Town of Ashland

Proposed Financial Plan

July 1, 2007—June 30, 2008

I am pleased to present the proposed financial plan for the period July 1, 2007 through June 30, 2008 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 FY08 proposed budget also reflects a 5.2% increase in revenues and expenditures from FY07 proposed budget.

I am also recommending continued levels of 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 $586,792,700 to $637,250,300. This will increase the Town's Real Estate tax revenues by approximately $38,810. The Code of Virginia will require that the Town advertise for a Real Estate tax increase by holding the current tax rate at $.07 per $100 of valuation.

The Balanced Budget includes an Unappropriated Fund Balance transfer in the amount of $741,379. This will leave the unreserved fund balance at approximately $2,802,703 or 37.5% of the general operating budget of $7,482,408, which is within the Council Policy.

Compensation

I am recommending that compensation be adjusted using a cost of living increase of 2%, effective July 1, 2007. 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-two 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 Police Department staff be given a one step pay grade increase. This year I recommend that Public Works be given the same. General Administration, Planning and Community Development, and the Treasurer's Department would be given the same in FY09. 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 an 8.9% increase in the Town's Health Insurance premiums. We did not have an increase in premiums 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 three changes to current staffing levels:

(1) I recommend the elimination of the PT-Tourism Coordinator/Public Relations position.

(2) The Chief of Police and I are asking for a new Lieutenant's position and a crime prevention officer. We currently have one Lieutenant position, which makes the organization structure awkward and will likely cause problems with accreditation. Our intent is to make a Lieutenant in charge of patrol and the other in charge of investigations and support services. While we have had a Crime Prevention Officer in the past, that position has not been a full time responsibility. The position has also had regular patrol duties beyond the crime prevention duties, which deters efficiency and effectiveness. The Crime Prevention Officer will be working with the community to re-energize the neighborhood watches and with the Zoning Administrator so we can improve the appearance of neighborhoods that need specialized attention from an urban blight standpoint.

(3) Buildings and Grounds: Currently the crew consists of a supervisor and two maintenance workers. It is recommended that one of the maintenance worker positions be reclassified to a senior maintenance worker position at pay grade 18. This would be similar to our street crew differentiation between an Equipment Operator A and B.

Capital Project Fund

The Capital Project Fund includes and estimated balance of $2,659,151 plus new appropriations of $450,000 for a total of $3,109,151 in total resources for FY08. 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, 2007 through June 30, 2008:

Real Property Tax	$.07 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

<u>Consumer Utility Tax—Each Service</u>

Telecommunications:	
Residential	10% of 1st $10.00 per month
Commercial/industrial	10% of 1st $100.00 per month
Cellular	10% of 1st $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%

<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 eleven 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**

FY 07 projected fund balance:

Estimated Fund Balance—6/30/07	**$3,544,082**
Plus Revenues—Projected Through 6/30/07	$6,741,029
Less Expenditures Per Budget	$7,482,408
Projected Fund Balance—6/30/08	**$2,802,703**

GL#	ACCOUNT	DESCRPTION	ADOPTED BUDGET YEAR 2008
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	446,000.00-
	2	Delinquent Taxes	.00
	3	Land Redemption	.00
		TOTAL	446,000.00-
3100011020	0	** Public Service **	.00
	1	current realestate	22,000.00-
	2	delinquent realestate	.00
	3	current taxes personal property	.00
	4	deliquent taxes personal property	.00
		TOTAL	22,000.00-
3100011030	0	** Personal Property **	.00
	1	Current Year Taxes	282,000.00-
	2	Prior Year Taxes	.00
	3	Current Year Taxes Mobile Homes	2,200.00-
		TOTAL	284,200.00-
3100011040	1	Current Year Taxes Machinery & Tool	10,000.00-
		TOTAL	10,000.00-
3100011060	0	** PENALTY & INTEREST **	.00
	1	Penalty Account	15,500.00-
	10	Interest Account	7,000.00-
		TOTAL	22,500.00-
3100012000	0	** Other Local Taxes **	.00
		TOTAL	.00
3100012010	0	Sales Tax	.00
	1	Sales Tax	445,000.00-
		TOTAL	445,000.00-
3100012020	0	** Consumer's Utility Taxes **	.00

GL#	ACCOUNT	DESCRPTION		ADOPTED BUDGET YEAR 2008
3100012020	1	Consumer's Utility Taxes		170,000.00-
	2	COMMUNICATIONS TAX		240,000.00-
			TOTAL	410,000.00-
3100012030	0	** Business License **		.00
	1	Business License		464,000.00-
	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		35,000.00-
			TOTAL	499,000.00-
3100012040	1	Franchise License Tax		57,000.00-
			TOTAL	57,000.00-
3100012050	1	Motor Vehicle License		125,000.00-
	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
			TOTAL	125,000.00-
3100012060	1	Bank Franchise Taxes		125,000.00-
			TOTAL	125,000.00-
3100012100	1	Lodging Tax		564,000.00-
			TOTAL	564,000.00-
3100012110	1	Meals Tax		1,700,000.00-
			TOTAL	1,700,000.00-
3100013000	0	** Permit, Fees & License **		.00
			TOTAL	.00
3100013030	0	** Permits & Other License **		.00
	7	Zoning Permits		8,000.00-
	19	Sign Permits		500.00-
	31	Right Of Way		500.00-

GL#	ACCOUNT	DESCRPTION	ADOPTED BUDGET YEAR 2008
		TOTAL	9,000.00-
3100013040	0	** Miscellaneous **	.00
	1	Sundry Miscellaneous	3,500.00-
	2	DONATION (PLAZA)-PACE STATUE	.00
		TOTAL	3,500.00-
3100014000	0	** Fines & Forfeitures **	.00
		TOTAL	.00
3100014010	0	** Fines & Forfeitures **	.00
	1	COURT FINES & FORFEITURES	45,000.00-
	2	Traffic/Parking Fines	2,500.00-
	3	POLICE SEIZED PROPERTY	.00
		TOTAL	47,500.00-
3100015000	0	** Revenue From Use Of M & P **	.00
		TOTAL	.00
3100015010	0	** Revenue From Use Of Money **	.00
	1	BANK DEPOSIT INTEREST	100,000.00-
		TOTAL	100,000.00-
3100015020	0	** Revenue From The Use Property **	.00
	1	RENTAL OF GENERAL PROPERTY inactive	.00
	5	Rental of General Property	12,000.00-
	6	Farmers Market	500.00-
	7	USER FEES - POOL	40,000.00-
	10	Sale Of Property	.00
		TOTAL	52,500.00-
3100018000	0	** Miscellaneous Revenue **	.00
		TOTAL	.00
3100018999	0	** Miscellaneous **	.00
	1	MISCELLANOUS EXPLORER DONATION REC	.00
	2	DONATIONS	.00
	13	Vehicle Sales	4,500.00-
		TOTAL	4,500.00-
3100019010	0	**RECOVERED COSTS**	.00

