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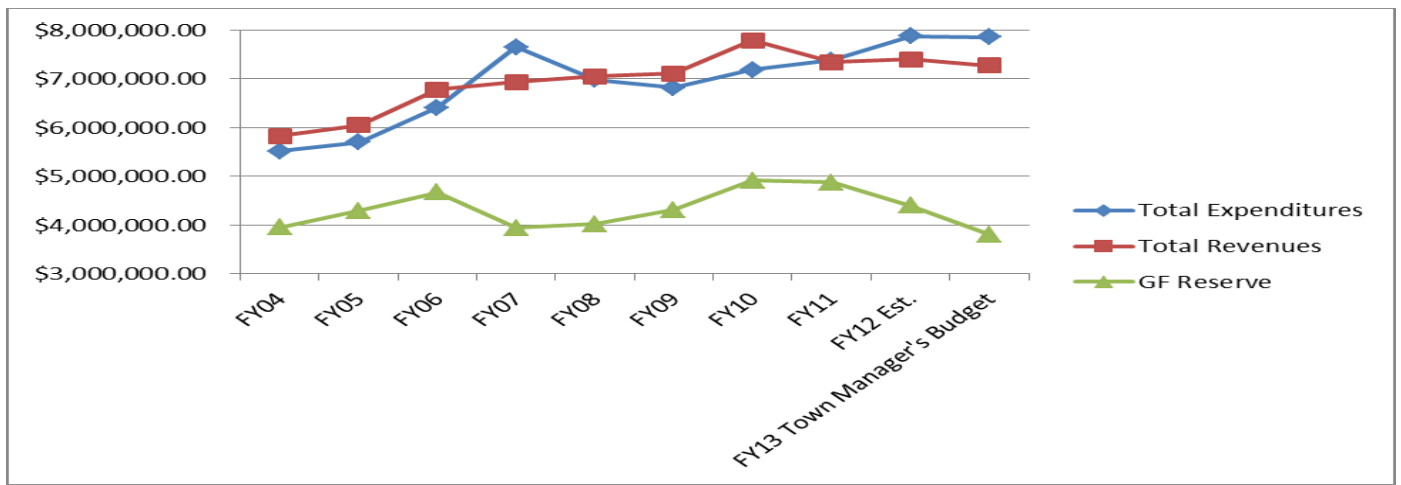
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Town of Ashland Proposed Financial Plan
July 1, 2012—June 30, 2013

I am pleased to present the Town Manager’s proposed budget for the fiscal period of July 1, 2012 through June 30, 2013.

The previous fiscal year has been challenging to manage as we continue to hope for the best with a swift return of the economy, but plan for the worst to ensure our financial viability. We continued what our citizens rate, according to the National Citizen Survey, as outstanding public services on a very tight budget. Achieving these laudable ratings will be difficult as fixed costs continue to rise, and we continue to be unable to reward our employees for their remarkable work and efforts.

The fiscal year 2013 budget represents a 1.5% increase over the adopted FY2012 budget, and a 2.3% decrease over the amended budget Council approved on February 21, 2012. The budget relies on a \$590,847 transfer from the General Fund Reserve to balance the budget. The following graph shows the trend of Town revenues, expenditures, and General Fund Reserve over the past nine years.



It is important to note the impact the \$552,159 budget amendment from fiscal year 2011 and \$300,000 budget amendment from fiscal year 2012 had on this picture. Obviously both the revenue and expenditure line items would be significantly less.

Revenues:

The Town’s existing revenue sources have plateaued, and continued economic development initiatives will be needed to increase revenue if rates are to remain the same. On top of this revenue stagnation, legislation at the State level continues to threaten our local taxing authority. In particular, this general assembly session offered a number of bills aimed at limiting or eliminating the Town’s authority to levy a Business Professional Occupancy Tax (BPOL) and Machinery & Tools tax. In addition, the State has appears intent on requiring some portion of local traffic fines to be sent to Richmond as State revenue. We expect to see similar legislation in the future from the Commonwealth of Virginia’s elected leadership.

