

TOWN OF ASHLAND

2005-2006 Adopted Budget

July 1, 2005

Town of Ashland

Adopted Financial Plan

July 1, 2005—June 30, 2006

I am pleased to present the adopted financial plan for the period July 1, 2005 through June 30, 2006 to the Town Council and citizens of Ashland.

This budget will adequately provide all of the services that the citizens and business owners have come to expect from the Town. This budget anticipates continued provision of street construction and maintenance, continues the existing staff plan, continued backyard solid waste collection, curbside recycling, and general administrative functions. The FY06 proposed budget also reflects a 0.4% net decrease in spending from FY05 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 \$440, 918,100 to \$508,320, 900. This will only increase the Town's Real Estate tax revenues by approximately \$16,341. 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 \$571,026. This will leave the unreserved fund balance at \$3,441,117 or 48.5% of the general operating budget of \$6,669,755 which is within the Council Policy.

Compensation

As it was last year, I am recommending that compensation be adjusted using a cost of living increase of 1.5%, effective July 1, 2005. In addition to a cost of living increase, I am recommending that the Town give merit increases of and 1%, 1.5%, 2%. Employees receiving evaluations of "Meets Standards" would receive a 1% increase, "Exceeds Standards" would receive the 1.5% increase, and while those receiving a rating of "Exceptional" would receive 2%.

Another Council request was to take care of the salary cap dilemma for employees who are no longer eligible for merit increases. Last year Council approved for one year only that the employee's merit increase be paid as a lump sum "bonus" without the employees' base salary being affected. I have recommended changing the range of the pay grade to represent 66.7% rather than the current 50% range. This will allow the Town's employees who have reached the ceiling of the pay scale to progress with annual COLA and merit increases. This new range percentage is in line with Hanover County policy and will eliminate this from being an annual issue for the Town Council to consider.

Health Insurance

I am recommending that the Town continue its coverage with two comparable plans that are Key Advantage Expanded and Key Advantage 200. The two plans that the Town participated during FY05 are no longer available. These replacement plans are very comparable in coverage. There is an overall increase of 22% 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

Under the Town Manager's expenditures, there is funding beginning mid fiscal year (Jan. 1, 2006) for an Assistant Town Manager. This position will be directly in charge of Parks & Recreation, Tourism, and Public Relations. This position will also assist the Town Manager in budget preparation, Human Resources, and Records Management. The Assistant Town Manager will assume the duties of the Town Manager in his absence.

Capital Project Fund

The Capital Project Fund includes an estimated balance of \$1,516,313 plus new appropriations of \$755,000 for a total of \$2,290,361 in total resources for FY06. This includes funding for the Residential Improvement Program for Henry Clay Road (Phase 1), sidewalks, curb, gutter, and 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, 2005 through June 30, 2006:

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 \$0.08 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 less than 4,000 lbs.	\$23.00
Cars over 4,000 lbs.	\$28.00
Trucks—4,001 to 6,500 lbs.	\$28.00

Fund Balance

For reference, the actual fund balance for the previous eight 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

FY 05 and 06 projected fund balance:

General Fund Balance—6/30/04	\$3,765,068
Plus Revenues—Estimated Through 6/30/05	\$6,731,398
Less Expenditures—Estimated Through 6/30/05	\$6,484,323
Estimated Fund Balance—6/30/05	\$4,012,143
Plus Revenues—Projected Through 6/30/06	\$6,098,729
Less Expenditures Per Budget	\$6,669,755
Projected Fund Balance—6/30/06	\$3,441,117

GL#	ACCOUNT	DESCRIPTION	ADOPTED BUDGET YEAR 2006
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	342,000.00-
	2	Delinquent Taxes	.00
	3	Land Redemption	.00
		TOTAL	342,000.00-
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	225,000.00-
	2	Prior Year Taxes	.00
	3	Current Year Taxes Mobile Homes	3,000.00-
		TOTAL	228,000.00-
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	405,000.00-
		TOTAL	405,000.00-
3100012020	0	** Consumer's Utility Taxes **	.00

GL#	ACCOUNT	DESCRIPTION	ADOPTED BUDGET YEAR 2006
3100012020	1	Consumer's Utility Taxes	295,000.00-
		TOTAL	295,000.00-
3100012030	0	** Business License **	.00
	1	Business License	530,000.00-
	2,003	2003 UTILITY CONSUMPTION TAX	.00
	2,004	2004 UTILITY CONSUMPTION TAX	.00
	2,005	2005 UTILITY CONSUMPTION TAX	25,000.00-
		TOTAL	555,000.00-
3100012040	1	Franchise License Tax	35,000.00-
		TOTAL	35,000.00-
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	119,500.00-
		TOTAL	119,500.00-
3100012060	1	Bank Franchise Taxes	77,000.00-
		TOTAL	77,000.00-
3100012100	1	Lodging Tax	445,000.00-
		TOTAL	445,000.00-
3100012110	1	Meals Tax	1,675,000.00-
		TOTAL	1,675,000.00-
3100013000	0	** Permit, Fees & License **	.00
		TOTAL	.00
3100013030	0	** Permits & Other License **	.00
	7	Zoning Permits	6,500.00-
	19	Sign Permits	700.00-
	31	Right Of Way	1,000.00-
		TOTAL	8,200.00-
3100013040	0	** Miscellaneous **	.00
	1	Sundry Miscellaneous	3,500.00-
	2	DONATION (PLAZA)-PACE STATUE	.00

GL#	ACCOUNT	DESCRIPTION	ADOPTED BUDGET YEAR 2006
		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
3100015010	0	** Revenue From Use Of Money **	.00
	1	BANK DEPOSIT INTEREST	45,000.00-
		TOTAL	45,000.00-
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	50,000.00-
	10	Sale Of Property	.00
		TOTAL	62,500.00-
3100018000	0	** Miscellaneous Revenue **	.00
		TOTAL	.00
3100018999	0	** Miscellaneous **	.00
	1	MISCELLANEOUS EXPLORER DONATION REC	.00
	2	DONATIONS	.00
	13	Vehicle Sales	4,500.00-
		TOTAL	4,500.00-
3100019010	0	**RECOVERED COSTS**	.00
		TOTAL	.00
3100019020	0	**RECOVERED COSTS**	.00
	201	PAYMENTS FRM HANOVER COUNTY (BONDS)	173,758.00-
		TOTAL	173,758.00-

GL#	ACCOUNT	DESCRIPTION	ADOPTED BUDGET YEAR 2006
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	15,000.00-
	6	AUTOMOBILE RENTAL TAX	70,000.00-
	9,999	PPTRA Reimbursement	102,000.00-
		TOTAL	214,100.00-
3100032400	0	**CATEGORICAL AID**	.00
	413	COMMUNITY COALITION GRANT	.00
	414	TRIAD GRANT	.00
	415	STREETS & HIGHWAY MAINTENANCE	1,110,000.00-
	416	TRANSPORTATION SAFETY GRANTS	.00
	417	D J C P GRANTS	188,000.00-
	418	FIRE FUND	8,871.00-
	419	LITTER CONTROL	2,300.00-
	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	1,319,171.00-
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
		TOTAL	.00
3100040000	0	**REVENUE FROM OTHER SOURCES**	.00
	1	TRANSFER FROM ASHCAKE EXT. ESCROW	.00
	2	TRANSFER FROM SELF-INSURANCE FUND	.00

GL#	ACCOUNT	DESCRIPTION	ADOPTED BUDGET YEAR 2006
3100040000	3	BILLINGS FOR CAPITAL PROJECTS	.00
	4	PROFFERS	.00
	9,999	UNAPPROPRIATED FUNDS/TRANSFER	571,026.00-
		TOTAL	571,026.00-
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	6,669,755.00-

*** END OF REPORT ***

4100011010	0	** Town Council **	
	1,110	REGULAR WAGES	.00
	1,210	OVERTIME WAGES	24,984.00
	2,100	FICA	.00
	2,210	VRS	1,912.00
	2,220	Deferred Comp	.00
	2,300	MEDICAL/HOSPITAL PLAN	.00
	2,400	GROUP LIFE INSURANCE	.00
	2,600	UNEMPLOYMENT INSURANCE	.00
	2,700	WORKER'S COMPENSATION	50.00
	3,500	PRINTING & BINDING	.00
	3,600	ADVERTISING	7,000.00
	5,110	ELECTRIC SERVICE	3,300.00
	5,210	POSTAGE	.00
	5,307	PUBLIC OFFICIAL LIABILITY INS	2,300.00
	5,500	TRAVEL, CONVENTION & EDUCATION	.00
	5,600	CONTRIBUTIONS, OTHER PAYMENTS	10,000.00
	5,800	MISCELLANEOUS	.00
	6,001	OFFICE SUPPLIES	1,000.00
	8,000	CAPITAL OUTLAY	.00

TOTAL 50,546.00

4100011030	0	** BOARD OF ELECTIONS **	
	3,200	TEMPORARY HELP SERVICE FEES	.00
	6,001	OFFICE SUPPLIES	650.00

TOTAL 1,500.00

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 the Clerk to Council and 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 13.5% 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 .52% 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.

GL#	Account Name	ADOPTED BUDGET YEAR 2006
4100012010	1,110 REGULAR WAGES	166,762.00
	1,210 OVERTIME WAGES	.00
	2,100 FICA	12,451.00
	2,210 VRS	21,973.00
	2,220 Deferred Comp	3,600.00
	2,225 FLEXIBLE SPENDING	.00
	2,300 MEDICAL/HOSPITAL PLAN	19,902.00
	2,400 GROUP LIFE INSURANCE	.00
	2,600 UNEMPLOYMENT INSURANCE	135.00
	2,700 WORKER'S COMPENSATION	230.00
	3,150 LEGAL & PROFESSIONAL SERVICES	40,000.00
	3,310 REPAIRS & MAINTENANCE	2,000.00
	3,600 ADVERTISING	2,500.00
	5,210 POSTAGE	2,000.00
	5,230 TELECOMMUNICATIONS	7,500.00
	5,308 GENERAL LIABILITY INSURANCE	43,882.00
	5,410 LEASE OF EQUIPMENT	7,194.00
	5,500 TRAVEL, CONVENTION & EDUCATION	10,000.00
	5,800 MISCELLANEOUS	15,000.00
	5,801 BLUEMONT CONCERT SERIES	.00
	5,810 DUES & MEMBERSHIP	12,000.00
	6,001 OFFICE SUPPLIES	9,500.00
	8,000 CAPITAL OUTLAY	.00
	TOTAL	376,629.00

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, and a cost of living increase of 1.5% for all employees, also effective July 1. A supplemental document outlines the specific salaries for each employee for the coming year.