GL#	ACCOUNT	DESCRPTION	ADOPTED BUDGET YEAR 2008
		TOTAL	.00
3100019020	0	**RECOVERED COSTS**	.00
	201	PAYMENTS FRM HANOVER COUNTY (BONDS)	169,727.00-
		TOTAL	169,727.00-
3100032200	0	**REVENUE FROM THE COMMONWEALTH**	.00
		TOTAL	.00
3100032210	0	** NON-CATEGORICAL AID**	.00
	1	ABC PROFITS	7,000.00-
	2	WINE TAXES	5,000.00-
	3	MOTOR VEHICLE CARRIERS' TAX	8,000.00-
	5	MOBILE HOME TITLING TAXES	8,000.00-
	6	AUTOMOBILE RENTAL TAX	65,000.00-
	9,999	PPTRA Reimbursement	111,774.00-
		TOTAL	204,774.00-
00032400	0	**CATEGORICAL AID**	.00
	413	COMMUNITY COALITION GRANT	.00
	414	TRIAD GRANT	.00
	415	STREETS & HIGHWAY MAINTENANCE	1,222,028.00-
	416	TRANSPORTATION SAFETY GRANTS	2,000.00-
	417	D J C P GRANTS	188,000.00-
	418	FIRE FUND	15,000.00-
	419	LITTER CONTROL	2,800.00-
	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	1,439,828.00-
3100033000	0	**REVENUE FROM THE FEDERAL GOVT**	.00
		TOTAL	.00
3100033300	0	**CATEGORICAL AID**	.00
	110	DISASTER RECOVERY REIMBURSEMENT	.00
		TOTAL	.00
0033301	109	JUSTICE ASSISTANCE GRANT	.00
		TOTAL	.00

GL#	ACCOUNT	DESCRPTION	ADOPTED BUDGET YEAR 2008
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	741,379.00-
		TOTAL	741,379.00-
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	7,482,408.00-

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GL#	ACCOUNT	DESCRPTION	ADOPTED BUDGET YEAR 2008
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	100.00
	2,700	WORKER'S COMPENSATION	.00
	3,500	PRINTING & BINDING	5,000.00
	3,600	ADVERTISING	3,000.00
	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	100.00
	8,000	CAPITAL OUTLAY	.00
		TOTAL	39,325.00
4100011030	0	** BOARD OF ELECTIONS **	.00
	3,200	TEMPORARY HELP SERVICE FEES	800.00
	6,001	OFFICE SUPPLIES	1,900.00
		TOTAL	2,700.00

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 13.61% 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 .29% 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 FY08.

GL#	ACCOUNT	DESCRPTION	ADOPTED BUDGET YEAR 2008
0012010	0	** Town Manager **	.00
4100012010	1,110	REGULAR WAGES	245,032.00
	1,210	OVERTIME WAGES	.00
	2,100	FICA	18,745.00
	2,210	VRS	33,349.00
	2,220	Deferred Comp	5,600.00
	2,225	FLEXIBLE SPENDING	.00
	2,300	MEDICAL/HOSPITAL PLAN	27,852.00
	2,400	GROUP LIFE INSURANCE	2,990.00
	2,600	UNEMPLOYMENT INSURANCE	100.00
	2,700	WORKER'S COMPENSATION	475.00
	3,150	LEGAL & PROFESSIONAL SERVICES	40,000.00
	3,310	REPAIRS & MAINTENANCE	1,000.00
	3,600	ADVERTISING	3,000.00
	5,210	POSTAGE	1,500.00
	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	12,000.00
	5,800	MISCELLANEOUS	15,000.00
	5,801	BLUEMONT CONCERT SERIES	.00
	5,810	DUES & MEMBERSHIP	12,500.00
	6,001	OFFICE SUPPLIES	10,000.00
	8,000	CAPITAL OUTLAY	.00
		TOTAL	493,493.00

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 13.61% of the full time salaries in the regular wages line item.

2220 – Deferred Compensation

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

2300 – Medical/Hospital Plan

Town's contribution for health insurance.

2400 – Group Life Insurance

This covers the cost of premiums through VRS at 1.22%.

2600 – Unemployment Insurance

Calculated on the basis of .29% 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. These costs are for all departments except for specific costs related to the IBM AS400 in the Treasurer's office. 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. 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, 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 (FY07 costs, FY08 TBD):

Richmond Employees Assistance Program	$1120
Int'l City/County Management Association	$696
Va. Local Government Management Assoc.	$217.50
Richmond Regional PDC	$4,166
VML	$3,991
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.

GL#	ACCOUNT	DESCRPTION	ADOPTED BUDGET YEAR 2008
4100012100	0	** TOURISM **	.00
	1,110	REGULAR WAGES	38,543.00
	2,100	FICA	2,950.00
	2,210	VRS	4,437.00
	2,220	DEFERRED COMP	1,300.00
	2,300	MEDICAL/HOSPITAL PLAN	5,328.00
	2,400	GROUP LIFE INSURANCE	400.00
	2,600	UNEMPLOYMENT INSURANCE	40.00
	2,700	WORKER'S COMPENSATION	150.00
	3,150	PROFESSIONAL SERVICES	12,000.00
	3,170	JANITORIAL SERVICES	4,000.00
	3,600	ADVERTISING	50,000.00
	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	30,000.00
	5,810	DUES & MEMBERSHIP	1,000.00
	6,001	OFFICE SUPPLIES	4,000.00
	6,007	REPAIR & MAINTENANCE SUPPLIES	1,200.00
		TOTAL	168,548.00

Tourism

1110 – Regular Wages

The personnel services line item represents actual salaries for FY 07. 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 13.61% of the full time salaries in the regular wages line item.

2220 – Deferred Compensation

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

2300 – Medical/Hospital Plan

Town's contribution for health insurance.

2400 – Group Life Insurance

This covers the cost of premiums through VRS at 1.22%.

2600 – Unemployment Insurance

Calculated on the basis of .29% 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, 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.

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. This item was moved from Parks & Recreation for budget year 2007-08.

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.

