

Town of Ashland

Adopted Financial Plan

July 1, 2006—June 30, 2007

I am pleased to present the adopted financial plan for the period July 1, 2006 through June 30, 2007 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 backyard solid waste collection, curbside recycling, and general administrative functions. The FY07 proposed budget also reflects a 7% increase in revenues and expenditures from FY06 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 (these will not be final until May 1), show land and building total assessed values increasing from \$508,320, 900 to \$586,792,700. This will increase the Town's Real Estate tax revenues by approximately \$54,930.26. 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.

Per Council's request, I have lowered the Business, Professional, Occupational License Tax (BPOL) from \$0.08 to \$0.07 per \$100 of gross receipts greater than \$100,000 up to \$25,000,000. This will decrease the Town's revenues by approximately \$66,000.

The Balanced Budget includes an Unappropriated Fund Balance transfer in the amount of \$734,316. This will leave the unreserved fund balance at \$3,460,401 or 48.3% of the general operating budget of \$7,156,308, which is within the Council Policy.

Compensation

I am recommending that compensation be adjusted using a cost of living increase of 3%, effective July 1, 2006. In addition to a cost of living increase, I am recommending that the Town give an across the board merit increase of 1%.

I am also recommending a three-year plan to bring the Town of Ashland back to the 90th percent of salaries for employees of Richmond region local governments. Town Council last addressed this in 2000. We have fallen behind other localities during this time. I am recommending in FY07 all Police Department staff be given a one step pay grade increase, with Public Works given the same in FY08, and General Administration, Planning and Community Development, and the Treasurer's Department given the same in FY09. This would cover 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 0% in the Town's Health Insurance premiums. I am not recommending any changes in the current Employer and Employee share of the health insurance premiums.

Staffing Levels

I am recommending two changes to current staffing levels. The Department of Planning and Community Development is requesting that the current P/T Planning Technician position (.75 FTE) be adjusted to become F/T (1 FTE). I would also like to request one new position to help with the ever-increasing workload for the engineering staff. An entry level engineer, Civil Engineer I, would allow us to better respond to the growing number of projects, particularly in the field of town wide drainage improvements, the stormwater management issues, and the additional unfunded mandates from the state, particularly DCR.

Capital Project Fund

The Capital Project Fund includes an estimated balance of \$1,982,230 plus new appropriations of \$747,793 for a total of \$2,730,023 in total resources for FY07. This includes funding for the Residential Improvement Program for Henry Clay Road (Phase 1), 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, 2006 through June 30, 2007:

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

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 ten 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

FY 06 and 07 projected fund balance:

General Fund Balance—6/30/05	\$4,290,267
Plus Revenues—Estimated Through 6/30/06	\$6,367,048
Less Expenditures—Estimated Through 6/30/06	\$6,462,598
Estimated Fund Balance—6/30/06	\$4,194,717
Plus Revenues—Projected Through 6/30/07	\$6,421,992
Less Expenditures Per Budget	\$7,156,308
Projected Fund Balance—6/30/07	\$3,460,401

GL#	ACCOUNT	DESCRIPTION	ADOPTED BUDGET YEAR 2007
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	407,190.00-
	2	Delinquent Taxes	.00
	3	Land Redemption	.00
		TOTAL	407,190.00-
3100011020	0	** Public Service **	.00
	1	current realestate	25,000.00-
	2	delinquent realestate	.00
	3	current taxes personal property	.00
	4	deliquent taxes personal property	.00
		TOTAL	25,000.00-
3100011030	0	** Personal Property **	.00
	1	Current Year Taxes	260,000.00-
	2	Prior Year Taxes	.00
	3	Current Year Taxes Mobile Homes	3,000.00-
		TOTAL	263,000.00-
3100011040	1	Current Year Taxes Machinery & Tool	10,000.00-
		TOTAL	10,000.00-
3100011060	0	** PENALTY & INTEREST **	.00
	1	Penalty Account	17,000.00-
	10	Interest Account	13,000.00-
		TOTAL	30,000.00-
3100012000	0	** Other Local Taxes **	.00
		TOTAL	.00
3100012010	0	Sales Tax	.00
	1	Sales Tax	440,000.00-
		TOTAL	440,000.00-
3100012020	0	** Consumer's Utility Taxes **	.00

GL#	ACCOUNT	DESCRIPTION	ADOPTED BUDGET YEAR 2007
3100012020	1	Consumer's Utility Taxes	295,000.00-
		TOTAL	295,000.00-
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	35,000.00-
		TOTAL	499,000.00-
3100012040	1	Franchise License Tax	55,000.00-
		TOTAL	55,000.00-
3100012050	1	Motor Vehicle License	.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	120,000.00-
		TOTAL	120,000.00-
3100012060	1	Bank Franchise Taxes	79,000.00-
		TOTAL	79,000.00-
3100012100	1	Lodging Tax	500,000.00-
		TOTAL	500,000.00-
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	700.00-
	31	Right Of Way	1,000.00-
		TOTAL	9,700.00-

GL#	ACCOUNT	DESCRIPTION	ADOPTED BUDGET YEAR 2007
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	25,000.00-
	2	Traffic/Parking Fines	1,500.00-
	3	POLICE SEIZED PROPERTY	.00
		TOTAL	26,500.00-
3100015000	0	** Revenue From Use Of M & P **	.00
		TOTAL	.00
00015010	0	** Revenue From Use Of Money **	.00
	1	BANK DEPOSIT INTEREST	125,000.00-
		TOTAL	125,000.00-
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
		TOTAL	.00