2100 – FICA

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

2210 – VRS

VRS is calculated on the basis of 13.5% 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

The VRS is on a "Premium Holiday".

2600 – Unemployment Insurance

Calculated on the basis of .52% 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 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.

5800 – Miscellaneous

Includes all other minor expenses not included in above categories.

5810 – Dues & Memberships

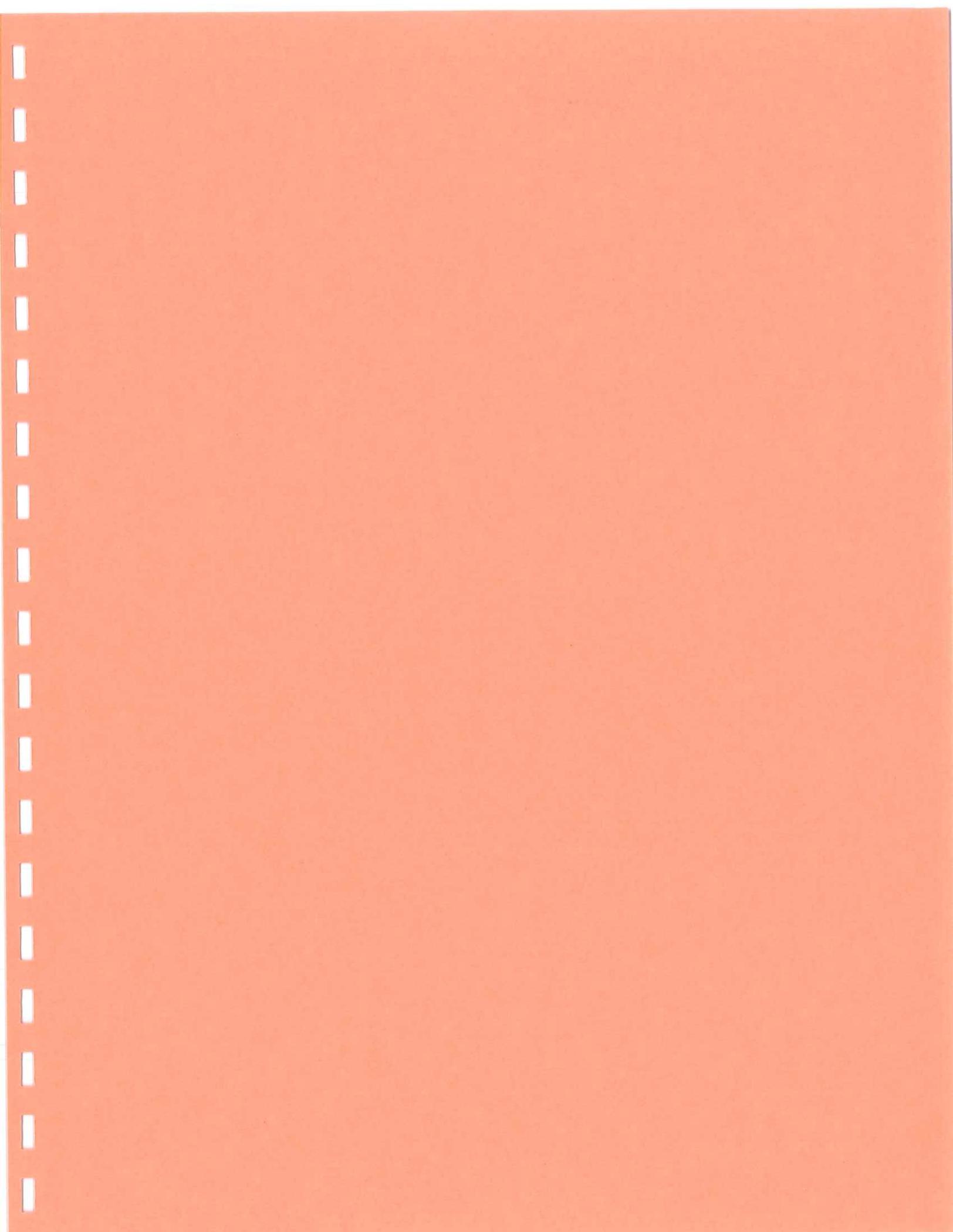
Included within this line item are the following memberships:

Richmond Employees Assistance Program	\$960
Int'l City/County Management Association	\$600
Va. Local Government Management Assoc.	\$225
Richmond Regional PDC	\$4,104
VML	\$3,800
Va. Citizens Planning Association	\$20
Va. Institute of Government	\$500
Natl. Arbor Day Foundation	\$15
Municipal Clerks Association	\$20

Va. Association of Govt. Purchasing	\$110
Natl. Institute of Govt. Purchasing	\$290
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.



4100012410

0	** Treasurer **	.00
1,110	Regular Wages	128,912.00
1,210	Overtime	.00
2,100	FICA	9,862.00
2,210	VRS	17,268.00
2,220	Deferred Comp	1,400.00
2,300	Hospital/Medical Plans	20,418.00
2,400	Group Insurance	.00
2,600	Unemployment Insurance	150.00
2,700	Worker's Compensation	250.00
2,810	Clothing Allowance	.00
3,150	PROFESSIONAL SERVICES	15,000.00
3,310	REPAIRS & MAINTENANCE	7,000.00
3,600	ADVERTISING	200.00
3,800	PURCHASED SERVICES/OTHER GOVERNMENT	3,000.00
5,210	POSTAGE	9,500.00
5,230	TELECOMMUNICATIONS	2,200.00
5,309	A/R CRIME COVERAGE INSURANCE	993.00
5,410	LEASE OF EQUIPMENT	7,328.00
5,500	TRAVEL, CONVENTION & EDUCATION	1,100.00
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
5,001	OFFICE SUPPLIES	7,500.00
5,000	CAPITAL OUTLAY	.00
5,008	CAPITAL OUTLAY LEASE	.00
	TOTAL	232,581.00

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 13.5% 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

The VRS is on a "Premium Holiday".

2600 – Unemployment Insurance

Calculated on the basis of .52% 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.

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

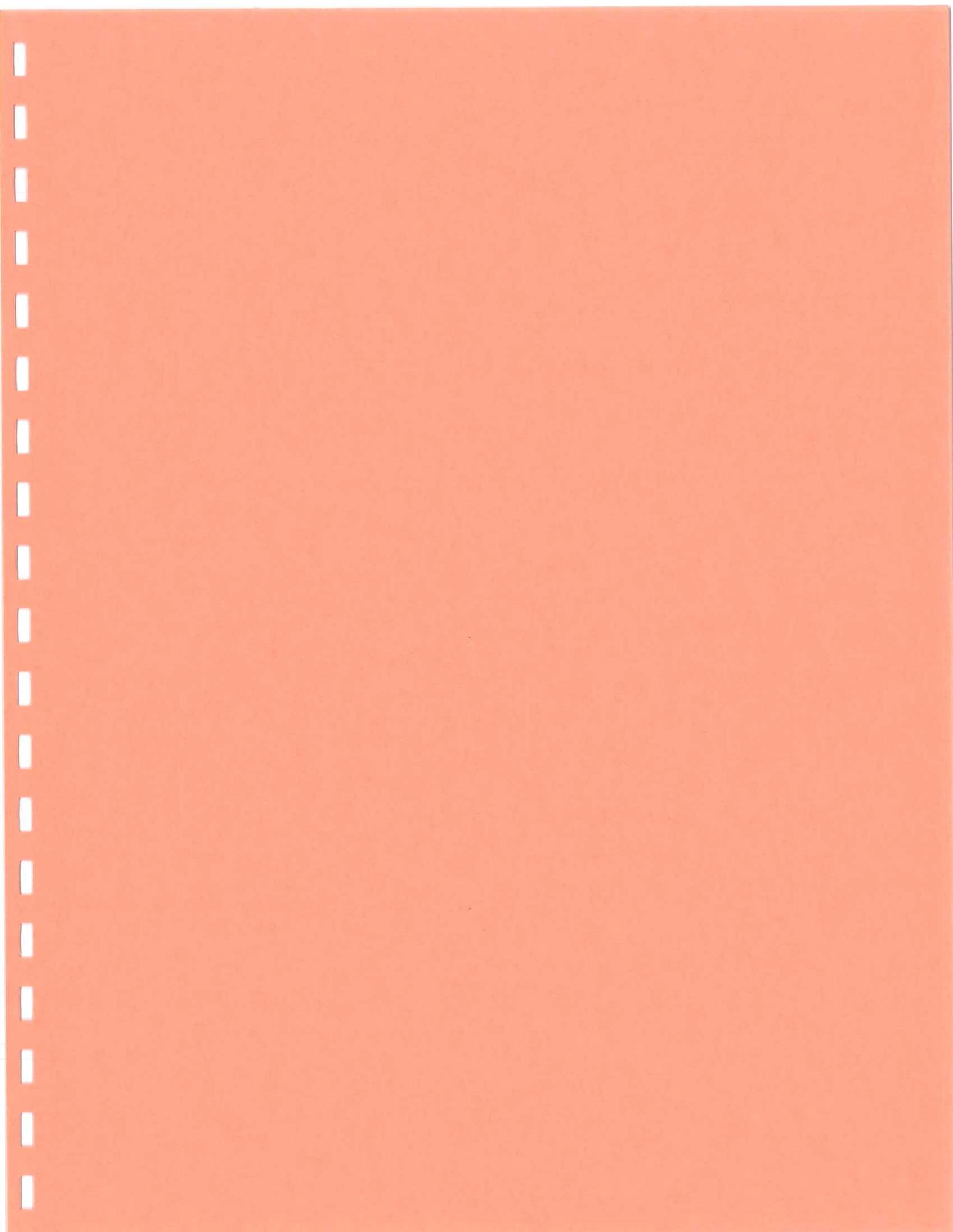
Includes all other minor expenses not included in above categories.

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.



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	.00
		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.