GL#	ACCOUNT	DESCRPTION	ADOPTED BUDGET YEAR 2008
4100012410	0	** Treasurer **	.00
	1,110	Regular Wages	141,180.00
	1,210	Overtime	.00
	2,100	FICA	10,800.00
	2,210	VRS	19,080.00
	2,220	Deferred Comp	1,000.00
	2,300	Hospital/Medical Plans	31,728.00
	2,400	Group Insurance	1,710.00
	2,600	Unemployment Insurance	75.00
	2,700	Worker's Compensation	300.00
	2,810	Clothing Allowance	.00
	3,150	PROFESSIONAL SERVICES	28,000.00
	3,310	REPAIRS & MAINTENANCE	9,000.00
	3,600	ADVERTISING	750.00
	3,800	PURCHASED SERVICES/OTHER GOVERNMENT	7,500.00
	5,210	POSTAGE	7,250.00
	5,230	TELECOMMUNICATIONS	2,500.00
	5,309	A/R CRIME COVERAGE INSURANCE	1,031.00
	5,410	LEASE OF EQUIPMENT	.00
	5,500	TRAVEL, CONVENTION & EDUCATION	900.00
	5,800	MISCELLANEOUS	200.00
	5,810	DUES & MEMBERSHIP	300.00
	5,840	REAL ESTATE / BAD DEBT	.00
	5,850	PERSONAL PROPERTY / BAD DEBT	.00
	6,001	OFFICE SUPPLIES	7,500.00
	8,000	CAPITAL OUTLAY	.00
	8,008	CAPITAL OUTLAY LEASE	.00
		TOTAL	270,804.00

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 13.61% of the full time salaries in the regular wages line item.

2220 – Deferred Compensation

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

2300 – Medical/Hospital Plan

Town's contribution for health insurance.

2400 – Group Life Insurance

This covers the cost of premiums through VRS at 1.22%.

2600 – Unemployment Insurance

Calculated on the basis of .29% 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.

GL#	ACCOUNT	DESCRPTION	ADOPTED BUDGET YEAR 2008
4100012510	0	**Information Technology**	.00
	3,150	PROFESSIONAL SERVICES	47,000.00
	5,230	TELECOMMUNICATIONS	9,000.00
	5,800	MISCELLANEOUS	2,000.00
	6,007	REPAIR & MAINTENANCE SUPPLIES	10,000.00
	6,021	SCHEDULED CPU REPLACEMENT	17,500.00
	8,000	CAPITAL OUTLAY	.00
		TOTAL	85,500.00

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 increase in funding in this line item for future years is due to a change in service provider.

The Town has entered into a contract with Comsys for IT services and will receive significant additional services which will reduce the amount of time Town employees must spend on IT issues. The Comsys contract is for $42,000.00 and is nearly all inclusive except for special projects. While this is a significant increase over previous years, the contract will greatly reduce staff time on IT issues. This amount is also significantly less than the Town would pay for a full time IT professional. 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. If the Town were to hire a full time IT professional on staff it would be forced to pay somewhere in the high seventies to low nineties to get someone with the experience and abilities necessary to do the job.

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.

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.

GL#	ACCOUNT	DESCRPTION	ADOPTED BUDGET YEAR 2008
4100031100	0	** POLICE **	.00
	115	COMMUNITY COALITION WAGES	.00
4100031100	1,110	REGULAR WAGES	1,356,300.00
	1,115	COMMUNITY COALITION WAGES	.00
	1,210	OVERTIME WAGES	.00
	2,100	FICA	103,757.00
	2,210	VRS	157,095.00
	2,220	Deferred Comp	20,500.00
	2,300	MEDICAL/HOSPITAL PLAN	199,824.00
	2,400	GROUP LIFE INSURANCE	14,082.00
	2,600	UNEMPLOYMENT INSURANCE	530.00
	2,700	WORKER'S COMPENSATION	33,900.00
	3,170	JANITORAL SERVICES	14,000.00
	3,310	REPAIRS & MAINTENANCE	10,000.00
	3,600	ADVERTISING	4,000.00
	3,800	PURCHASED SERVICES/OTHER GOVERNMENT	1,100.00
	5,110	ELECTRIC SERVICE	11,500.00
	5,120	HEATING SERVICE	3,800.00
	5,130	WATER & SEWER BILLS	2,100.00
	5,210	POSTAGE	3,000.00
	5,230	TELECOMMUNICATIONS	20,100.00
	5,240	RADIO REPAIRS	3,500.00
	5,305	MOTOR VEHICLE INSURANCE	12,825.00
	5,309	A/R CRIME COVERAGE INSURANCE	380.00
	5,410	LEASE OF EQUIPMENT	19,080.00
	5,420	LEASE / RENTAL OF BUILDING	.00
	5,500	TRAVEL, CONVENTION & EDUCATION	17,500.00
	5,714	HOME-OWNERSHIP GRANT	10,000.00
	5,800	MISCELLANEOUS	9,000.00
	5,810	DUES & MEMBERSHIP	17,000.00
	6,001	OFFICE SUPPLIES	5,500.00
	6,007	REPAIR & MAINTENACE SUPPLIES	7,000.00
	6,009	VEHICLE / POWERED EQUIPMENT	61,000.00
	6,010	POLICE SUPPLIES	62,634.00
	6,021	CRIME PREVENTION	11,800.00
	6,022	COMMUNITY COALITION GRANT	.00
	6,023	TRIAD PROJECT	.00
	8,000	CAPITAL OUTLAY	15,000.00
	8,008	CAPITAL OUTLAY LEASE	.00
		TOTAL	2,207,807.00

Public Safety
Law Enforcement and Traffic Control
Police Department

1110 - Regular Wages

The personnel services line item represents actual salaries for FY08.

Also included in the recommended personnel services are the following:

Overtime and Court Time	$60,000
Shift Differential	$11,440
Career Development	$23,000
On-Call Pay	$ 6,600

2100 – FICA

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

2210 – VRS

VRS is calculated on the basis of 13.61% of the full time salaries in the regular wages line item.

2220 – Deferred Compensation

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

2300 – Medical/Hospital Plan

Town's contribution for health insurance.

2400 – Group Life Insurance

This covers the cost of premiums through VRS at 1.22%.

2600 – Unemployment Insurance

Calculated on the basis of .29% of the first $8,000 earnings of each employee of the Town.

2700 – Worker's Compensation

Insurance premiums charged by VML based on $2.08 per $100 of earnings. There is no increase predicted for this category in the upcoming budget year.

3170 – Janitorial Services $14,000

This account pays for the normal janitorial services for the APD Headquarters building. A new provider will be employed this year and a cost increase is expected.

3310 – Repairs & Maintenance $10,000

This account covers the service agreement on the Records Management System, the service agreement on one of our copiers, and the generator warranty.