GL#	ACCOUNT	DESCRIPTION	ADOPTED BUDGET YEAR 2007
3100019020	0	**RECOVERED COSTS**	.00
	201	PAYMENTS FRM HANOVER COUNTY (BONDS)	169,728.00-
		TOTAL	169,728.00-
3100032200	0	**REVENUE FROM THE COMMONWEALTH**	.00
		TOTAL	.00
3100032210	0	**NON-CATEGORICAL AID**	.00
	1	ABC PROFITS	11,000.00-
	2	WINE TAXES	8,000.00-
	3	MOTOR VEHICLE CARRIERS' TAX	8,100.00-
	5	MOBILE HOME TITLING TAXES	9,000.00-
	6	AUTOMOBILE RENTAL TAX	70,000.00-
	9,999	PPTRA Reimbursement	111,774.00-
		TOTAL	217,874.00-
3100032400	0	**CATEGORICAL AID**	.00
	413	COMMUNITY COALITION GRANT	.00
	414	TRIAD GRANT	.00
	415	STREETS & HIGHWAY MAINTENANCE	1,171,500.00-
	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	3,000.00-
	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-
		TOTAL	1,389,500.00-
3100033000	0	**REVENUE FROM THE FEDERAL GOVT**	.00
		TOTAL	.00
3100033300	0	**CATEGORICAL AID**	.00
	110	DISASTER RECOVERY REIMBURSEMENT	.00
		TOTAL	.00
3100033301	109	JUSTICE ASSISTANCE GRANT	.00
		TOTAL	.00
3100033309	0	JUSTICE ASSISTANCE GRANTS	.00

GL#	ACCOUNT	DESCRIPTION	ADOPTED BUDGET YEAR 2007
		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	734,316.00-
		TOTAL	734,316.00-
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	7,156,308.00-

*** END OF REPORT ***

ACCOUNT DESCRIPTION

ADOPTED BUDGET
YEAR 2007

4100011010	0	** Town Council **	.00
	1,110	REGULAR WAGES	21,000.00
	1,210	OVERTIME WAGES	.00
	2,100	FICA	1,607.00
	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	60.00
	2,700	WORKER'S COMPENSATION	.00
	3,500	PRINTING & BINDING	7,700.00
	3,600	ADVERTISING	3,000.00
	5,110	ELECTRIC SERVICE	.00
	5,210	POSTAGE	2,000.00
	5,307	PUBLIC OFFICIAL LIABILITY INS	.00
	5,500	TRAVEL, CONVENTION & EDUCATION	7,000.00
	5,600	CONTRIBUTIONS, OTHER PAYMENTS	.00
	5,800	MISCELLANEOUS	1,000.00
	6,001	OFFICE SUPPLIES	100.00
	8,000	CAPITAL OUTLAY	.00
		TOTAL	43,467.00
4100011030	0	** BOARD OF ELECTIONS **	.00
	3,200	TEMPORARY HELP SERVICE FEES	.00
	6,001	OFFICE SUPPLIES	.00
		TOTAL	.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. There are no elections scheduled in FY07.

ACCOUNT DESCRIPTION

ADOPTED BUDGET
YEAR 2007

4100012010 0 ** Town Manager ** .00

GL#	ACCOUNT	DESCRIPTION	ADOPTED BUDGET YEAR 2007
4100012010	1,110	REGULAR WAGES	232,887.00
	1,210	OVERTIME WAGES	.00
	2,100	FICA	17,801.00
	2,210	VRS	31,668.00
	2,220	Deferred Comp	4,580.00
	2,225	FLEXIBLE SPENDING	.00
	2,300	MEDICAL/HOSPITAL PLAN	20,650.00
	2,400	GROUP LIFE INSURANCE	2,840.00
	2,600	UNEMPLOYMENT INSURANCE	100.00
	2,700	WORKER'S COMPENSATION	305.00
	3,150	LEGAL & PROFESSIONAL SERVICES	60,000.00
	3,310	REPAIRS & MAINTENANCE	1,000.00
	3,600	ADVERTISING	2,500.00
	5,210	POSTAGE	1,500.00
	5,230	TELECOMMUNICATIONS	6,500.00
	5,308	GENERAL LIABILITY INSURANCE	48,300.00
	5,410	LEASE OF EQUIPMENT	7,300.00
	5,500	TRAVEL, CONVENTION & EDUCATION	18,000.00
	5,800	MISCELLANEOUS	15,000.00
	5,801	BLUEMONT CONCERT SERIES	.00
	5,810	DUES & MEMBERSHIP	13,000.00
	6,001	OFFICE SUPPLIES	9,500.00
	8,000	CAPITAL OUTLAY	.00
		TOTAL	493,431.00

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 (1.0%), and a cost of living increase of 3.0% 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. This also includes \$20,000 to cover the additional cost of pending lawsuits.

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:

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.

ACCOUNT DESCRIPTION

ADOPTED BUDGET
YEAR 2007

4100012100	0	** TOURISM **	.00
	1,110	REGULAR WAGES	56,353.00
	2,100	FICA	4,311.00
	2,210	VRS	4,226.00
	2,220	DEFERRED COMP	1,200.00
	2,300	MEDICAL/HOSPITAL PLAN	4,896.00
	2,400	GROUP LIFE INSURANCE	380.00
	2,600	UNEMPLOYMENT INSURANCE	85.00
	2,700	WORKER'S COMPENSATION	200.00
	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	3,500.00
	5,500	TRAVEL, CONVENTION & EDUCATION	1,000.00
	5,810	DUES & MEMBERSHIP	1,000.00
	6,001	OFFICE SUPPLIES	4,000.00
	6,007	REPAIR & MAINTENANCE SUPPLIES	1,200.00
		TOTAL	155,551.00

Tourism

1110 – Regular Wages

The personnel services line item represents actual salaries for FY 07. This includes 2.25 FTE including F/T Visitors' Center Manager, P/T Asst. Visitor's Center Manager, and a P/T Tourism Coordinator/Public Relations Officer.

