will reimburse each employee annually the cost of a pair of steel toe shoes up to \$125.00 for FY08-09.

Pay Plan

Effective for 2008-2009 Budget

GRADE	FY 09 MINIMUM	FY 09 MID POINT	FY 09 MAXIMUM
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, 2008

POSITION TITLE	2008 Grade	2009 Grade	Authorized No. Emp.
ADMINISTRATION			
Account Clerk A	14	14	0
Account Clerk B	15	16	2
Town Treasurer*	31	32	1
Visitors' Center Manager	14	15	1
Town Clerk/Administrative Assistant B	20	21	1
Purchasing Agent/Human Resources Coordinator	20	21	1
Assistant Town Manager*	34	35	1
PLANNING & COMMUNITY DEVELOPMENT			
Administrative Assistant A	17	18	1
Planning Technician	19	20	1
Senior Planner/GIS Technician*	28	29	1
Deputy Zoning Administrator*	27	28	1
Director of Planning*	31	32	1
Business Development Coordinator*	27	28	1
POLICE			
Police Officer Trainee			
Police Officer	23	23	13
Police Sergeant	25	25	3
Police Corporal	24	24	3
Police Lieutenant*	27	27	2
Police Captain*	28	28	1
Chief of Police*	34	34	1
Investigator	23	23	2
Administrative Assistant A	18	18	1
Support Services	16	16	2

PUBLIC WORKS

Administrative Assistant A	18	18	1
Project Manager	26	26	2
Civil Engineer	29	29	1
Town Engineer*	32	32	1
Director of Public Works*	36	36	1
Laborer	13	13	2
Equipment Operator Trainee	15	15	
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
Bldg & Grnds Maint. Worker	17	17	1
Senior Bldg & Grnds Maint. Worker	18	18	1
Bldg & Grnds Maint. Supv.	22	22	1
Equipment Mechanic	20	20	1
Lead Equipment Mechanic	23	23	1

* Denotes FLSA Exempt Employee