4100031100

0	** POLICE **	.00
115	COMMUNITY COALITION WAGES	.00
1,110	REGULAR WAGES	1,108,347.00
1,115	COMMUNITY COALITION WAGES	.00
1,210	OVERTIME WAGES	.00
2,100	FICA	88,384.00
2,210	VRS	146,144.00
2,220	Deferred Comp	19,500.00
2,300	MEDICAL/HOSPITAL PLAN	138,048.00
2,400	GROUP LIFE INSURANCE	.00
2,600	UNEMPLOYMENT INSURANCE	1,200.00
2,700	WORKER'S COMPENSATION	19,000.00
3,170	JANITORIAL SERVICES	7,000.00
3,310	REPAIRS & MAINTENANCE	4,808.00
3,600	ADVERTISING	1,500.00
3,800	PURCHASED SERVICES/OTHER GOVERNMENT	500.00
5,110	ELECTRIC SERVICE	8,000.00
5,120	HEATING SERVICE	2,000.00
5,130	WATER & SEWER BILLS	1,500.00
5,210	POSTAGE	1,500.00
5,230	TELECOMMUNICATIONS	17,000.00
5,240	RADIO REPAIRS	3,500.00
5,305	MOTOR VEHICLE INSURANCE	12,500.00
5,309	A/R CRIME COVERAGE INSURANCE	380.00
5,410	LEASE OF EQUIPMENT	8,600.00
5,420	LEASE / RENTAL OF BUILDING	.00
5,500	TRAVEL, CONVENTION & EDUCATION	14,500.00
5,800	MISCELLANEOUS	4,000.00
5,810	DUES & MEMBERSHIP	11,000.00
6,001	OFFICE SUPPLIES	5,500.00
6,007	REPAIR & MAINTENACE SUPPLIES	9,000.00
6,009	VEHICLE / POWERED EQUIPMENT	52,000.00
6,010	POLICE SUPPLIES	55,000.00
6,021	CRIME PREVENTION	5,000.00
6,022	COMMUNITY COALITION GRANT	.00
6,023	TRIAD PROJECT	.00
8,000	CAPITAL OUTLAY	26,000.00
8,008	CAPITAL OUTLAY LEASE	.00
	TOTAL	1,771,411.00

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

1110 - Regular Wages

The personnel services line item represents actual salaries for FY06.

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 13.5% 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

The VRS is on a "Premium Holiday".

2600 - Unemployment Insurance

Calculated on the basis of .52% 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 an estimated decrease of 32% for this VML sponsored insurance program, due to this year's premiums coming in at lower than estimated amount.

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 25% 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 14% 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.

5130 – Water & Sewer Bills

This account pays for the water and sewer fees, including the irrigation system at the APD headquarters building.

5210 – Postage

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

5230 – Telecommunications

This account pays for the telephones and data lines in the headquarters building along with the pagers and cell phones. There is a recommended 20% increase in this category due to current deficits in this account.

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 4.5% 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 37% 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. Our college tuition reimbursements, which have increased substantially in the past year, also come from this fund. There is a slight increase (3.5%) in this category for the upcoming budget year.

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 a recommended increase of 14% in this category due to the inability to accurately forecast the fees associated with court appointed attorneys.

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.

6009 – Vehicle/Powered Equipment

This account pays for the maintenance and repairs on the fleet, car washes and fuel and petroleum products. There will be a slight decrease (5.4%) in this category for the upcoming budget year.

6010 – Police Supplies

This account pays for those supplies directly related to our police activities. There is an increase in this account due to 1) transfer of certain items from the Capital Outlay Category; 2) expenses to replace two portable radios (all of our handheld radios are very old, and are reaching the end of their effective usage period). A list of the major expenditure categories is in the Chiefs proposed budget.

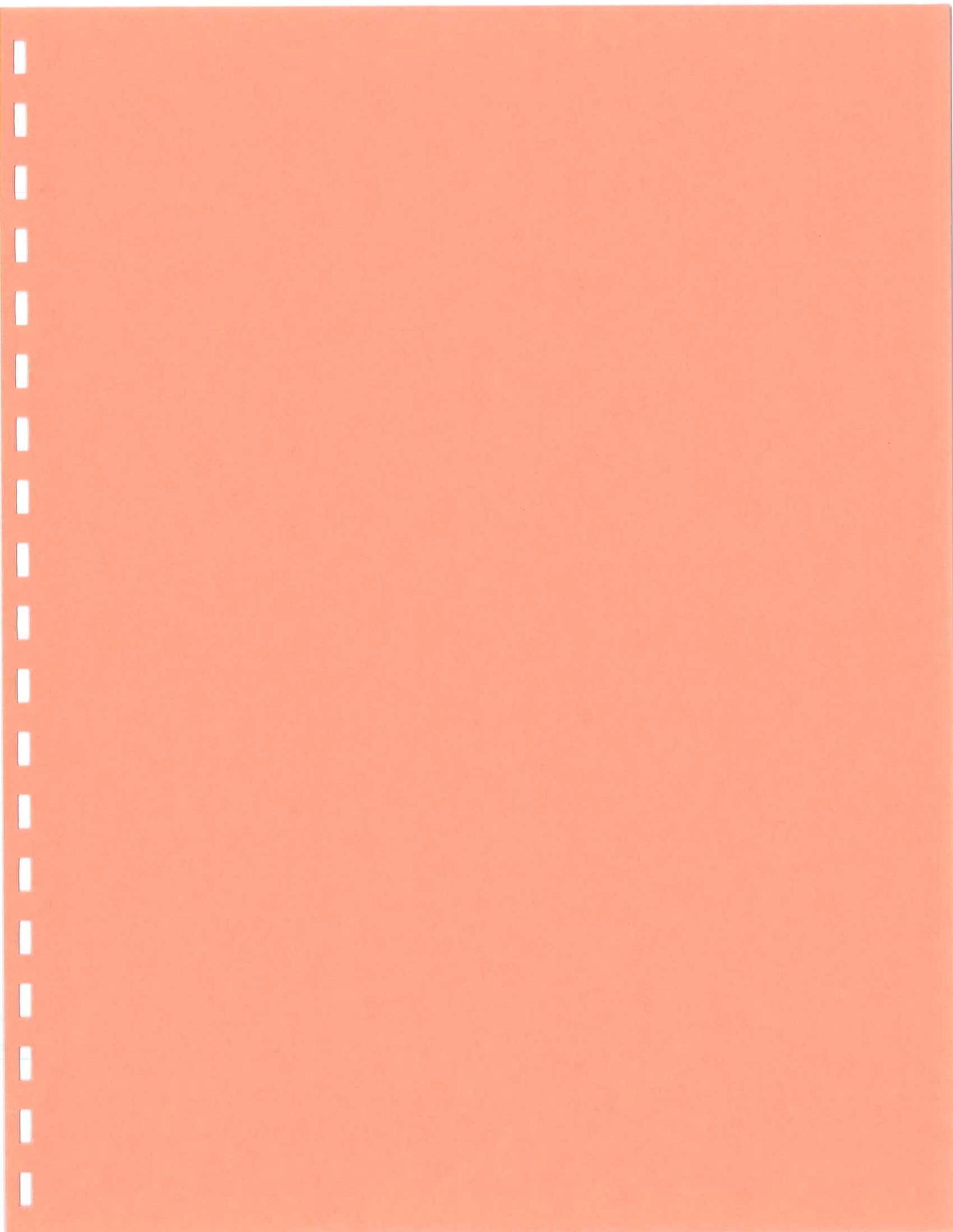
6021 – Crime Prevention

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. These proposed expenditures represent a 40% reduction from last year's. This is primarily due to new accounting rules, which require a minimum cost of \$10,000 per item to be included as capital outlay. The following items are recommended to be purchased in coming budget year:

- | | |
|--|----------|
| (1) Used Program Minivan-For Third Investigator | \$16,000 |
| (1) Used Special Service Vehicle-To Replace
Current Forensics Vehicle | \$10,000 |



4100032100	0	** FIRE DEPARTMENT **	.00
	3,150	PROFESSIONAL SERVICES	.00
	3,310	REPAIRS & MAINTENANCE	10,000.00
	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	8,000.00
	8,000	CAPITAL OUTLAY	.00

TOTAL	52,000.00
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4100032300	0	** AMBULANCE & RESCUE SQUAD **	.00
	5,600	CONTRIBUTIONS, OTHER PAYMENTS	10,000.00

TOTAL	10,000.00
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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 and FY 05.

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, and FY 05.

GL#	ACCOUNT	DESCRIPTION	ADOPTED BUDGET YEAR 2006
		TOTAL	.00
4100041100	0	** PUBLIC WORKS ADMINISTRATION **	.00
	1,110	REGULAR WAGES	264,818.00
	1,210	OVERTIME WAGES	.00
	2,100	FICA	20,259.00
	2,210	VRS	34,130.00
	2,220	Deferred Comp	5,100.00
	2,300	MEDICAL/HOSPITAL PLAN	32,512.00
	2,400	GROUP LIFE INSURANCE	.00
	2,600	UNEMPLOYMENT INSURANCE	225.00
	2,700	WORKER'S COMPENSATION	1,600.00
	3,150	PROFESSIONAL SERVICES	13,000.00
	3,310	REPAIRS & MAINTENANCE	2,000.00
	3,600	ADVERTISING	5,000.00
	5,210	POSTAGE	500.00
	5,230	TELECOMMUNICATIONS	4,000.00
	5,240	RADIO REPAIRS	1,500.00
	5,410	LEASE OF EQUIPMENT	8,500.00
	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 & MAINTENANCE SUPPLIES	2,000.00
	6,009	VEHICLE / POWERED EQUIPMENT	3,000.00
	8,000	CAPITAL OUTLAY	.00
		TOTAL	408,644.00

Public Works

General Engineering Administration

1110 - Regular Wages

The personnel services line item represents actual salaries for FY 05.

2100 – FICA

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

2210 – VRS

VRS is calculated on the basis of 13.5% 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

The VRS is on a "Premium Holiday".