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 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.

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.

ACCOUNT DESCRIPTION

ADOPTED BUDGET
YEAR 2007

4100012410 0 ** Treasurer ** .00

GL#	ACCOUNT	DESCRIPTION	ADOPTED BUDGET YEAR 2007
4100012410	1,110	Regular Wages	130,444.00
	1,210	Overtime	.00
	2,100	FICA	9,979.00
	2,210	VRS	17,617.00
	2,220	Deferred Comp	1,400.00
	2,300	Hospital/Medical Plans	20,418.00
	2,400	Group Insurance	1,580.00
	2,600	Unemployment Insurance	125.00
	2,700	Worker's Compensation	275.00
	2,810	Clothing Allowance	.00
	3,150	PROFESSIONAL SERVICES	15,725.00
	3,310	REPAIRS & MAINTENANCE	7,500.00
	3,600	ADVERTISING	200.00
	3,800	PURCHASED SERVICES/OTHER GOVERNMENT	7,200.00
	5,210	POSTAGE	7,300.00
	5,230	TELECOMMUNICATIONS	2,100.00
	5,309	A/R CRIME COVERAGE INSURANCE	1,000.00
	5,410	LEASE OF EQUIPMENT	1,821.00
	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	7,300.00
	8,000	CAPITAL OUTLAY	.00
	8,008	CAPITAL OUTLAY LEASE	.00
		TOTAL	233,384.00

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, 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

Lease of IBM AS400 and postage meter.

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.

ACCOUNT DESCRIPTION

ADOPTED BUDGET
YEAR 2007

4100012510	0	**Information Technology**	.00
	3,150	PROFESSIONAL SERVICES	27,000.00
	5,230	TELECOMMUNICATIONS	6,500.00
	5,800	MISCELLANEOUS	2,000.00
	6,007	REPAIR & MAINTENANCE SUPPLIES	21,600.00
	8,000	CAPITAL OUTLAY	0
		TOTAL	57,100.00

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, IPC, and other duties in the Public Works Department.

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.

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.

8000 - Capital Outlay

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 archive is a four-year replacement cycle.

ACCOUNT	DESCRIPTION	ADOPTED BUDGET YEAR 2007
---------	-------------	-----------------------------

4100031100	0	** POLICE **	.00
	115	COMMUNITY COALITION WAGES	.00
	1,110	REGULAR WAGES	1,198,814.00
	1,115	COMMUNITY COALITION WAGES	.00
4100031100	1,210	OVERTIME WAGES	.00
	2,100	FICA	91,709.00
	2,210	VRS	148,059.00
	2,220	Deferred Comp	18,000.00
	2,300	MEDICAL/HOSPITAL PLAN	138,048.00
	2,400	GROUP LIFE INSURANCE	13,273.00
	2,600	UNEMPLOYMENT INSURANCE	1,200.00
	2,700	WORKER'S COMPENSATION	23,352.00
	3,170	JANITORIAL SERVICES	7,000.00
	3,310	REPAIRS & MAINTENANCE	5,500.00
	3,600	ADVERTISING	1,500.00
	3,800	PURCHASED SERVICES/OTHER GOVERNMENT	300.00
	5,110	ELECTRIC SERVICE	11,000.00
	5,120	HEATING SERVICE	3,500.00
	5,130	WATER & SEWER BILLS	2,000.00
	5,210	POSTAGE	1,000.00
	5,230	TELECOMMUNICATIONS	16,500.00
	5,240	RADIO REPAIRS	3,500.00
	5,305	MOTOR VEHICLE INSURANCE	11,800.00
	5,309	A/R CRIME COVERAGE INSURANCE	380.00
	5,410	LEASE OF EQUIPMENT	7,800.00
	5,420	LEASE / RENTAL OF BUILDING	.00
	5,500	TRAVEL, CONVENTION & EDUCATION	12,500.00
	5,714	HOME-OWNERSHIP GRANT	10,000.00
	5,800	MISCELLANEOUS	4,000.00
	5,810	DUES & MEMBERSHIP	10,500.00
	6,001	OFFICE SUPPLIES	5,500.00
	6,007	REPAIR & MAINTENACE SUPPLIES	10,000.00
	6,009	VEHICLE / POWERED EQUIPMENT	65,000.00
	6,010	POLICE SUPPLIES	54,000.00
	6,021	CRIME PREVENTION	5,000.00
	6,022	COMMUNITY COALITION GRANT	.00
	6,023	TRIAD PROJECT	.00
	8,000	CAPITAL OUTLAY	49,000.00
	8,008	CAPITAL OUTLAY LEASE	.00
		TOTAL	1,929,735.00

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

1110 - Regular Wages

The personnel services line item represents actual salaries for FY07.

Also included in the recommended personnel services are the following:

Overtime and Court Time	\$40,000
Shift Differential	\$11,440
Career Development	\$21,000
On-Call Pay	\$ 5,200

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 \$2.15 per \$100 of earnings. There is no increase predicted for this category in the upcoming budget year.

3170 – Janitorial Services

This account pays for the normal janitorial services for the APD Headquarters building. The vendor has advised us that there will be no increase for his services in the upcoming budget year.

3310 – Repairs & Maintenance

This account covers the service agreement on the Records Management System, the service agreement on one of our copiers, and the generator warranty. There is a proposed increase of approximately 14% in this category due to increases in each of these service agreements.

3600 – Advertising

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

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

5110 – Electric Service

This account pays for the electricity on the APD headquarters building. There is a recommended increase of 37% 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

This account pays for the heating on the APD headquarters building. There is a 75% increase proposed for this category, due to the increase in natural gas in 2005.