3600 – Advertising $4,000

This fund is used to advertise for vacant positions, and while the Department is at full staff, we need to plan for a recruitment should we lose an officer. There is no increase proposed for this category.

3800 – Purchased Services from Other Governmental Units $1,100

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

5110 – Electric Service $11,500

This account pays for the electricity on the APD headquarters building. There is a recommended increase of 4% for next year's budget. This is due to an analysis of the current year's usage, and the cost for that service.

5120 – Heating Service $3,800

This account pays for the heating on the APD headquarters building. There is a 4% increase proposed for this category, due to the increase in natural gas.

5130 – Water & Sewer Bills $2,100

This account pays for the water and sewer fees, including the irrigation system at the APD headquarters building. There is a 4% increase proposed for this category.

5210 – Postage $3,000

This account pays for the usual and customary postage needs of the department. Accreditation requires a public satisfaction survey and that is expected to cost additional postage.

5230 – Telecommunications $21,100

This account pays for the telephones and data lines in the headquarters building along with the pagers and cell phones. We anticipate an increase associated with the new telephone system that was recently approved by Council.

5240 – Radio Repairs $3,500

This account covers repairs to the portable and mobile radios.

5305 – Motor Vehicle Insurance $11,800

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

5309 – Auxiliary Officer Insurance $380

This account pays for insurance to cover auxiliary officers.

5410 – Lease of Equipment $19,080

This account pays for the lease payments for mobile video cameras in the police units. It will also cover the lease/purchase payments on a replacement copier, which is being proposed. With this fiscal year, the agency intends to implement a 5-year rotation cycle for in-car cameras.

5500 – Travel, Convention & Education $17,500

This account pays for training to maintain our officer's individual certifications and mandatory training. It also allows the staff to keep abreast of new and innovative law enforcement programs. The increase is a result of Accreditation requirements regarding supervision and management training and a variety of other requirements.

5714 – Home Ownership Grant $10,000

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.

5800 – Miscellaneous $9,000

This account pays for our undercover drug purchases and helps to maintain the department petty cash account. It also pays for court appointed attorney's fees. In addition, matching funds for the Department of Motor Vehicle grants is provided in this category.

5810 – Dues & Memberships $17,000

The majority of the funds in this account pay for membership in the Rappahannock Regional Criminal Justice training Academy ($8,800). The remainder of the fund pays for memberships in professional associations. Funds for the Accreditation are included in this category. The initial CALEA assessment is expected to cost approximately $8000.

6001 – Office Supplies $5,500

This account pays for our miscellaneous office supplies including copy paper.

6007 – Repair & Maintenance Supplies $7,000

This account allows for routine and unexpected repairs and maintenance to the headquarters building. Hopefully with the repairs recently approved by Council, repairs will be minimal.

6009 – Vehicle/Powered Equipment $75,886

This account pays for the maintenance and repairs on the fleet, car washes and fuel and petroleum products.

6010 – Police Supplies $62,634

This account provides uniforms and associated equipment. We expect to replace the service weapons and holsters this year as well as the intermediate weapon (OC spray) as the current issued spray is petroleum based and cannot be used with taser equipment.

6021 – Crime Prevention $11,800

This account provides for the crime prevention materials and outreach for the community. We expect an increase as a result of deploying a fulltime crime prevention officer and the public information officer. In addition, recording cameras will be installed in the skate park in order to identify vandals.

8000 – Capital Outlay $15,000

This account pays for long term, capital expenditures. The only capital expenditures that we experience in the police department are our vehicle purchases. We are recommending the following vehicle purchase in the 2007-2008 budget:

(1) Mid-Size, conventional vehicle

GL#	ACCOUNT	DESCRPTION		ADOPTED BUDGET YEAR 2008
4100032100	0	** FIRE DEPARTMENT **		.00
	3,150	PROFESSIONAL SERVICES		.00
	3,310	REPAIRS & MAINTENANCE		5,000.00
	5,305	MOTOR VEHICLE INSURANCE		.00
	5,600	CONTRIBUTIONS, OTHER PAYMENTS		25,000.00
	5,701	FIRE FUND DISTRIBUTION		9,000.00
4100032100	6,007	REPAIR & MAINTENACE SUPPLIES		4,000.00
	8,000	CAPITAL OUTLAY		.00
			TOTAL	43,000.00
4100032300	0	** AMBULANCE & RESCUE SQUAD **		.00
	5,600	CONTRIBUTIONS, OTHER PAYMENTS		10,000.00
			TOTAL	10,000.00

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 provided funds to the VFD for various equipment needs to enhance services within the community. The proposed level of funding is the same as during FY 03, FY 04, FY05 and FY 06.

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. The proposed level of funding is the same as during FY 03, FY 04, FY05 and FY 06.

GL#	ACCOUNT	DESCRPTION	ADOPTED BUDGET YEAR 2008
4100041100	0	** PUBLIC WORKS ADMINISTRATION **	.00
	1,110	REGULAR WAGES	385,730.00
	1,210	OVERTIME WAGES	.00
	2,100	FICA	28,437.00
	2,210	VRS	50,592.00
	2,220	Deferred Comp	5,100.00
	2,300	MEDICAL/HOSPITAL PLAN	66,024.00
	2,400	GROUP LIFE INSURANCE	4,535.00
	2,600	UNEMPLOYMENT INSURANCE	100.00
	2,700	WORKER'S COMPENSATION	2,000.00
	3,150	PROFESSIONAL SERVICES	5,000.00
	3,310	REPAIRS & MAINTENANCE	.00
	3,600	ADVERTISING	4,500.00
	5,210	POSTAGE	700.00
	5,230	TELECOMMUNICATIONS	4,500.00
	5,240	RADIO REPAIRS	1,000.00
	5,410	LEASE OF EQUIPMENT	9,000.00
	5,500	TRAVEL, CONVENTION & EDUCATION	4,000.00
	5,800	MISCELLANEOUS	2,000.00
	5,810	DUES & MEMBERSHIP	1,200.00
	6,001	OFFICE SUPPLIES	4,500.00
	6,007	REPAIR & MAINTENACE SUPPLIES	20,000.00
4100041100	6,009	VEHICLE / POWERED EQUIPMENT	3,500.00
	8,000	CAPITAL OUTLAY	15,000.00
		TOTAL	617,418.00

Public Works

General Engineering Administration

1110 - Regular Wages

The personnel services line item represents actual salaries for FY 07.

2100 – FICA

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

2210 – VRS

VRS is calculated on the basis of 13.61% of the full time salaries in the regular wages line item.