2600 – Unemployment Insurance

Calculated on the basis of .52% 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

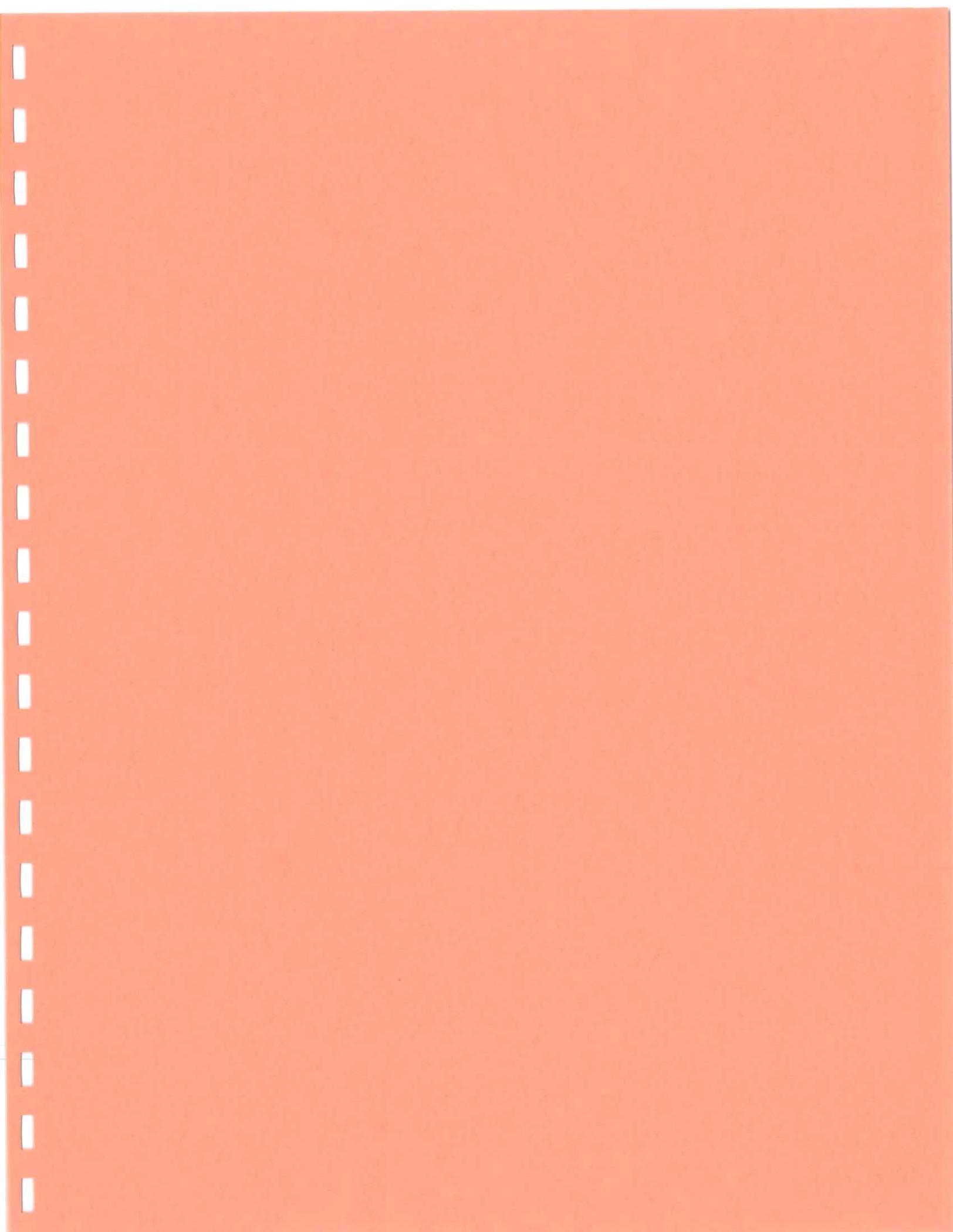
General engineering supplies.

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.



4100041200

0	** STREETS **	.00
1,110	REGULAR WAGES	412,224.00
1,210	OVERTIME WAGES	.00
2,100	FICA	31,535.00
2,210	VRS	52,923.00
2,220	Deferred Comp	5,900.00
2,300	MEDICAL/HOSPITAL PLAN	70,512.00
2,400	GROUP LIFE INSURANCE	.00
2,600	UNEMPLOYMENT INSURANCE	640.00
2,700	WORKER'S COMPENSATION	23,500.00
3,150	CONTRACTURAL REPAIRS & MAINTENANCE	370,000.00
3,321	TREE TRIMMING	12,000.00
3,322	DISASTER RECOVERY SERVICES	.00
5,120	HEATING SERVICE	.00
5,230	TELECOMMUNICATIONS	1,400.00
5,305	MOTOR VEHICLE INSURANCE	11,000.00
5,431	RENTAL EQUIPMENT	1,000.00
6,007	REPAIR & MAINTENANCE SUPPLIES	45,000.00
6,008	LANDSCAPING SUPPLIES	6,000.00
6,009	VEHICLE / POWERED EQUIPMENT	30,000.00
8,000	CAPITAL OUTLAY	19,000.00
8,005	VEHICLE & EQUIPMENT PURCHASES	.00
8,008	CAPITAL OUTLAY LEASE	.00

TOTAL 1,092,634.00

Public Works

Highways, Streets and Sidewalks

1110 - Regular Wages

The personnel services line item represents actual salaries for FY 05.

2100 – FICA

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

2210 – VRS

VRS is calculated on the basis of 13.5% 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

The VRS is on a "Premium Holiday".

2600 – Unemployment Insurance

Calculated on the basis of .52% 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

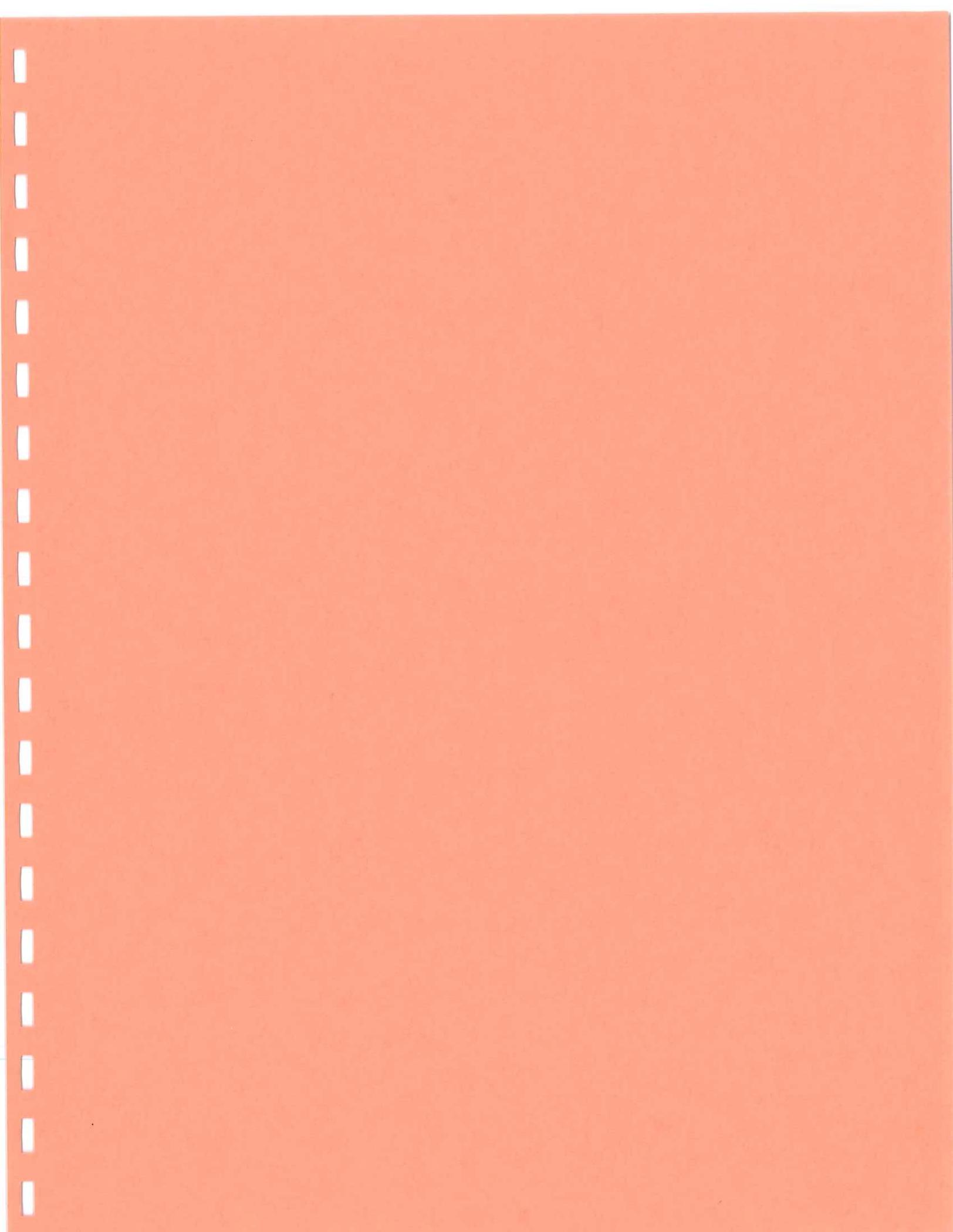
This line item is for planting trees in the public right of way, either as replacements for dead trees or for new installations.

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). Also included are funds for a tool shed to securely store the hand tools used by the crew.



4100041310	0	** STORM DRAINAGE **	.00
	3,150	PROFESSIONAL SERVICES	.00
	3,310	REPAIRS & MAINTENANCE	25,000.00
	6,007	REPAIR & MAINTENANCE SUPPLIES	5,000.00
	8,000	CAPITAL OUTLAY	.00
		TOTAL	30,000.00
4100041320	0	** STREET LIGHTS **	.00
	5,110	ELECTRIC SERVICE	35,000.00
	8,000	CAPITAL OUTLAY	.00
		TOTAL	35,000.00

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.