5130 – Water & Sewer Bills

This account pays for the water and sewer fees, including the irrigation system at the APD headquarters building. There is a 25% increase proposed for this category.

5210 – Postage

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

5230 – Telecommunications

This account pays for the telephones and data lines in the headquarters building along with the pagers and cell phones. There is no recommended increase in this category, due to stabilization of the rates.

5240 – Radio Repairs

This account covers repairs to the portable and mobile radios.

5305 – Motor Vehicle Insurance

This account pays for our motor vehicle insurance, which is administered through the Virginia Municipal League Insurance Pool. There is a 5% decrease in this category due to the premiums on this policy coming in at a lower rate than had been expected.

5410 – Lease of Equipment

This account pays for the lease payments (4) mobile video cameras in the police units. It will also cover the lease/purchase payments on a replacement copier, which is being proposed. There is still a 9% decrease in this category due to the completion of payments on the Radar Trailer and four mobile video units.

5500 – Travel, Convention & Education

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. This account has been reduced by \$2,000 due to funds for tuition reimbursement being transferred from this account to a similar one in the Town Manager's Budget.

5714 – Home Ownership Grant

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

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. There is no increase recommended for next year, due to the stabilization of the court appointed attorney's fees.

5810 – Dues & Memberships

The majority of the funds in this account pay for membership in the Rappahannock Regional Criminal Justice training Academy. The remainder of the funds pays for memberships in professional associations.

6001 – Office Supplies

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

6007 – Repair & Maintenance Supplies

This account allows for routine and unexpected repairs and maintenance to the headquarters building. There is a proposed increase of 11% for this account, due to

anticipated repairs to the roof of the APD Headquarters building, and some exterior repairs and painting that are needed.

6009 – Vehicle/Powered Equipment

This account pays for the maintenance and repairs on the fleet, car washes and fuel and petroleum products. Due to the drastic increase in fuel prices in the previous year, this account will experience a 25% increase in the coming budget year.

6010 – Police Supplies

This account pays for those supplies directly related to our police activities. There will be a slight decrease of 2% in this account due to the absorbing of certain capital expenditures in last year's budget, which will not re-occur.

6021 – Crime Prevention

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

8000 – Capital Outlay

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 purchases in the 2006-2007 Budget:

(2) Mid-Size, non-police package vehicles @ \$15,000 each	-	\$30,000
(1) Mid-Size, police package vehicle @ \$19,000 each	-	\$19,000

It should be noted that these vehicles are mid-size, Chevrolet Impalas (V-6 engines), and represent a significant departure from the type of vehicle usually purchased for the Police Department.

6-1

ACCOUNT DESCRIPTION

ADOPTED BUDGET
YEAR 2007

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
	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.

ACCOUNT	DESCRIPTION	ADOPTED BUDGET YEAR 2007
---------	-------------	-----------------------------

4100040000	0	** PUBLIC WORKS **	.00
		TOTAL	.00
4100041100	0	** PUBLIC WORKS ADMINISTRATION **	.00
	1,110	REGULAR WAGES	343,396.00
	1,210	OVERTIME WAGES	.00
	2,100	FICA	26,270.00
	2,210	VRS	42,741.00
	2,220	Deferred Comp	5,100.00
	2,300	MEDICAL/HOSPITAL PLAN	37,408.00
	2,400	GROUP LIFE INSURANCE	3,921.00
	2,600	UNEMPLOYMENT INSURANCE	200.00
	2,700	WORKER'S COMPENSATION	1,500.00
	3,150	PROFESSIONAL SERVICES	8,000.00
	3,310	REPAIRS & MAINTENANCE	3,000.00
	3,600	ADVERTISING	5,000.00
	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	3,000.00
	5,800	MISCELLANEOUS	2,000.00
	5,810	DUES & MEMBERSHIP	1,000.00
	6,001	OFFICE SUPPLIES	4,500.00
	6,007	REPAIR & MAINTENACE SUPPLIES	2,000.00
	6,009	VEHICLE / POWERED EQUIPMENT	3,500.00
	8,000	CAPITAL OUTLAY	.00
		TOTAL	507,736.00

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 \$2.24 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 use of outside engineering firms for certain site plan review functions.

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

General engineering supplies.

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 Capital Outlay expenses are requested this year.

ACCOUNT DESCRIPTION

ADOPTED BUDGET
YEAR 2007

ACCOUNT	DESCRIPTION	ADOPTED BUDGET YEAR 2007
4100041200	0 ** STREETS **	.00
1,110	REGULAR WAGES	448,723.00
1,210	OVERTIME WAGES	.00
2,100	FICA	34,327.00
2,210	VRS	52,197.00
2,220	Deferred Comp	5,500.00
2,300	MEDICAL/HOSPITAL PLAN	75,408.00
2,400	GROUP LIFE INSURANCE	4,679.00
2,600	UNEMPLOYMENT INSURANCE	425.00
2,700	WORKER'S COMPENSATION	29,675.00
3,150	CONTRACTURAL REPAIRS & MAINTENANCE	400,000.00
3,321	TREE TRIMMING	12,000.00
3,322	DISASTER RECOVERY SERVICES	.00
5,120	HEATING SERVICE	.00
5,230	TELECOMMUNICATIONS	1,000.00
5,305	MOTOR VEHICLE INSURANCE	11,000.00
5,431	RENTAL EQUIPMENT	.00
6,007	REPAIR & MAINTENANCE SUPPLIES	50,000.00
6,008	LANDSCAPING SUPPLIES	6,000.00
6,009	VEHICLE / POWERED EQUIPMENT	40,000.00
8,000	CAPITAL OUTLAY	9,000.00
8,005	VEHICLE & EQUIPMENT PURCHASES	.00
8,008	CAPITAL OUTLAY LEASE	.00
	TOTAL	1,179,934.00

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 \$7.24 per \$100 of earnings.