2220 – Deferred Compensation

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

2300 – Medical/Hospital Plan

Town's contribution for health insurance.

2400 – Group Life Insurance

This covers the cost of premiums through VRS at 1.22%.

2600 – Unemployment Insurance

Calculated on the basis of .29% of the first $8,000 earnings of each employee of the Town.

2700 – Worker's Compensation

Insurance premiums charged by VML based on $.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 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 ($2000), AutoCad license and subscription services ($8000), and two used vehicles to replace 1994 GMC's for one project manager and the civil engineer ($5000 each).

6009 – Vehicle/Powered Equipment

This line item covers both the maintenance costs for the departmental vehicles and equipment, if applicable, and fuel costs.

8000 – Capital Outlay

This item is for modular furniture and partitions for the very crowded engineering office. The two-room space, totaling less than 450 square feet, is currently used by five staff members for their offices, a common area with a drafting table used for plan review, and storage of approximately 1/3 of the files for the department. The modular furniture and partitions would maximize the staff's individual workspaces and would allow for some degree of privacy for meeting with citizens, contractors and others, both in person and on the phone. This furniture/equipment can also be used in future remodels of Town Hall or in the new facility once it is built.

GL#	ACCOUNT	DESCRPTION	ADOPTED BUDGET YEAR 2008
4100041200	0	** STREETS **	.00
	1,110	REGULAR WAGES	540,759.00
	1,210	OVERTIME WAGES	.00
	2,100	FICA	41,370.00
	2,210	VRS	61,409.00
	2,220	Deferred Comp	6,500.00
	2,300	MEDICAL/HOSPITAL PLAN	100,968.00
	2,400	GROUP LIFE INSURANCE	5,505.00
	2,600	UNEMPLOYMENT INSURANCE	300.00
	2,700	WORKER'S COMPENSATION	50,250.00
	3,150	CONTRACTURAL REPAIRS & MAINTENANCE	350,000.00
	3,321	TREE TRIMMING	12,000.00
	3,322	DISASTER RECOVERY SERVICES	.00
	5,120	HEATING SERVICE	.00
	5,230	TELECOMMUNICATIONS	1,100.00
	5,305	MOTOR VEHICLE INSURANCE	12,975.00
	5,431	RENTAL EQUIPMENT	.00
	6,007	REPAIR & MAINTENACE SUPPLIES	70,000.00
	6,008	LANDSCAPING SUPPLIES	.00
	6,009	VEHICLE / POWERED EQUIPMENT	50,000.00
	8,000	CAPITAL OUTLAY	9,000.00
	8,005	VEHICLE & EQUIPMENT PURCHASES	.00
	8,008	CAPITAL OUTLAY LEASE	.00
		TOTAL	1,312,136.00

Public Works

Highways, Streets and Sidewalks

1110 - Regular Wages

The personnel services line item represents actual salaries for FY 07.

2100 – FICA

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

2210 – VRS

VRS is calculated on the basis of 13.61% of the full time salaries in the regular wages line item.

2220 – Deferred Compensation

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

2300 – Medical/Hospital Plan

Town's contribution for health insurance.

2400 – Group Life Insurance

This covers the cost of premiums through VRS at 1.22%.

2600 – Unemployment Insurance

Calculated on the basis of .29% of the first $8,000 earnings of each employee of the Town.

2700 – Worker's Compensation

Insurance premiums charged by VML based on $7.74 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 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.

6008 – Landscaping Supplies

This line item is for planting trees in the public right of way, either as replacements for dead trees or for new installations. (No funding requested)

6009 – Vehicle/Powered Equipment

This line item covers both the maintenance costs for the departmental vehicles and equipment, if applicable, and fuel costs.

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, ($9,000 per year).

GL#	ACCOUNT	DESCRPTION		ADOPTED BUDGET YEAR 2008
4100041310	0	** STORM DRAINAGE **		.00
	3,150	PROFESSIONAL SERVICES		.00
	3,310	REPAIRS & MAINTENANCE		25,000.00
	6,007	REPAIR & MAINTENACE SUPPLIES		17,000.00
	8,000	CAPITAL OUTLAY		.00
			TOTAL	42,000.00
4100041320	0	** STREET LIGHTS **		.00
	5,110	ELECTRIC SERVICE		37,000.00
	8,000	CAPITAL OUTLAY		5,000.00
			TOTAL	42,000.00

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.

GL#	ACCOUNT	DESCRPTION		ADOPTED BUDGET YEAR 2008
4100041330	0	** SNOW & ICE REMOVAL **		.00
	1,110	REGULAR WAGES		.00
	1,210	OVERTIME WAGES		.00
	2,100	FICA		.00
	2,210	VRS		.00
4100041330	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		54,400.00
	8,000	CAPITAL OUTLAY		.00
			TOTAL	54,400.00
4100041400	0	** TRAFFIC ENGINEERING **		.00
	3,150	PROFESSIONAL SERVICES		10,000.00
	3,310	REPAIRS & MAINTENANCE		57,500.00
	6,007	REPAIR & MAINTENACE SUPPLIES		18,000.00
	8,000	CAPITAL OUTLAY		.00
			TOTAL	85,500.00

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 one additional battery back-up system (for Hill Carter Parkway) and installation of traffic signal interconnection system.

6007 - Materials and Supplies

Included in this line item are various signs, replacement bulbs for signals and other sundry items used in traffic control. In addition, the battery back-up equipment and the signal interconnection equipment are included.

8000 - Capital Outlay

No funding included.

GL#	ACCOUNT	DESCRPTION		ADOPTED BUDGET YEAR 2008
4100042000	0	** REFUSE **		.00
	3,180	REFUSE COLLECTION		300,000.00
	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	300,000.00
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
	6,007	REPAIR & MAINTENACE SUPPLIES		14,500.00
	6,009	VEHICLE / POWERED EQUIPMENT		.00
	8,000	CAPITAL OUTLAY		.00
			TOTAL	22,500.00

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, fuel and other items necessary for the operation of the equipment.

8000 - Capital Outlay

No funding requested.