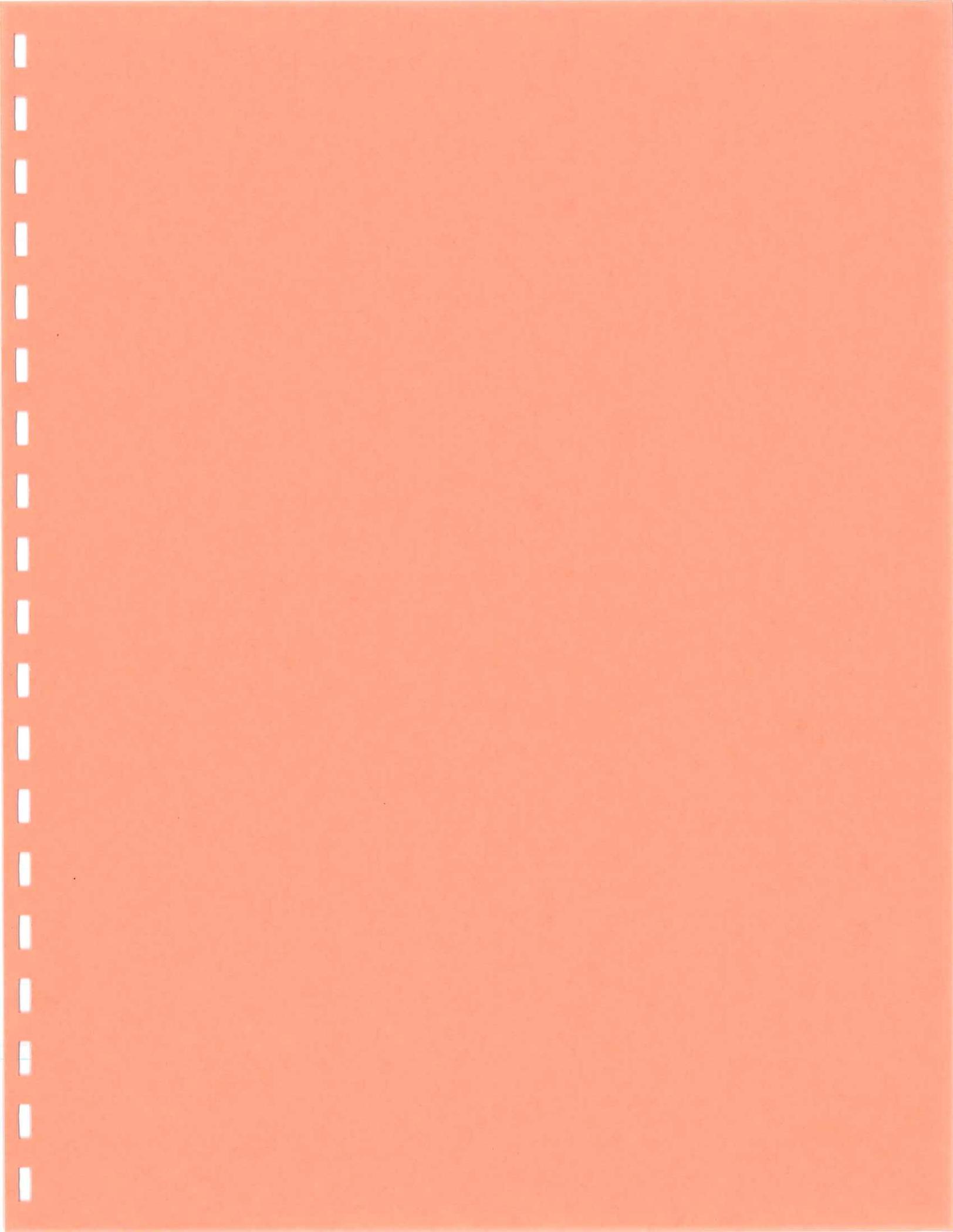
6007 - Repair and Maintenance Supplies

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.



4100041330	0	** SNOW & ICE REMOVAL **	.00
	1,110	REGULAR WAGES	.00
	1,210	OVERTIME WAGES	.00
	2,100	FICA	.00
	2,210	VRS	.00
	2,220	Deferred Comp	.00
	2,300	MEDICAL/HOSPITAL PLAN	.00
	2,400	GROUP LIFE INSURANCE	.00
	2,600	UNEMPLOYMENT INSURANCE	.00
	2,700	WORKER'S COMPENSATION	.00
	3,200	TEMPORARY HELP SERVICE FEES	.00
	6,007	REPAIR & MAINTENANCE SUPPLIES	57,000.00
	8,000	CAPITAL OUTLAY	20,000.00
		TOTAL	77,000.00

4100041400	0	** TRAFFIC ENGINEERING **	.00
	3,150	PROFESSIONAL SERVICES	10,000.00
	3,310	REPAIRS & MAINTENANCE	39,725.00
	6,007	REPAIR & MAINTENANCE SUPPLIES	5,000.00
	8,000	CAPITAL OUTLAY	.00
		TOTAL	54,725.00

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

This line item is for the purchase of one new salt spreader.

Traffic Engineering

3150 - Professional Services

This includes on-call consulting engineering services used on an as-needed basis.

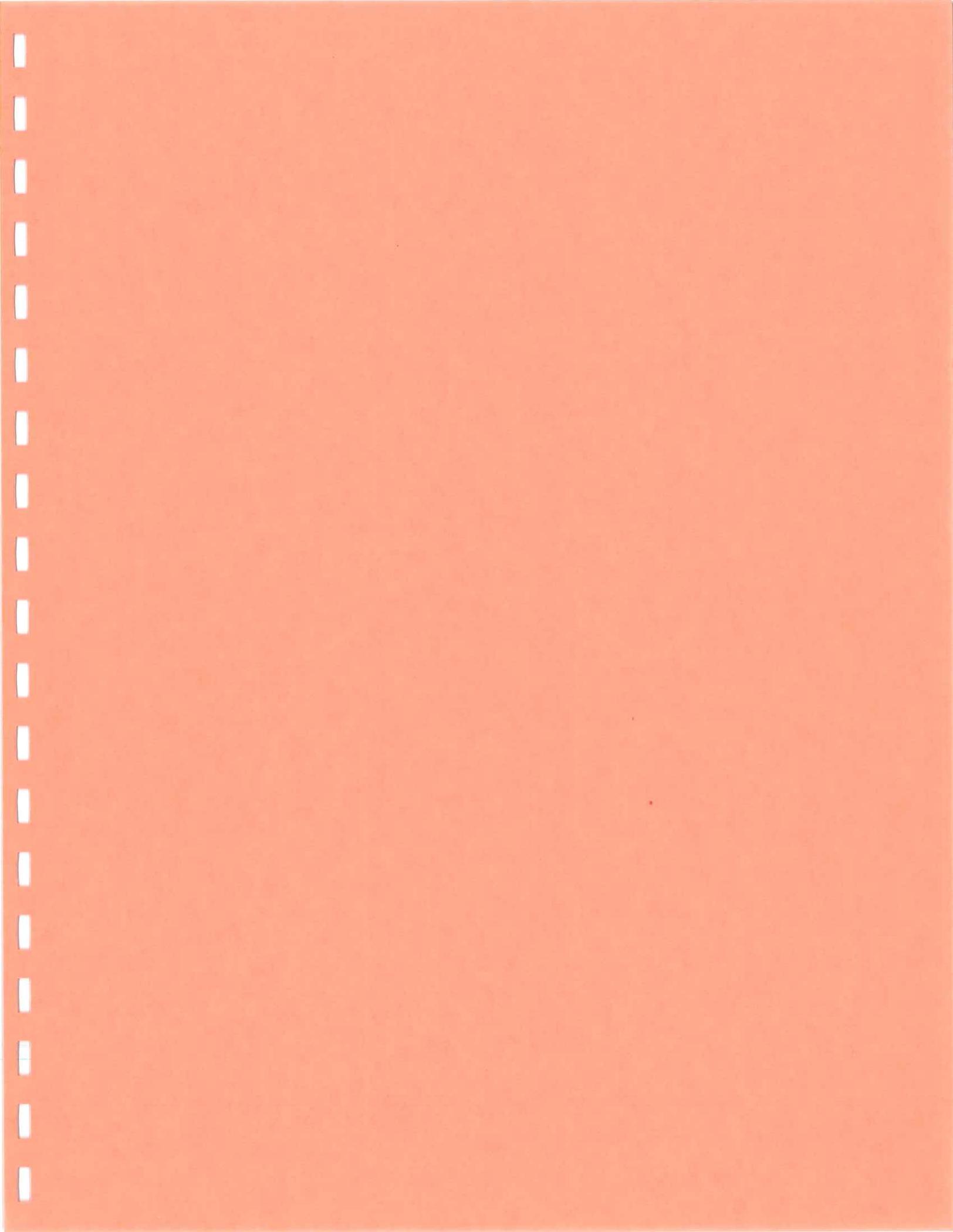
3310 - Repairs and Maintenance--Contractual

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.

4100043100	0	** BUILDINGS & GROUNDS **	.00
	1,110	REGULAR WAGES	91,846.00
	1,210	OVERTIME WAGES	.00
	2,100	FICA	7,026.00
	2,210	VRS	12,129.00
	2,220	Deffered Comp	1,300.00
	2,300	MEDICAL/HOSPITAL PLAN	7,752.00
	2,400	GROUP LIFE INSURANCE	.00
	2,600	UNEMPLOYMENT INSURANCE	175.00
	2,700	WORKER'S COMPENSATION	2,000.00
	3,150	PROFESSIONAL SERVICES	12,000.00
	3,310	REPAIRS & MAINTENANCE	7,800.00
	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	15,000.00
	6,009	VEHICLE / POWERED EQUIPMENT	5,000.00
	8,000	CAPITAL OUTLAY	12,600.00
		TOTAL	192,028.00



Public Works

Maintenance of Buildings and Grounds

1110 - Regular Wages

The personnel services line item represents actual salaries for FY 05.

2100 – FICA

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

2210 – VRS

VRS is calculated on the basis of 13.5% 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

The VRS is on a "Premium Holiday".