3150 - Repairs and Maintenance - Contracted

This line item includes routine sidewalk replacement and repair through the Town's annual contractor and funding for the crosswalk enhancement program. Also included are funds for repairing various roadways.

3321 – Tree Trimming

Tree trimming to give clearance for vehicles, provide appropriate sight distances and remove dangerous limbs is all 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.

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.

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).

6-1

ACCOUNT DESCRIPTION

ADOPTED BUDGET
YEAR 2007

4100041310	0	** STORM DRAINAGE **	.00
	3,150	PROFESSIONAL SERVICES	.00
	3,310	REPAIRS & MAINTENANCE	40,000.00
	6,007	REPAIR & MAINTENANCE SUPPLIES	20,000.00
	8,000	CAPITAL OUTLAY	.00
		TOTAL	60,000.00
4100041320	0	** STREET LIGHTS **	.00
	5,110	ELECTRIC SERVICE	35,000.00
	8,000	CAPITAL OUTLAY	10,000.00
		TOTAL	45,000.00

Public Works

Storm Drainage

3150 – Professional Services

This item is for engineering support services related to maintenance of the NPDES Phase II program and related storm water management issues.

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.

ACCOUNT DESCRIPTION

ADOPTED BUDGET
YEAR 2007

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
4100041330	2,600	UNEMPLOYMENT INSURANCE	.00
	2,700	WORKER'S COMPENSATION	.00
	3,200	TEMPORARY HELP SERVICE FEES	.00
	6,007	REPAIR & MAINTENACE SUPPLIES	54,000.00
	8,000	CAPITAL OUTLAY	.00
		TOTAL	54,000.00
4100041400	0	** TRAFFIC ENGINEERING **	.00
	3,150	PROFESSIONAL SERVICES	10,000.00
	3,310	REPAIRS & MAINTENANCE	48,500.00
	6,007	REPAIR & MAINTENACE SUPPLIES	5,000.00
	8,000	CAPITAL OUTLAY	20,000.00
		TOTAL	83,500.00

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.

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.

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

Included in this line item is the cost to convert the traffic signals at two existing intersections to LED bulbs, and to provide battery back-up for the signals.

ACCOUNT DESCRIPTION

ADOPTED BUDGET
YEAR 2007

4100042000	0	** REFUSE **	.00
	3,180	REFUSE COLLECTION	260,000.00
	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 260,000.00

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	10,000.00
	6,009	VEHICLE / POWERED EQUIPMENT	.00
	8,000	CAPITAL OUTLAY	18,500.00

TOTAL 36,500.00

Public Works

Refuse Collection

3180 - Refuse Collection

This is the annual contract cost for waste collection and recycling under the CVWMA regional program.

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.

6009 - Vehicle and Power Equipment Supplies

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

8000 - Capital Outlay

Included in the capital outlay request is one new leaf machine to replace 1997 leaf machine.

ACCOUNT DESCRIPTION

ADOPTED BUDGET
YEAR 2007

4100043100	0	** BUILDINGS & GROUNDS **	.00
	1,110	REGULAR WAGES	93,338.00
	1,210	OVERTIME WAGES	.00
	2,100	FICA	7,140.00
<hr/>			
4100043100	2,210	VRS	12,431.00
	2,220	Deffered Comp	2,400.00
	2,300	MEDICAL/HOSPITAL PLAN	12,648.00
	2,400	GROUP LIFE INSURANCE	1,114.00
	2,600	UNEMPLOYMENT INSURANCE	85.00
	2,700	WORKER'S COMPENSATION	2,270.00
	3,150	PROFESSIONAL SERVICES	13,500.00
	3,310	REPAIRS & MAINTENANCE	8,000.00
	3,311	REPAIRS & MAINTENANCE RENTAL PROP	1,000.00
	5,110	ELECTRIC SERVICE	11,000.00
	5,120	HEATING SERVICE	1,500.00
	5,130	WATER & SEWER BILLS	2,500.00
	5,305	MOTOR VEHICLE INSURANCE	1,400.00
	6,007	REPAIR & MAINTENACE SUPPLIES	11,000.00
	6,009	VEHICLE / POWERED EQUIPMENT	5,000.00
	8,000	CAPITAL OUTLAY	.00
		TOTAL	186,326.00

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 \$2.46 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

Included in this line item are certain repair costs of the Town's rental property.

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, lawn care supplies, and a new utility tractor for transporting mowers and equipment.

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.

6-#

ACCOUNT DESCRIPTION

ADOPTED BUDGET
YEAR 2007

4100064500	0	** VEHICLE MAINTENANCE **	.00
	1,110	REGULAR WAGES	72,443.00
	1,210	OVERTIME WAGES	.00
	2,100	FICA	5,542.00
	2,210	VRS	9,860.00
	2,220	Deferred Comp	1,200.00
	2,300	MEDICAL/HOSPITAL PLAN	14,556.00
	2,400	GROUP LIFE INSURANCE	884.00
	2,600	UNEMPLOYMENT INSURANCE	60.00
	2,700	WORKER'S COMPENSATION	2,300.00
	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	2,000.00
	5,305	MOTOR VEHICLE INSURANCE	950.00
	6,007	REPAIR & MAINTENANCE SUPPLIES	7,500.00
	6,009	VEHICLE / POWERED EQUIPMENT	3,000.00
	8,000	CAPITAL OUTLAY	.00
		TOTAL	129,895.00

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 \$2.62 per \$100 of earnings.

3310 – Repairs & Maintenance

This covers any costs that might be involved in repair or maintenance of the shop facility. Funds this year are provided to make repairs to the existing lift system.