GL#	ACCOUNT	DESCRPTION	ADOPTED BUDGET YEAR 2008
4100043100	0	** BUILDINGS & GROUNDS **	.00
4100043100	1,110	REGULAR WAGES	88,556.00
	1,210	OVERTIME WAGES	.00
	2,100	FICA	8,955.00
	2,210	VRS	8,174.00
	2,220	Deffered Comp	2,000.00
	2,300	MEDICAL/HOSPITAL PLAN	11,088.00
	2,400	GROUP LIFE INSURANCE	735.00
	2,600	UNEMPLOYMENT INSURANCE	50.00
	2,700	WORKER'S COMPENSATION	2,600.00
	3,150	PROFESSIONAL SERVICES	13,500.00
	3,310	REPAIRS & MAINTENANCE	9,000.00
	3,311	REPAIRS & MAINTENANCE RENTAL PROP	.00
	5,110	ELECTRIC SERVICE	12,000.00
	5,120	HEATING SERVICE	1,500.00
	5,130	WATER & SEWER BILLS	2,500.00
	5,305	MOTOR VEHICLE INSURANCE	1,130.00
	6,007	REPAIR & MAINTENACE SUPPLIES	11,500.00
	6,009	VEHICLE / POWERED EQUIPMENT	6,000.00
	8,000	CAPITAL OUTLAY	.00
		TOTAL	179,288.00

Public Works

Maintenance of Buildings and Grounds

1110 - Regular Wages

The personnel services line item represents actual salaries for FY 07.

2100 – FICA

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

2210 – VRS

VRS is calculated on the basis of 13.61% of the full time salaries in the regular wages line item.

2220 – Deferred Compensation

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

2300 – Medical/Hospital Plan

Town's contribution for health insurance.

2400 – Group Life Insurance

This covers the cost of premiums through VRS at 1.22%.

2600 – Unemployment Insurance

Calculated on the basis of .29% of the first $8,000 earnings of each employee of the Town.

2700 – Worker's Compensation

Insurance premiums charged by VML based on $2.23 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.

6009 – Vehicle/Powered Equipment

This line item covers the maintenance costs for the departmental vehicles and equipment, if applicable, and fuel costs.

8000 – Capital Outlay

No funding provided.

GL#	ACCOUNT	DESCRPTION	ADOPTED BUDGET YEAR 2005
4100064500	0	** VEHICLE MAINTENANCE **	.00
	1,110	REGULAR WAGES	80,140.00
	1,210	OVERTIME WAGES	.00
	2,100	FICA	6,131.00
	2,210	VRS	10,703.00
	2,220	Deferred Comp	1,400.00
	2,300	MEDICAL/HOSPITAL PLAN	19,932.00
	2,400	GROUP LIFE INSURANCE	960.00
	2,600	UNEMPLOYMENT INSURANCE	50.00
	2,700	WORKER'S COMPENSATION	2,850.00
	3,310	REPAIRS & MAINTENANCE	5,500.00
	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	825.00
	6,007	REPAIR & MAINTENANCE SUPPLIES	8,500.00
	6,009	VEHICLE / POWERED EQUIPMENT	3,100.00
	8,000	CAPITAL OUTLAY	.00
		TOTAL	146,491.00

Public Works

Vehicle Maintenance

1110 - Regular Wages

The personnel services line item represents actual salaries for FY 07.

2100 – FICA

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

2210 – VRS

VRS is calculated on the basis of 13.61% of the full time salaries in the regular wages line item.

2220 – Deferred Compensation

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

2300 – Medical/Hospital Plan

Town's contribution for health insurance.

2400 – Group Life Insurance

This covers the cost of premiums through VRS at 1.22%.

2600 – Unemployment Insurance

Calculated on the basis of .29% of the first $8,000 earnings of each employee of the Town.

2700 – Worker's Compensation

Insurance premiums charged by VML based on $2.56 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, pagers and cellular service within the department.

5305 Motor Vehicle Insurance

This line item provides insurance for all 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 pressure washer.

6009 – Vehicle/Powered Equipment

This line item covers both the maintenance costs for the departmental vehicles and equipment, if applicable, and fuel costs.

8000 - Capital Outlay

No expenditures are planned in this category.

GL#	ACCOUNT	DESCRPTION	ADOPTED BUDGET YEAR 2008
		TOTAL	.00
4100071100	0	** PARKS & RECREATION **	.00
	1,110	REGULAR WAGES	62,000.00
	1,210	OVERTIME WAGES	.00
	2,100	FICA	4,750.00
	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	175.00
	2,700	WORKER'S COMPENSATION	1,800.00
	3,150	PROFESSIONAL SERVICES	3,000.00
	3,160	Repairs & Maintenace - Parks	3,000.00
	3,600	ADVERTISING	.00
	5,130	WATER & SEWER BILLS	1,200.00
	5,131	WATER & SEWER BILLS - POOL	4,000.00
	5,600	CONTRIBUTIONS, OTHER PAYMENTS	30,000.00
	5,601	CONTRIBUTION-ASHLAND LITTLE LEAGUE	10,000.00
	5,800	MISCELLANEOUS	14,000.00
	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	166,925.00

Parks, Recreation and Cultural

1110 - Regular Wages

This line item covers the salaries of the Pool staff including the Manager and Assistant Managers.

2100 – FICA

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

2600 – Unemployment Insurance

Calculated on the basis of .29% of the first $8,000 earnings of each employee of the Town.

2700 – Worker's Compensation

Insurance premiums charged by VML based on $2.60 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.

GL#	ACCOUNT	DESCRPTION	ADOPTED BUDGET YEAR 2008
4100081100	0	** Planning **	.00
	1,110	REGULAR WAGES	245,503.00
	1,210	OVERTIME WAGES	.00
	2,100	FICA	18,781.00
	2,210	VRS	33,210.00
	2,220	Deferred Comp	4,000.00
	2,300	MEDICAL/HOSPITAL PLAN	41,016.00
	2,400	GROUP LIFE INSURANCE	2,977.00
	2,600	UNEMPLOYMENT INSURANCE	125.00
	2,700	WORKER'S COMPENSATION	400.00
	3,150	PROFESSIONAL SERVICES	10,000.00
	3,160	HOUSING REHABILITATION & DEMO	.00
	3,310	REPAIRS & MAINTENANCE	500.00
	3,500	PRINTING & BINDING	2,000.00
	3,600	ADVERTISING	3,200.00
	5,120	HEATING SERVICE	.00
	5,210	POSTAGE	2,000.00
	5,230	TELECOMMUNICATIONS	6,000.00
	5,500	TRAVEL, CONVENTION & EDUCATION	10,000.00
4100081100	5,600	CONTRIBUTIONS, OTHER PAYMENTS	12,000.00
	5,714	FACADE/LANDSCAPING GRANTS	.00
	5,810	DUES & MEMBERSHIP	1,800.00
	6,001	OFFICE SUPPLIES	5,000.00
	6,009	VEHICLE MAINTENANCE	500.00
	8,000	CAPITAL OUTLAY	.00
		TOTAL	399,012.00

Community Development
Planning

1110 Regular Wages

The personnel services line item represents actual salaries for FY-07-08. This line item includes a request to re-classify the Senior Planner position from Grade 27 to Grade 28. This re-classification reflects additional duties assigned to the Senior Planner during the previous fiscal year, including IT/Administrator responsibilities for the Department. The requested re-classification is necessary in order to attract and retain experienced and highly-qualified candidates for this senior departmental position.