2600 – Unemployment Insurance

Calculated on the basis of .52% 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

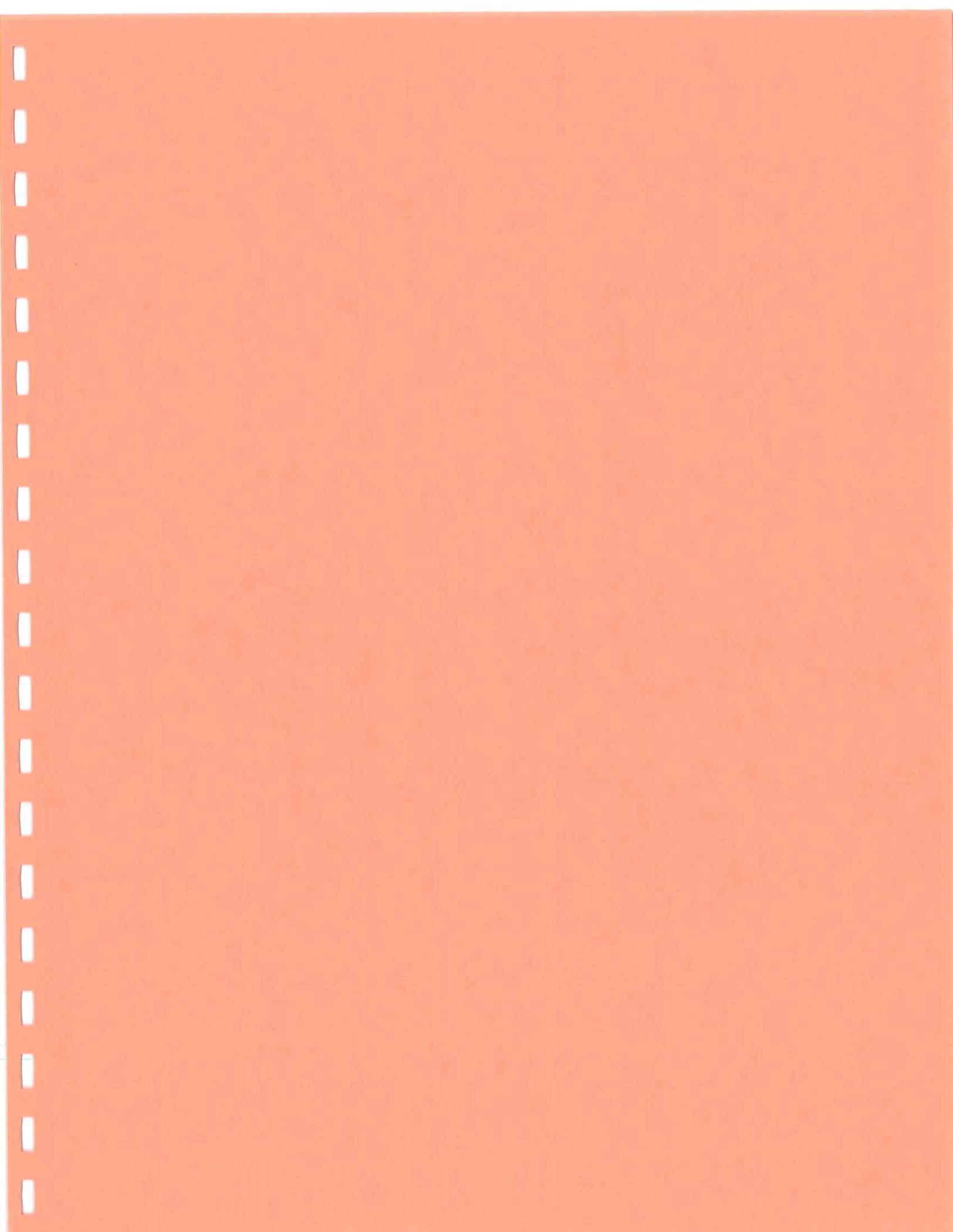
Included within this item is funding for general cleaning supplies, miscellaneous tools, planting materials, lawn care supplies, and a new utility tractor for transporting mowers and equipment.

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

Funding is provided for a new riding lawn mower to replace 1998 Woods model mower.



4100042000	0	** REFUSE **	.00
	3,180	REFUSE COLLECTION	246,000.00
	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

TOTAL 246,000.00

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	10,000.00
	5,305	MOTOR VEHICLE INSURANCE	.00
	6,007	REPAIR & MAINTENACE SUPPLIES	10,000.00
	6,009	VEHICLE / POWERED EQUIPMENT	.00
	8,000	CAPITAL OUTLAY	18,000.00

TOTAL 38,000.00

Public Works

Refuse Collection

3180 - Refuse Collection

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

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

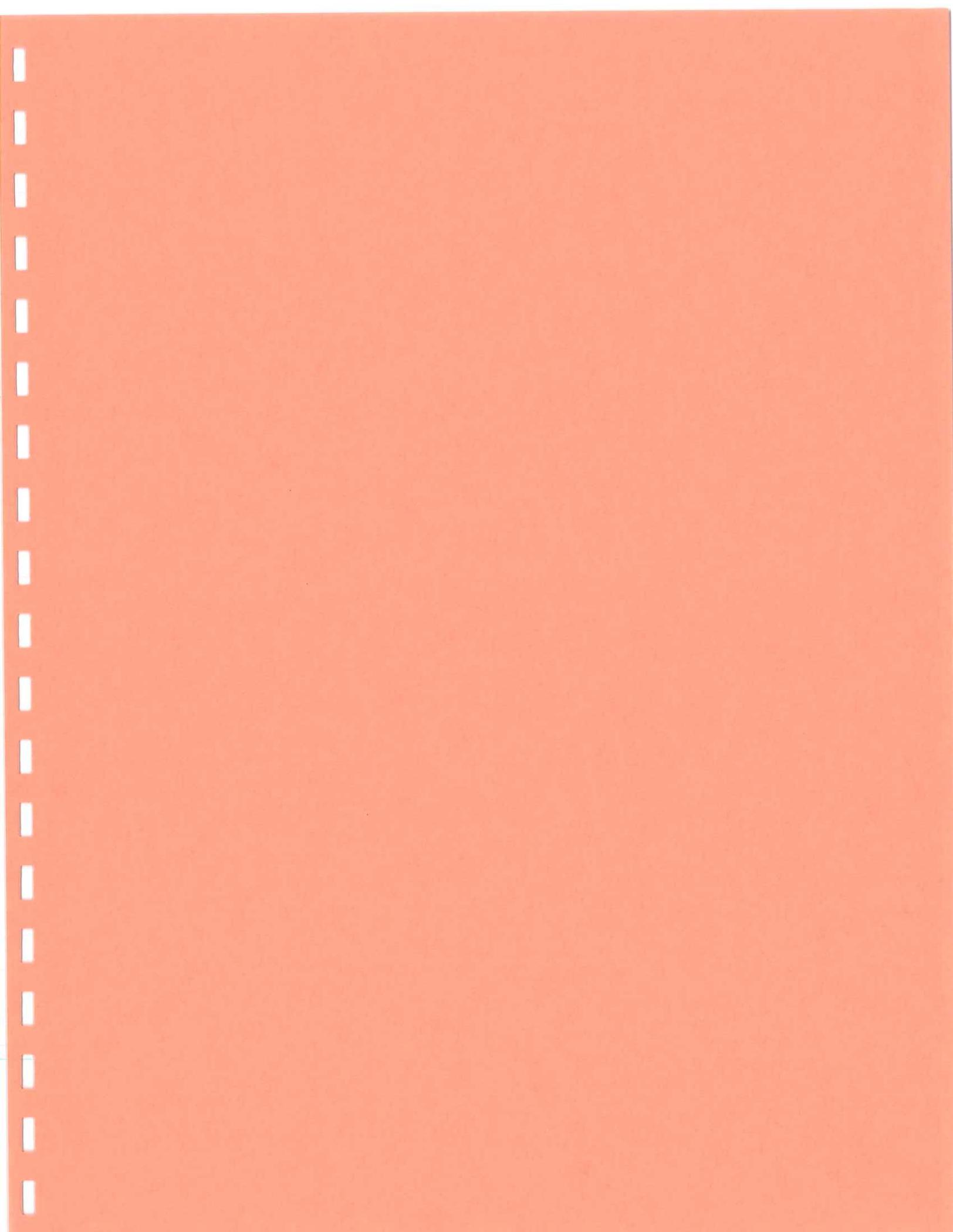
This item includes funds for home compost units and miscellaneous parts, equipment and tools used in the collection process.

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.



GL#	ACCOUNT	DESCRIPTION	ADOPTED BUDGET YEAR 2006
4100064500	0	** VEHICLE MAINTENANCE **	.00
	1,110	REGULAR WAGES	69,657.00
	1,210	OVERTIME WAGES	.00
	2,100	FICA	5,329.00
	2,210	VRS	9,404.00
	2,220	Deferred Comp	2,000.00
	2,300	MEDICAL/HOSPITAL PLAN	14,556.00
	2,400	GROUP LIFE INSURANCE	.00
	2,600	UNEMPLOYMENT INSURANCE	85.00
	2,700	WORKER'S COMPENSATION	2,000.00
	3,310	REPAIRS & MAINTENANCE	15,000.00
	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	4,000.00
	6,009	VEHICLE / POWERED EQUIPMENT	3,000.00
	8,000	CAPITAL OUTLAY	23,000.00
		TOTAL	155,081.00

Public Works

Vehicle Maintenance

1110 - Regular Wages

The personnel services line item represents actual salaries for FY 05.

2100 - FICA

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

2210 - VRS

VRS is calculated on the basis of 13.5% 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

The VRS is on a "Premium Holiday".