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 parts to repair lift system.

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.

ACCOUNT DESCRIPTION

ADOPTED BUDGET
YEAR 2007

4100071100	0	** PARKS & RECREATION **	.00
4100071100	1,110	REGULAR WAGES	52,818.00
	1,210	OVERTIME WAGES	.00
	2,100	FICA	4,041.00
	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	230.00
	2,700	WORKER'S COMPENSATION	1,300.00
	3,150	PROFESSIONAL SERVICES	3,000.00
	3,160	Repairs & Maintenance - Parks	3,000.00
	5,130	WATER & SEWER BILLS	1,000.00
	5,131	WATER & SEWER BILLS - POOL	3,000.00
	5,600	CONTRIBUTIONS, OTHER PAYMENTS	30,000.00
	5,601	CONTRIBUTION-ASHLAND LITTLE LEAGUE	10,000.00
	5,800	MISCELLANEOUS	4,000.00
	5,801	SPECIAL EVENTS	30,000.00
	6,007	REPAIR & MAINTENANCE SUPPLIES	4,000.00
	6,008	REPAIR & MAINTENANCE SUPPLIES POOL	22,000.00
	8,000	CAPITAL OUTLAY	.00
		TOTAL	168,389.00

Parks, Recreation and Cultural

1110 - Regular Wages

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

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 \$2.93 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.

5801 – Special Events

This line item is to help fund the Bluemont Concert Series and Train Day.

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.

6-#

ACCOUNT DESCRIPTION

ADOPTED BUDGET
YEAR 2007

41000B1100	0	** Planning **	.00
	1,110	REGULAR WAGES	235,619.00
	1,210	OVERTIME WAGES	.00
	2,100	FICA	18,029.00
	2,210	VRS	31,931.00
	2,220	Deferred Comp	3,200.00
	2,300	MEDICAL/HOSPITAL PLAN	33,726.00
	2,400	GROUP LIFE INSURANCE	2,863.00
	2,600	UNEMPLOYMENT INSURANCE	200.00
	2,700	WORKER'S COMPENSATION	310.00
	3,150	PROFESSIONAL SERVICES	20,000.00
	3,160	HOUSING REHABILITATION & DEMO	7,000.00
	3,310	REPAIRS & MAINTENANCE	500.00
	3,500	PRINTING & BINDING	3,000.00
	3,600	ADVERTISING	4,000.00
	5,120	HEATING SERVICE	.00
	5,210	POSTAGE	2,000.00
	5,230	TELECOMMUNICATIONS	5,500.00
	5,500	TRAVEL, CONVENTION & EDUCATION	10,000.00
	5,714	FACADE/LANDSCAPING GRANTS	.00
	5,810	DUES & MEMBERSHIP	1,800.00
	6,001	OFFICE SUPPLIES	6,000.00
	6,009	VEHICLE MAINTENANCE	1,000.00

41000B1100 8,000 CAPITAL OUTLAY .00

TOTAL 386,678.00

Community Development Planning

1110 Regular Wages

The personnel services line item represents actual salaries for FY 07, and includes a change in staffing levels to increase the Planning Technician position from P/T (.75 FTE) to F/T (1.0 FTE). This represents an increase of 8.9% over FY06 funding levels.

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 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 line item. This item represents a decrease of 33.3% from FY06 funding levels.

3160 - Housing Rehabilitation and Demolition

This item is an estimate of cost involved in demolishing two abandoned structures during the fiscal year.

3310 - Repairs and Maintenance

This item represents the cost of maintaining software and equipment specific to the operation of the GIS system.

3500 - Printing and Binding

This item covers the cost of preparation of major documents for public circulation. The Comprehensive Plan, Development Guidelines, revised Zoning and Subdivision Ordinance, Environmental Ordinance are newly completed plans scheduled for printing. The Bike and Pedestrian Plan, and Economic Development Plan are projected for completion in the near future and will require funding from this line item.

3600 - Advertising

This item represents the estimated cost for advertising for public hearings for zoning and subdivision amendments and other planning tasks.

5210 - Postage

This item covers the cost of regular and certified mailings. Notices to adjacent property owners, notices to the applicant, violation notices are examples.

5230 - Telecommunications

This item includes both local and long distance service and cell phones. This item represents a significant increase over FY06 funding, due to the increased volume of calls generated by full staffing levels, and upgrade cell phone service to include the use of Blackberry units.

5500 - Travel, Convention and Education

This line item provides funds for certification programs for the Commissioners and members of the Board of Zoning Appeals, GIS training, attendance at American Planning Association, Virginia Association of Zoning Officials, and other conferences and the educational reimbursement program. This item represents an increase of 25% over FY06 funding levels, reflective of full staffing levels.

5810 - Dues and Membership

Included in this item is the membership in the Planners Advisory Service, Virginia Association of Zoning Officials, the Virginia Citizen Planning Association, American Planning Association and general subscriptions and books.

6001 - Office Supplies

This amount is estimated to cover all routine office material needs for the administrative functions.

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 DESCRIPTION

ADOPTED BUDGET
YEAR 2007

4100081700	0	** ECONOMIC DEVELOPMENT **	.00
	1,110	REGULAR WAGES	52,501.00
	2,100	FICA	4,016.00
	2,210	VRS	7,145.00
	2,220	DEFERRED COMP	1,040.00
	2,300	MEDICAL/HOSPITAL PLAN	4,896.00
	2,400	GROUP LIFE INSURANCE	640.00
	2,600	UNEMPLOYMENT INSURANCE	30.00
	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
	5,110	ELECTRIC SERVICE	2,000.00
	5,120	HEATING SERVICE	2,000.00
	5,210	POSTAGE	500.00
	5,230	TELECOMMUNICATIONS	2,500.00
	5,500	TRAVEL, CONVENTION & EDUCATION	2,000.00
4100081700	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	.00
	8,000	CAPITAL OUTLAY	.00
		TOTAL	134,068.00

**Community Development
Business Assistance/Development**

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 \$0.16 per \$100 of earnings.