2100 – FICA

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

2210 – VRS

VRS is calculated on the basis of 13.61% of the full-time salaries in the Regular Wages line item.

2220 – Deferred Compensation

This item includes the Town's 2% maximum contribution for those employees who elect to participate.

2300 – Medical/Hospital Plan

This item covers the Town's contribution for health insurance.

2400 – Group Life Insurance

This item covers the cost of premiums through VRS at 1.22%

2600 – Unemployment Insurance

This item is calculated on the basis of .29% 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. No funding is proposed for FY07-08.

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 $12,000 for fiscal year 2007-08. 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 2007-08.

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.

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.

GL#	ACCOUNT	DESCRPTION	ADOPTED BUDGET YEAR 2008
4100081700	0	** ECONOMIC DEVELOPMENT **	
	1,110	REGULAR WAGES	41,972.00
	2,100	FICA	3,211.00
	2,210	VRS	5,712.00
	2,220	DEFERRED COMP	1,000.00
	2,300	MEDICAL/HOSPITAL PLAN	14,964.00
	2,400	GROUP LIFE INSURANCE	512.00
	2,600	UNEMPLOYMENT INSURANCE	45.00
	2,700	WORKER'S COMPENSATION	200.00
	3,150	PROFESSIONAL SERVICES	10,000.00
	3,170	JANITORIAL SERVICES	4,000.00
	3,500	PRINTING & BINDING	2,000.00
	3,600	ADVERTISING	10,000.00
4100081700	5,110	ELECTRIC SERVICE	2,000.00
	5,120	HEATING SERVICE	2,000.00
	5,210	POSTAGE	500.00
	5,230	TELECOMMUNICATIONS	3,500.00
	5,420	LEASE/RENTAL OF BUILDING	.00
	5,500	TRAVEL, CONVENTION & EDUCATION	2,400.00
	5,714	FACADE/LANDSCAPING GRANTS	25,000.00
	5,810	DUES & MEMBERSHIP	600.00
	6,001	OFFICE SUPPLIES	3,000.00
	6,007	REPAIR & MAINTENANCE SUPPLIES	200.00
	8,000	CAPITAL OUTLAY	.00
		TOTAL	132,816.00

Community Development
Business Assistance/Development

1110 – Regular Wages

The personnel services line item represents actual salaries for FY-07-08.

2100 – FICA

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

2210 – VRS

VRS is calculated on the basis of 13.61% of the full time salaries in the regular wages line item.

2220 – Deferred Compensation

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

2300 – Medical/Hospital Plan

Town's contribution for health insurance.

2400 – Group Life Insurance

This covers the cost of premiums through VRS at 1.22%.

2600 – Unemployment Insurance

Calculated on the basis of .29% 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. Attorney fees for the Board of Zoning Appeals are also included in this item.

3170 – Janitorial Services

This item represents the cost for janitorial services 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 2007-08.

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 2007-08.

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 2007-08.

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 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.

GL#	ACCOUNT	DESCRPTION	ADOPTED BUDGET YEAR 2008
4100090000	0	** NON-DEPARTMENTAL **	.00
	9,030	Contingency	.00
	9,060	Debt Service Interest (1993)	5,993.00
	9,070	Debt Service Principal (1993)	35,085.00
	9,098	Debt Service Interest Hanover	24,752.00
	9,099	Debt Service Principal Hanover	144,915.00
	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	450,000.00
		TOTAL	660,745.00

FINAL TOTALS
TOTAL 7,482,408.00

* * * E N D O F R E P O R T * * *

Town of Ashland
2007-2008 Capital Project Fund

	Account Name	CIP ID	Total Resources FY 2006	Estimated Expenditures FY 2006	Estimated Balance 6/30/2006	Requested FY 2007 Appropriation	Manager Recommended	Total Resources FY 2007	Estimated Expenditures FY 2007	Estimated Balance 6/30/2007	Requested FY 2008 Appropriation	Manager Recommended	Total Resources FY 2008
	APPROPRIATIONS - Local												
1.0	**PUBLIC WORKS - STREETS**												
1.1			57,067	29,925	27,142								
1.2	Resident'l improvemnt Prog., traffic calming FY 05, 06 Henry Clay Road	TR 2	432,206	12,256	419,950	200,000		619,950	150,000	469,950	200,000	100,000	569,950
1.3	Sidewalks, curb and gutter	TR 1	341,589	107,423	234,166	100,000		334,166	130,000	204,166	100,000	100,000	304,166
1.4			195,645	100,000	95,645								
1.5			231,344		231,344								
1.6	Drainage Improvements	SW 1	135,000	0	135,000	50,000		185,000	0	185,000	50,000	0	185,000
1.7	Vehicle Replacement Fund		311,425	124,506	186,919	100,000		286,919	68,000	218,919	100,000	0	218,919
1.8	Intersection Improvements - Rt. 1/Ashcake F	TR 6						60,800	60800	0	0		0
1.9	Intersection Improvements - Rt. 1/Route 54	TR 5									400000	200,000	200,000
								1,486,835					
2.0	**STORMWATER MANAGEMENT PROGRAM**												
2.1	Comp. Stormwater Management Program		104,538		104,538			104,538		104,538	0	0	104,538
3.0	**BUILDINGS AND GROUNDS**												
3.1	Town Hall Improvements	PF 2	39,487		39,487			330,769	301,546	29,223	0	0	29,223
4.0	**VEHICLE MAINTENANCE**												
4.1	Town Maintenance Facilities	PF 1	187,832		187,832	50,000		237,832	200,000	37,832	50,000	50,000	87,832