2600 - Unemployment Insurance

Calculated on the basis of .52% 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

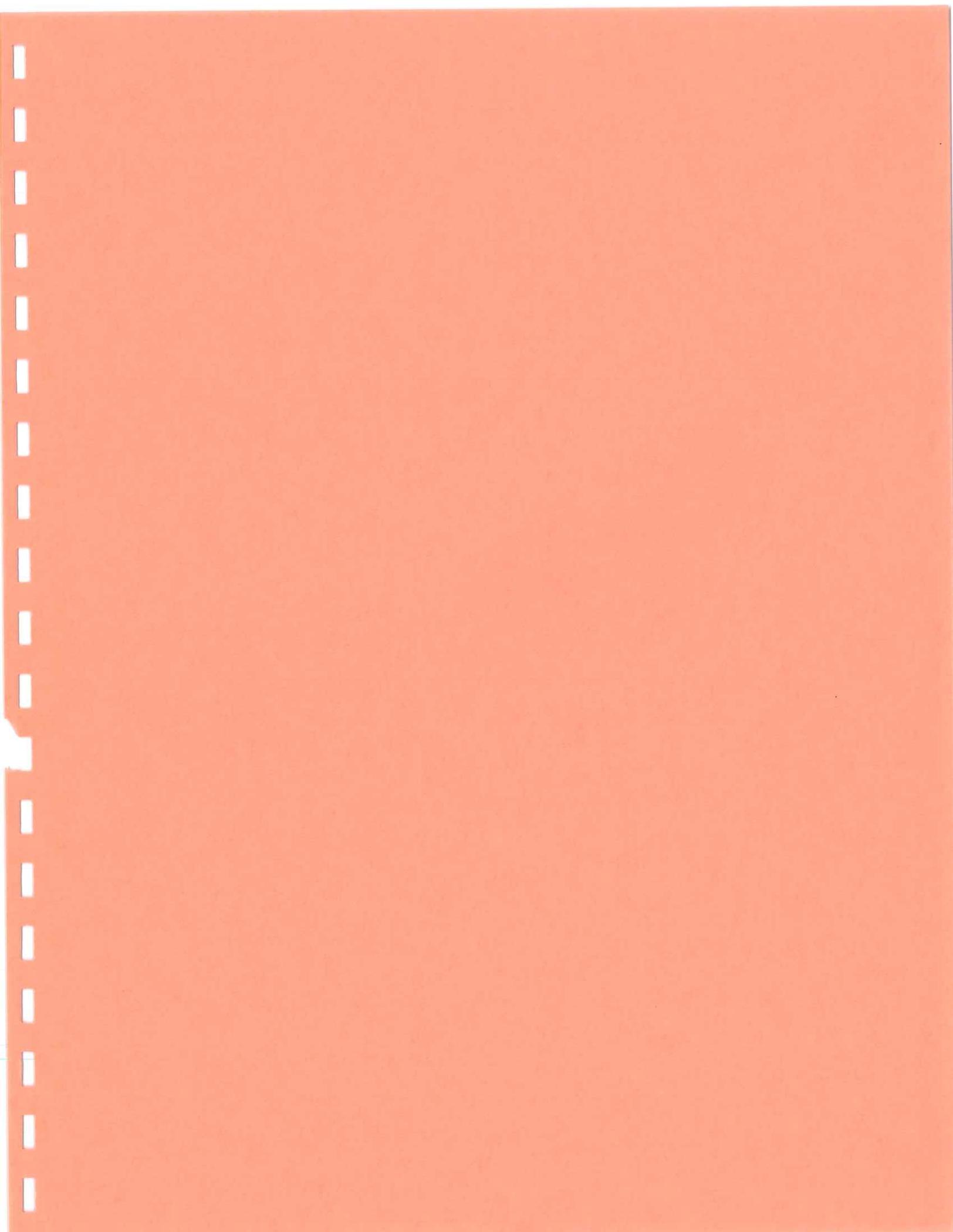
This item includes general supplies for the shop, miscellaneous tools and safety equipment. Funds this year are included for parts to repair lift system.

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

This item represents the cost of the purchase of a new welder and a new car computer scan tool. 4-Wheel drive pickup for the shop crew, which will also be, used for snow removal operations. This will replace a 1990 Chevrolet 2500.



4100071100	0	** PARKS & RECREATION **	.00
	1,110	REGULAR WAGES	50,150.00
	1,210	OVERTIME WAGES	.00
	2,100	FICA	3,850.00
	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	250.00
	2,700	WORKER'S COMPENSATION	1,425.00
	3,150	PROFESSIONAL SERVICES	5,000.00
	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	2,000.00
	5,801	SPECIAL EVENTS	30,000.00
	6,007	REPAIR & MAINTENANCE SUPPLIES	8,000.00
	6,008	REPAIR & MAINTENANCE SUPPLIES POOL	20,000.00
	8,000	CAPITAL OUTLAY	.00
		TOTAL	167,675.00

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 .52% 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, Train Day, and Enjoy Ashland 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.

4100081100

0	** Planning **	.00
1,110	REGULAR WAGES	214,777.00
1,210	OVERTIME WAGES	.00
2,100	FICA	16,430.00
2,210	VRS	24,777.00
2,220	Deferred Comp	3,800.00
2,300	MEDICAL/HOSPITAL PLAN	33,726.00
2,400	GROUP LIFE INSURANCE	.00
2,600	UNEMPLOYMENT INSURANCE	275.00
2,700	WORKER'S COMPENSATION	325.00
3,150	PROFESSIONAL SERVICES	30,000.00
3,160	HOUSING REHABILITATION & DEMO	7,000.00
3,310	REPAIRS & MAINTENANCE	600.00
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	2,500.00
5,500	TRAVEL, CONVENTION & EDUCATION	8,000.00
5,714	FACADE/LANDSCAPING GRANTS	.00
5,810	DUES & MEMBERSHIP	1,800.00
6,001	OFFICE SUPPLIES	5,500.00
8,000	CAPITAL OUTLAY	.00
	TOTAL	358,510.00

Community Development Planning

1110 Regular Wages

The personnel services line item represents actual salaries for FY 05.

2100 – FICA

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

2210 – VRS

VRS is calculated on the basis of 13.5% 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

The VRS is on a "Premium Holiday".

2600 – Unemployment Insurance

Calculated on the basis of .52% 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.

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.

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.

5810 - Dues and Membership

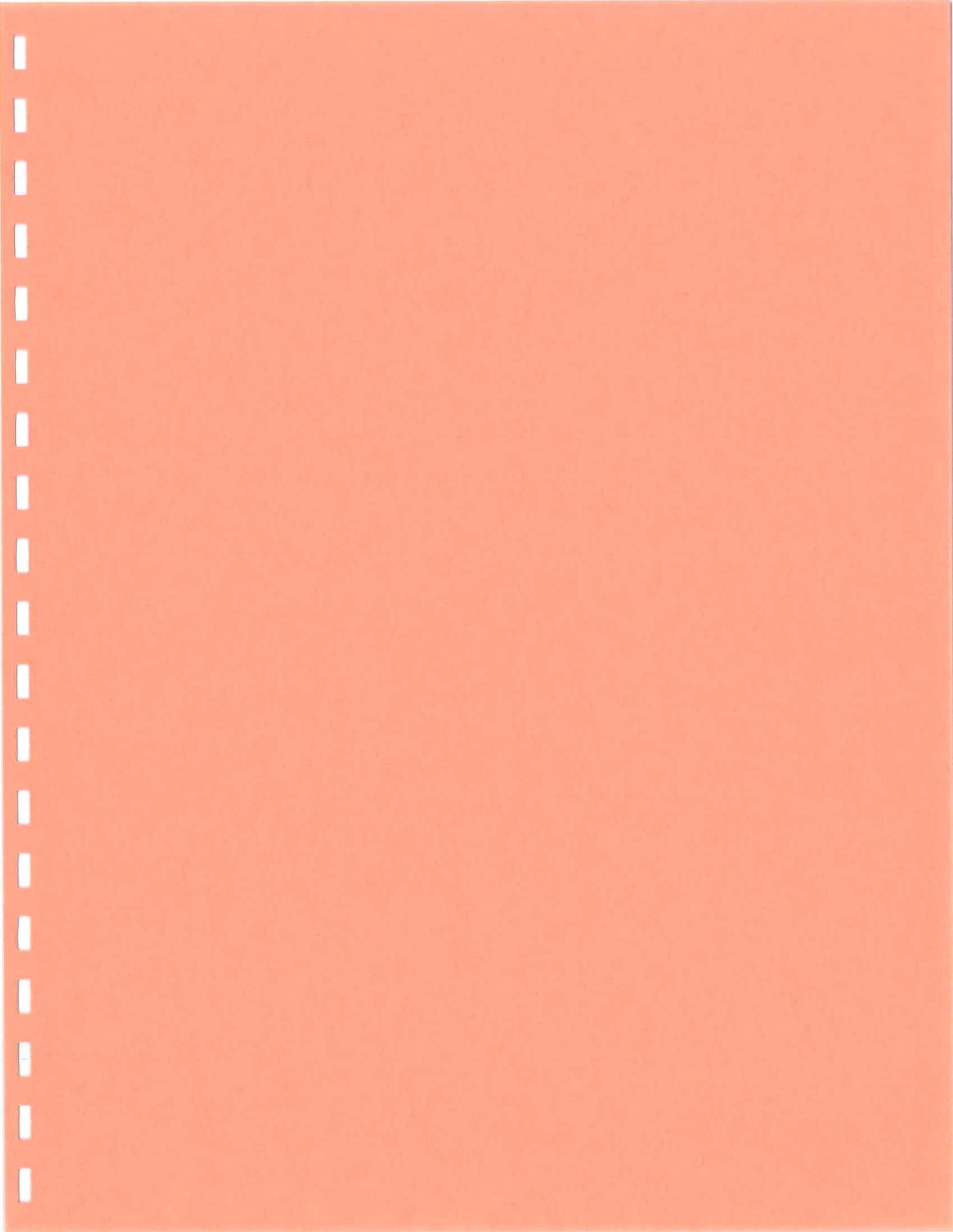
Included in this item is the membership in the Planners Advisory Service, Virginia Association of Zoning Officials, the Virginia Citizen Planning Association, American Planning Association and general subscriptions and books.

6001 - Office Supplies

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

8000 - Capital Outlay

This account pays for long term capital expenditures.



4100081700

0	** BUSINESS ASSISTANCE **	.00
1,110	REGULAR WAGES	73,465.00
2,100	FICA	5,620.00
2,210	VRS	5,562.00
2,220	DEFERRED COMP	500.00
2,300	MEDICAL/HOSPITAL PLAN	.00
2,400	GROUP LIFE INSURANCE	.00
2,600	UNEMPLOYMENT INSURANCE	85.00
2,700	WORKER'S COMPENSATION	150.00
3,150	PROFESSIONAL SERVICES	20,000.00
3,170	JANITORIAL SERVICES	.00
3,600	ADVERTISING	20,000.00
5,110	ELECTRIC SERVICE	.00
5,120	HEATING SERVICE	.00
5,210	POSTAGE	500.00
5,230	TELECOMMUNICATIONS	.00
5,500	TRAVEL, CONVENTION & EDUCATION	1,200.00
5,714	FACADE/LANDSCAPING GRANTS	20,000.00
5,810	DUES & MEMBERSHIP	1,000.00
6,001	OFFICE SUPPLIES	3,000.00
6,007	REPAIR & MAINTENANCE SUPPLIES	.00
8,000	CAPITAL OUTLAY	.00

TOTAL

151,082.00

**Community Development
Business Assistance/Development**

1110 – Regular Wages

The personnel services line item represents actual salaries for FY 05.