3150 - Professional Services – Contractual

This item represents the cost for consulting services regarding the Main Street Program, Community Assessment, and other economic development needs. This item represents a decrease of 50% from FY06 funding levels, reflecting the fact that the Community Assessment project will be substantially complete and paid for during FY06.

3170 – Janitorial Services

This item represents the cost for janitorial services for the Business Assistance offices at 506 Myrtle Street (Lumpkin House).

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 publications, regional publications, trade journals, and other promotional venues. This item also covers the cost of advertising public meetings related to the Economic Development Authority and the Ashland Main Street Association.

5110 – Electric Service

This item covers the cost of electrical service for the Business Assistance office at 506 Myrtle Street (Lumpkin House).

5120 – Heating Service

This item covers the cost of heating service for the Business Assistance office at 506 Myrtle Street (Lumpkin House).

5210 – Postage

This item covers the cost of regular and certified mailings.

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 for local businesses. The Department proposes an increase of 25% over FY06 funding levels in order to offers funds for design assistance, in addition to physical improvement costs.

5810 - Dues and Membership

Included in this item is the membership in the Chamber of Commerce, HABCC, and MAP and general subscriptions and books.

6001 - Office Supplies

This amount is estimated to cover all routine office material needs for the administrative functions.

6-#

ACCOUNT DESCRIPTION

ADOPTED BUDGET
YEAR 2007

4100090000	0	** NON-DEPARTMENTAL **	.00
	9,030	Contingency	.00
	9,060	Debt Service Interest (1993)	6,982.00
	9,070	Debt Service Principal (1993)	34,111.00
	9,098	Debt Service Interest Hanover	28,839.00
	9,099	Debt Service Principal Hanover	140,889.00
	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	747,793.00
		TOTAL	958,614.00
		FINAL TOTALS	
		TOTAL	7,156,308.00

** END OF REPORT ***

**Town of Ashland
2006-2007 Capital Project Fund**

Account Name	CIP ID	Total Resources FY 2005	Estimated Expenditures FY 2005	Estimated Balance 6/30/2005	Requested FY 2006 Appropriation	Manager Recommended	Total Resources FY 2006	Estimated Expenditures FY 2006	Estimated Balance 6/30/2006	Requested FY 2007 Appropriation	Manager Recommended	Total Resources FY 2007
APPROPRIATIONS - Local												
1.0 PUBLIC WORKS - STREETS												
1.1 Downtown Improvements		74,654	17,587	57,067			57,067	29,925	27,142	Redistribute \$20,000 to Line 6.4, Downtown Parking Redistribute \$7,142 to Line 6.5, Downtown Streetscape Improvements		
1.2 Resident'l Improvemnt Prog., traffic calming FY 05, 06 Henry Clay Road	TR 2	232,247	25,000	232,206	200,000	200,000	432,206	100,000	332,206	200,000		532,206
1.3 Sidewalks, curb and gutter includes \$50k for Cottage Greene median	TR 1	390,324	315,000	241,589	100,000	100,000	341,589	150,000	191,589	100,000		291,589
1.4 Streetscape - U/G Utilities, street lights		145,645		145,645	50,000	50,000	195,645	100,000	95,645	Redistribute \$95,645 to Line 6.1, Relocation of overhead utilities		
1.5 Economic Development Funds -1997-2000		206,344		206,344	25,000	25,000	231,344		231,344	Redistribute \$147,344 to Line 6.3, Corridor Improvements Redistribute \$60,000 to Line 6.2, Streetscape Improvements Redistribute \$24,000 to Line 6.7, Interstate Kiosk		
1.6 Drainage Improvements	SW 1	85,000		85,000	50,000	50,000	135,000	0	135,000	50,000		185,000
1.7 Vehicle Replacement Fund		303,783	48,874	211,425	100,000	100,000	311,425	77,078	234,347	100,000		334,347
1.8 Intersection Improvements - Rt. 1/Ashcake F Sheetz Proffer	TR.6						28,800		28,800	32,000		60,800
2.0 STORMWATER MANAGEMENT PROGRAM												
2.1 Comp. Stormwater Management Program		79,530		79,530	25,000	25,000	104,530		104,530			104,530
3.0 BUILDINGS AND GROUNDS												
3.1 Town Hall Improvements	PF.2	49,568		39,487			39,487		39,487			39,487
4.0 VEHICLE MAINTENANCE												
4.1 Town Maintenance Facilities	PF 1	137,832		137,832	50,000	50,000	187,832		187,832	50,000		237,832