Town of Ashland
2007-2008 Capital Project Fund

	Account Name	CIP ID	Total Resources FY 2006	Estimated Expenditures FY 2006	Estimated Balance 6/30/2006	Requested FY 2007 Appropriation	Manager Recommended	Total Resources FY 2007	Estimated Expenditures FY 2007	Estimated Balance 6/30/2007	Requested FY 2008 Appropriation	Manager Recommended	Total Resources FY 2008
5.0	**PARKS & RECREATION**												
5.1	Town Farm Park (N. Ashland Park)	PR 1	57,815		57,815	50,000		107,815		107,815			107,815
5.2	Property Acquisition		0			0		0		0			0
5.3	Pufferbelly Park	PR 4	4,550		4,550	0		4,550		4,550			4,550
5.4	DeJarnette Park	PR 7	35,202		35,202	0		35,202	35202	0			0
5.5	Trails	PR 6	24,869		24,869	5,000		29,869		29,869			29,869
5.6	Carter Park	PR 2	28,650		28,650	109,750		138,400	80546	57,854			57,854
5.7	S. Taylor Street Park	PR 3	25,000		25,000	5,000		30,000		30,000			30,000
5.8	Skateboard Park		26,880		26,880	0		26,880		26,880			26,880
5.9	Trail on N. Center St.	PR 6	20,000		20,000	0		20,000		20,000			20,000
								392,716					
6.0	**ECONOMIC DEVELOPMENT**												
6.1	Relocation of overhead utilities	ED 1			95,645	50,000		145,645		145,645			145,645
6.2	Streetscape Improvements	ED 2			60,000	0		60,000		60,000			60,000
6.3	Corridor Improvements	ED 3			147,344	0		147,344		147,344			147,344
6.4	Downtown Parking	ED 4			20,000	0		20,000		20,000			20,000
6.5	Downtown Streetscape Improvements	ED 5			7,142	120,598		127,740	32456	95,284			95,284
6.6	I-95 Interchange Landscape/Enhancement	ED 6			0	25,793		25,793		25,793			25,793
6.7	Interstate Kiosk	ED 7			24,000	0		24,000		24,000			24,000
								550,522					
	NON DEPARTMENTAL												
	Interest (from FY 04 audit)					27,463	27,463				51241		
	Specific Contingency												
	Total Contingency		143,736		109,237	27,463	27,463	136,700		136,700	51,241	0	187,941
	TOTAL APPROPRIATIONS - Local		$2,402,835	$374,110	$1,994,226	$893,604	$27,463	$3,239,912	$1,058,550	$2,181,362	$951,241	$450,000	$2,682,603
	TRANSFER FROM GENERAL FUND					**$866,141**	**$0**				**$900,000**	**$450,000**	

PERSONNEL/BUDGETARY RECOMMENDATIONS

A. STAFFING LEVELS

Three recommended changes to current staffing levels are proposed in the FY08 budget. I recommend the elimination of the PT-Tourism Coordinator/Public Relations position. The Chief of Police and I are asking for a new Lieutenant's position and a crime prevention officer. We currently have one Lieutenant position, which makes the organization structure awkward and will likely cause problems with accreditation. Our intent is to make a Lieutenant in charge of patrol and the other in charge of investigations and support services. While we have had a Crime Prevention Officer in the past, that position has not been a full time responsibility. The position has also had regular patrol duties beyond the crime prevention duties, which deters efficiency and effectiveness. The Crime Prevention Officer will be working with the community to re-energize the neighborhood watches and with the Zoning Administrator so we can improve the appearance of neighborhoods that need specialized attention from an urban blight standpoint. I also recommend that one of the Buildings and Grounds maintenance worker positions be reclassified to a senior maintenance worker position at pay grade 18. This would be similar to our street crew differentiation between an Equipment Operator A and B. Finally, I would like to recommend that the reward of $100 given for not using any sick time in the fiscal year be increased to $1000.

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, 2007. 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 an 8.9% increase in the Town's Health Insurance premiums.

4) Pay Classification

The proposed budget recommends that Council approve year-two 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 Police Department staff be given a one step pay grade increase. This year I recommend that Public Works be given the same. General Administration, Planning and Community

Development, and the Treasurer's Department would be given the same in FY09. 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.

Pay Plan

Effective for 2007-2008 Budget

GRADE	FY 08 MINIMUM	FY 08 MID POINT	FY 08 MAXIMUM
1	11,519	15,360	19,202
2	12,094	16,127	20,160
3	12,699	16,934	21,170
4	13,333	17,779	22,226
5	13,999	18,668	23,337
6	14,701	19,604	24,506
7	15,436	20,583	25,731
8	16,205	21,610	27,014
9	17,018	22,694	28,369
10	17,868	23,827	29,786
11	18,760	25,017	31,274
12	19,700	26,270	32,840
13	20,683	27,581	34,479
14	21,720	28,963	36,207
15	22,805	30,411	38,016
16	23,945	31,931	39,916
17	25,142	33,526	41,911
18	26,400	35,204	44,009
19	27,718	36,962	46,206
20	29,104	38,810	48,517
21	30,561	40,753	50,945
22	32,089	42,791	53,492
23	33,693	44,929	56,166
24	35,376	47,175	58,973
25	37,147	49,535	61,923
26	39,005	52,014	65,022
27	40,954	54,612	68,270
28	43,001	57,342	71,683
29	45,151	60,208	75,266
30	47,408	63,219	79,029
31	49,780	66,381	82,983
32	52,268	69,699	87,130
33	54,883	73,187	91,491
34	57,627	76,846	96,064
35	60,509	80,689	100,869
36	63,535	84,724	105,913

Pay and Classification Plan

Effective July 1, 2007

POSITION TITLE	2007 Grade	2008 Grade	Authorized No. Emp.
ADMINISTRATION			
Account Clerk A	14	14	0
Account Clerk B	15	15	2
Town Treasurer*	31	31	1
Visitors' Center Manager	14	14	1
Town Clerk/Administrative Assistant B	19	19	1
Purchasing Agent/Human Resources Coordinator	20	20	1
Assistant Town Manager*		34	1
PLANNING & COMMUNITY DEVELOPMENT			
Administrative Assistant A	17	17	1
Planning Technician	19	19	1
Senior Planner/GIS Technician*	27	28	1
Deputy Zoning Administrator*	27	27	1
Director of Planning*	31	31	1
Business Development Coordinator*	27	27	1
POLICE			
Police Officer Trainee			
Police Officer	23	23	15
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
Police Secretary/Dispatcher	16	16	2

PUBLIC WORKS

Administrative Assistant A	17	18	1
Project Manager	25	26	2
Civil Engineer	28	29	1
Town Engineer*	31	32	1
Director of Public Works*	35	36	1
Laborer	12	13	2
Equipment Operator Trainee	14	15	
Equipment Operator A	16	17	3
Equipment Operator B	17	18	4
Equipment Operator C	19	20	3
Lead Equipment Operator	21	22	1
Street Maintenance Supervisor	26	27	1
Bldg & Grnds Maint. Worker	16	17	1
Senior Bldg & Grnds Maint. Worker		18	1
Bldg & Grnds Maint. Supv.	21	22	1
Equipment Mechanic	19	20	1
Lead Equipment Mechanic	22	23	1

* Denotes FLSA Exempt Employee