2100 – FICA

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

2210 – VRS

VRS is calculated on the basis of 13.5% 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

The VRS is on a "Premium Holiday".

2600 – Unemployment Insurance

Calculated on the basis of .52% 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, the majority of this going towards Community assessment.

5500 - Travel, Convention and Education

This line item provides funds for attendance at conferences.

5714 - Façade/Landscaping Grants

This item provides matching funds for Town businesses to make façade/landscaping improvements. These grants are approved through an appointed committee for up to \$1500 per applicant.

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.

4100081600

0	** TOURISM **	.00
1,110	REGULAR WAGES	34,203.00
1,210	OVERTIME WAGES	.00
2,100	FICA	2,617.00
2,210	VRS	4,031.00
2,220	Deferred Comp	1,200.00
2,300	MEDICAL/HOSPITAL PLAN	4,896.00
2,400	GROUP LIFE INSURANCE	.00
2,600	UNEMPLOYMENT INSURANCE	85.00
2,700	WORKER'S COMPENSATION	150.00
3,150	PROFESSIONAL SERVICES	12,000.00
3,170	JANITORIAL SERVICES	4,000.00
3,600	ADVERTISING	60,000.00
5,110	ELECTRIC SERVICE	2,000.00
5,120	HEATING SERVICE	1,600.00
5,210	POSTAGE	3,500.00
5,230	TELECOMMUNICATIONS	3,500.00
5,420	LEASE / RENTAL OF BUILDING	.00
5,500	TRAVEL, CONVENTION & EDUCATION	1,000.00
5,600	CONTRIBUTIONS, OTHER PAYMENTS	.00
5,714	FACADE/LANDSCAPING GRANTS	.00
5,810	DUES & MEMBERSHIP	1,000.00
6,001	OFFICE SUPPLIES	4,000.00
6,007	REPAIR & MAINTENACE SUPPLIES	1,000.00
8,000	CAPITAL OUTLAY	.00
	TOTAL	140,782.00

Tourism

1110 – Regular Wages

The personnel services line item represents actual salaries for FY 05.

2100 – FICA

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

2210 – VRS

VRS is calculated on the basis of 13.5% 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

The VRS is on a "Premium Holiday".

2600 – Unemployment Insurance

Calculated on the basis of .52% 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.

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.

4100090000

0	** NON-DEPARTMENTAL **	.00
9,030	Contingency	.00
9,060	Debt Service Interest (1993)	7,958.00
9,070	Debt Service Principal (1993)	34,111.00
9,098	Debt Service Interest Hanover	32,869.00
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	755,000.00

TOTAL 970,827.00

FINAL TOTALS
TOTAL 6,669,755.00

**Town of Ashland
2005-2006 Capital Project Fund**

Account Name	Total Resources FY 2005	Estimated Expenditures FY 2005	Estimated Balance 6/30/2005	Requested FY 2006 Appropriation	Manager Recommended	Total Resources FY 2006
APPROPRIATIONS - Local						
PUBLIC WORKS - STREETS						
Downtown Improvements to add new parking facilities	74,654		74,654			74,654
Resident'l improvemnt Prog., traffic calming FY 05 Henry Clay Road Phase 1	232,247	25,000	207,247	200,000	200,000	407,247
Sidewalks, curb and gutter includes \$50k for Cottage Greene median	390,324	315,000	75,324	100,000	100,000	175,324
Streetscape - U/G Utilities, street lights	145,645		145,645	50,000	50,000	195,645
Thompson Street Reconstruction balance with contingency	0		0			0
Economic Development Funds -1997-2000	206,344		206,344	25,000	25,000	231,344
Drainage Improvements new item	85,000		85,000	50,000	50,000	135,000
Vehicle Replacement Fund	303,783	48,874	254,909	100,000	100,000	354,909
STORMWATER MANAGEMENT PROGRAM						
Comp. Stormwater Management Program transfer from GF Prof. Services	79,530		79,530	25,000	25,000	104,530
BUILDINGS AND GROUNDS						
Town Hall Improvements	49,568		49,568			49,568
VEHICLE MAINTENANCE						
Town Maintenance Facilities	137,832		137,832	50,000	50,000	187,832
PARKS AND RECREATION						
Town Farm Park	12,500		12,500	50,000	50,000	62,500
Property Acquisition	0		0			0
Pufferbelly Park	4,550		4,550			4,550
DeJarnette Park	44,047	5,924	38,123			38,123
Trails	19,869		19,869	5,000	5,000	24,869
Carter Park	13,632	14,982	-1,350	30,000	30,000	28,650
S. Taylor Street Park	25,000		25,000			25,000
Skateboard Park	85,000	108,120	-23,120	50,000	50,000	26,880
Trail on N. Center St.				20,000	20,000	20,000
NON DEPARTMENTAL						
Interest (from FY 03 audit)				19,048	19,048	
Specific Contingency						
Total Contingency	124,688		124,688	19,048	19,048	143,736
TOTAL APPROPRIATIONS - Local	\$2,034,213	\$517,900	\$1,516,313	\$774,048	\$774,048	\$2,290,361
TRANSFER FROM GENERAL FUND				\$755,000	\$755,000	

26,880.42

PERSONNEL/BUDGETARY RECOMMENDATIONS

A. STAFFING LEVELS

New and reclassified positions recommended in the 2005-2006 Proposed Budget are as follows:

1. Assistant Town Manager – This position will be directly in charge of Parks & Recreation, Tourism, and Public Relations. This position will also assist the Town Manager in Budget preparation, Human Resources, and Records Management. In the absence of the Town Manager the Assistant Town Manager will assume his duties. The funding for this position will be available January 1, 2006.

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 1.5%, effective July 1, 2005. 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%, 1.5%, and 2%. These are the same three categories that were in place last year. Employees receiving evaluations of "Meets Standards" would receive the 1% increase, those receiving a rating of "Exceeds Standards" would receive the 1.5% increase, and those receiving a rating of "Exceptional" would receive 2%. This year, for the third time, all merit increases apply on July 1.

3) Health Insurance

The adopted budget contains funding for continued coverage of two comparable plans that are Key Advantage Expanded and Key Advantage 200. The two plans that the Town participated during FY05 are no longer available. There is an overall increase of 22% in the Town's Health Insurance premiums. There are no changes in the current Employer and Employee share of the health insurance premium.

4) Flexible Spending

The adopted budget contains funding for Town continue to provide a supplemental amount of \$50 per month per full-time employee, to be used at the discretion of the employee in the following ways: purchase of health insurance coverage for dependents,

purchase of the richer benefit health insurance plan, payment into one or both of the Town administered deferred compensation programs. This was initiated last year in an attempt to help to buffer the health insurance premium increases that have been experienced in recent years. The advantage to the Town of providing this type of benefit rather than higher salary increases is that there is not a need to pay FICA, VRS and life insurance on these amounts, a savings of 19.45%. This expense is distributed to all departments based upon the number of eligible employees.

5) Retiree Health Insurance

There are no recommended changes in the Retiree health insurance program.

6) Pay Classification Cap

The adopted budget includes increasing the pay grades from the 50% median range to the 66.7% median range. This will allow the Town's employees who have reached the ceiling of their pay scale to progress with annual COLA and Merit increases. The new range is in line with Hanover County policy.

Pay Plan

Effective for 2005-2006 Budget

GRADE	FY 06 MINIMUM	FY 06 MID POINT	FY 06 MAXIMUM
1	10,964	14,621	18,277
2	11,511	15,350	19,189
3	12,088	16,119	20,150
4	12,691	16,923	21,155
5	13,325	17,769	22,213
6	13,993	18,659	23,326
7	14,692	19,592	24,492
8	15,425	20,569	25,713
9	16,198	21,601	27,003
10	17,007	22,679	28,351
11	17,857	23,812	29,767
12	18,751	25,005	31,258
13	19,687	26,253	32,818
14	20,674	27,568	34,463
15	21,707	28,946	36,185
16	22,792	30,393	37,994
17	23,931	31,912	39,892
18	25,128	33,509	41,889
19	26,383	35,182	43,980
20	27,702	36,941	46,180
21	29,089	38,790	48,491
22	30,543	40,730	50,916
23	32,070	42,765	53,461
24	33,673	44,902	56,132
25	35,358	47,149	58,941
26	37,127	49,508	61,890
27	38,981	51,981	64,981
28	40,930	54,580	68,230
29	42,976	57,309	71,641
30	45,125	60,174	75,223
31	47,382	63,184	78,986
32	49,750	66,342	82,934
33	52,240	69,662	87,084
34	54,852	73,145	91,438
35	57,595	76,803	96,011

Pay and Classification Plan

Effective July 1, 2005

POSITION TITLE	2004 Grade	Pay Grade	Authorized No. Emp.
Administration			
Account Clerk A	14	14	0
Account Clerk B	15	15	2
Town Treasurer*	31	31	1
Clerk Typist			
Executive Secretary			
Secretary	13	13	
Administrative Assistant A	17	17	0
Purchasing Agent/Human Resources Coordinator	19	19	1
Assistant Town Manager		34	1
Planning & Community Development			
Administrative Assistant A	17	17	1
Planning Technician	19	19	0
GIS /Planner	23	27	1
Deputy Zoning Administrator		27	1
Director of Planning*	31	31	1
Tourism Director	22	22	0
Visitors Center Manager	14	14	1
Business Development Coordinator		27	1
POLICE			
Police Officer Trainee			
Police Officer	22	22	14
Police Sergeant	24	24	3
Police Corporal	23	23	3
Command Sergeant	24	24	
Police Lieutenant*	26	26	1
Police First Lieutenant			
Police Captain	27	27	1

POSITION TITLE	2005 Grade	2006 Grade	Authorized No. Emp.
Chief of Police	34	34	1
Investigator	22	22	2
Investigative Sergeant			
Administrative Assistant A	17	17	1
Clerk/Dispatcher	13	13	
Police Secretary/Dispatcher	15	15	2

PUBLIC WORKS

Administrative Assistant A	17	17	1
Special Projects Coordinator			
Engineering Technician II/Project Manager	25	25	1
Project Manager	25	27	1
Civil Engineer	28	28	
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
Mechanics Helper	15	15	
Equipment Mechanic	19	19	1
Lead Equipment Mechanic	22	22	1