**Town of Ashland
2006-2007 Capital Project Fund**

Account Name	CIP ID	Total Resources FY 2005	Estimated Expenditures FY 2005	Estimated Balance 6/30/2005	Requested FY 2006 Appropriation	Manager Recommended	Total Resources FY 2006	Estimated Expenditures FY 2006	Estimated Balance 6/30/2006	Requested FY 2007 Appropriation	Manager Recommended	Total Resources FY 2007
5.1 Town Farm Park (N. Ashland Park)	PR 1	12,500		12,500	50,000	50,000	62,500		62,500	50,000		112,500
5.2 Property Acquisition		0		0			0			0		0
5.3 Pufferbelly Park	PR 4	4,550		4,550			4,550		4,550	0		4,550
5.4 DeJarnette Park	PR 7	44,047	5,924	38,123			38,123		38,123	0		38,123
5.5 Trails	PR 6	19,869		19,869	5,000	5,000	24,869		24,869	5,000		29,869
5.6 Carter Park	PR 2	13,632	14,982	-1,350	30,000	30,000	28,650		28,650	30,000		58,650
5.7 S. Taylor Street Park	PR 3	25,000		25,000			25,000		25,000	5,000		30,000
5.8 Skateboard Park		85,000	108,120	-23,120	50,000	50,000	26,880		26,880	0		26,880
5.9 Trail on N. Center St.	PR 6				20,000	20,000	20,000		20,000	0		20,000
6.0 ECONOMIC DEVELOPMENT												
6.1 Relocation of overhead utilities	ED 1								95,645	50,000		145,645
6.2 Streetscape Improvements	ED 2								60,000	0		60,000
6.3 Corridor Improvements	ED 3								147,344	0		147,344
6.4 Downtown Parking	ED 4								20,000	0		20,000
6.5 Downtown Streetscape Improvements	ED 5								7,142	50,000		57,142
6.6 I-95 Interchange Landscape/Enhancement	ED 6								0	25,793		25,793
6.7 Interstate Kiosk	ED 7								24,000	0		24,000
NON DEPARTMENTAL												
Interest (from FY 04 audit)					19,048	19,048				27,463	27,463	
Specific Contingency												
Total Contingency		124,688		124,688	19,048	19,048	143,736		143,736	27,463	27,463	171,199
TOTAL APPROPRIATIONS - Local		\$2,034,213	\$535,487	\$1,636,385	\$774,048	\$774,048	\$2,439,233	\$457,003	\$1,982,230	\$775,256	\$27,463	\$2,757,486
TRANSFER FROM GENERAL FUND					\$755,000	\$755,000				\$747,793	\$0	

PERSONNEL/BUDGETARY RECOMMENDATIONS

A. STAFFING LEVELS

Two recommended changes to current staffing levels were adopted in the 2006/07 budget. The Department of Planning and Community Development requested that the current P/T Planning Technician position (.75 FTE) be adjusted to become F/T (1 FTE). One new position was requested (1 FTE) to help with the ever-increasing workload for the engineering staff. An entry level engineer, Civil Engineer I, would allow us to better respond to the growing number of projects, particularly in the field of town wide drainage improvements, the stormwater management issues, and the additional unfunded mandates from the state, particularly DCR.

B. PAY AND CLASSIFICATION PLAN ADJUSTMENTS AND PERSONNEL POLICIES

1) Cost of Living Adjustments

The adopted budget contains funding for a cost of living increase of 3%, effective July 1, 2006. 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 adopted budget contains funding for a merit increase of 1%. All merit increases apply on July 1, with the exception of employees on probation.

3) Health Insurance

The adopted budget contains funding for continued coverage of two existing plans. There is no increase in the Town's Health Insurance premiums. There are no changes in the current Employer and Employee share of the health insurance premium.

4) Pay Classification

The recommended three-year plan to bring the Town of Ashland back to the 90th percentile of salaries for employees of Richmond region local governments was adopted. I am recommending in FY07 all Police Department staff be given a one step pay grade increase, with Public Works given the same in FY08, and General Administration, Planning and Community Development, and the Treasurer's Department given the same in FY09. This would cover approximately 33% of the town staff each fiscal year. This is similar to Hanover County's plan for reviewing its pay grade system and comparisons to other local governments.

5) **Police Benefits**

The adopted budget contains funding for three additional benefits recommended by the Police Chief. The regular wages line item in the Police budget contains 1) \$4,000 for weekly payments of \$100 to any Field Training Officer who is actively involved in training and evaluating a recruit; 2) \$4,500 to issue \$1,500 to each of the Town's three Corporals to address inequity which occurred when it was decided Corporal's would lose their Career Development Status; 3) \$1,000 to be broken into \$200 rewards to any Police Officer who takes and successfully completes the Cooper Fitness Test.

Pay Plan						
Effective for 2006-2007 Budget						
		FY 07		FY 07		FY 07
		MINIMUM		MID		MAXIMUM
GRADE						
1		11,293		15,059		18,825
2		11,856		15,811		19,765
3		12,450		16,602		20,755
4		13,071		17,431		21,790
5		13,725		18,302		22,879
6		14,413		19,219		24,026
7		15,133		20,180		25,227
8		15,888		21,186		26,485
9		16,684		22,249		27,813
10		17,518		23,360		29,202
11		18,393		24,527		30,660
12		19,314		25,755		32,196
13		20,278		27,040		33,803
14		21,294		28,395		35,497
15		22,358		29,814		37,271
16		23,476		31,305		39,134
17		24,649		32,869		41,089
18		25,882		34,514		43,146
19		27,174		36,237		45,300
20		28,533		38,049		47,565
21		29,962		39,954		49,946
22		31,460		41,951		52,443
23		33,032		44,048		55,064
24		34,683		46,250		57,816
25		36,418		48,564		60,709
26		38,240		50,994		63,747
27		40,151		53,541		66,931
28		42,158		56,217		70,277
29		44,265		59,028		73,790
30		46,479		61,979		77,480
31		48,804		65,080		81,356
32		51,243		68,332		85,422
33		53,807		71,752		89,697
34		56,497		75,339		94,181
35		59,323		79,107		98,891

Pay and Classification Plan

Effective July 1, 2006

POSITION TITLE	2006 Grade	2007 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	19	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	27	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	22	23	14
Police Sergeant	24	25	3
Police Corporal	23	24	3
Police Lieutenant*	26	27	1
Police Captain	27	28	1
Chief of Police	34	34	1
Investigator	22	23	2
Administrative Assistant A	17	18	1
Police Secretary/Dispatcher	15	16	2

PUBLIC WORKS

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