Personnel:

Most of the personnel changes contained in the budget are mandated by the State. While the issue has not been fully resolved, this budget contains funding for a 5% raise for all full-time Town employees as required by Senate bill 497. In addition, this bill then requires the Town to deduct 5% from the employee’s salary to pay their portion of VRS. Previously, the Town was covering the 5% employee portion. The net cost of this bill for the Town is approximately \$30,000, and it will also leave each Town employee taking home less in each paycheck. In addition to these State mandated changes, I am recommending only a limited number of personnel changes in the coming year. Even though we have eliminated

approximately 11% of our workforce since FY2008, our existing staffing levels are operating at a very efficient rate. The few changes I am recommending are as follows:

- Provide a \$1,054 raise to the Senior Planer to bring the salary to the minimum for the pay grade. This employee was mistakenly hired at a pay level below the minimum for the grade.
- Allow for the Police Chief to hire a few additional hours of part time administrative help.

<u>Effective Date</u>	<u>FT Authorized</u>	<u>FT Funded</u>	<u>Year to Year Reduction</u>
7/1/2008	66	66	
7/1/2009	66	64	-3.03%
7/1/2010	65	61	-4.69%
7/1/2011	63	59	-3.28%
7/1/2012	63	59	0.00%
FY08 to FY12			-11.86%
FY09 to FY12			-8.47%
FY10 to FY12			-3.39%

Benefits:

I am not proposing any across the board cost of living adjustments (COLA) or merit increases other than those being mandated by the State. To be clear, the Town has not offered the opportunity for COLA or merit based raises since fiscal year 2009. While uninformed observers may see the State mandated 5% raise as an increase in pay, the 5% VRS contribution that accompanies it will actually lead to a reduction in take home pay for every Town employee. A simplistic example is provided below:

	6/30/2012	7/1/2012
Salary	\$ 40,000.00	\$ 42,000.00
Amount of Raise		\$ 2,000.00
VRS Contributor	\$ -	\$ 2,100.00
Take Home	\$ 40,000.00	\$ 39,900.00

In addition, I am recommending continuing health insurance with the Town’s current provider with a 7.1% decrease in premiums. I am not recommending any additional changes to the benefits package provided by the Town.

Capital:

This budget continues the practice of funding capital projects. Specifically, we will continue to invest in neighborhoods through our Residential Improvement Program, Sidewalk Curb and Gutter Program, and Drainage improvement program. I believe these additional investments in our infrastructure will help us to maintain the assets we currently have but also improve the quality of life for our citizens.

Summary:

While the economy shows glimmers of a rebound the effects on local governments will not be realized for a number of years. For the time being the Town has done a significant amount of work to streamline our organization and invest in priorities. Conservative budgeting practices have left us in a fortunate position where can use savings to work our way through a tough climate and continue to invest in infrastructure.

Tax Rates and Levies

The following tax rates and levies are the basis of the budget for July 1, 2012 through June 30, 2013:

Real Property Tax	\$.09 per \$100 of valuation
Mobile Home Tax	\$.07 per \$100 of valuation
Personal Property Tax	\$.77 per \$100 of valuation
Public Service Corp. Personal Property	\$.77 per \$100 of valuation
Machinery and Tools Tax	\$.77 per \$100 of valuation
Business, Professional Occupational License Tax (BPOL)	\$30.00 or \$0.07 per \$100 of gross receipts greater than \$100,000 up to \$25,000,000, plus \$0.05 above \$25,000,000 up to \$50,000,000 plus \$0.02 above \$50,000,000

Consumer Utility Tax—Each Service

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

Utility License Tax

Telephone:

0.5% of gross receipts within the Town

Other Local Taxes

Meals Tax	5%
Transient Occupancy Tax	5%
Cigarette Tax	\$.19 per pack

Motor Vehicle License Tax

Cars and Trucks	\$25.00
Motorcycles	\$15.00

Fund Balance

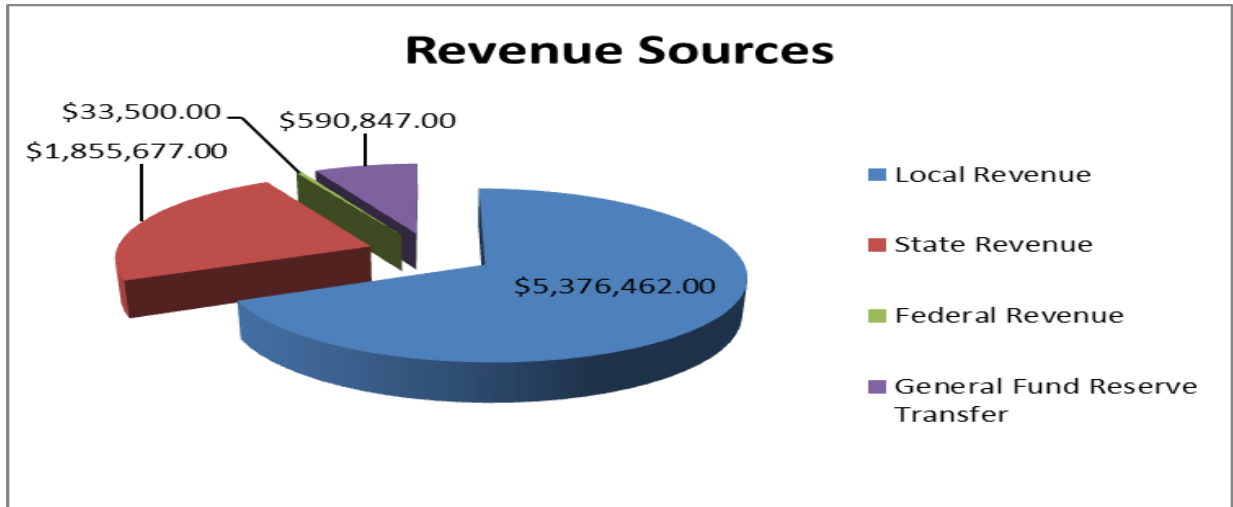
For reference, the actual fund balance for the previous fifteen years is tabulated below:

General Fund Balance as presented in annual audit:

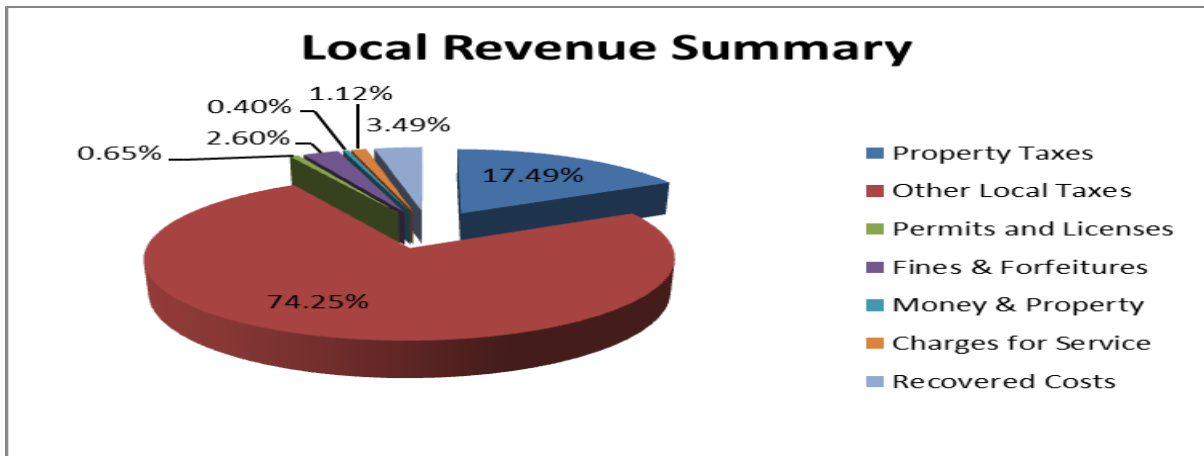
June 30, 1996:	\$1,443,413
June 30, 1997:	\$2,306,539
June 30, 1998:	\$2,717,683
June 30, 1999:	\$2,981,739
June 30, 2000:	\$3,496,054
June 30, 2001:	\$3,941,769
June 30, 2002:	\$3,933,094
June 30, 2003	\$3,636,499
June 30, 2004	\$3,765,068
June 30, 2005	\$4,290,267
June 30, 2006	\$4,664,398
June 30, 2007	\$3,943,785
June 30, 2008	\$4,020,537
June 30, 2009	\$4,310,763
June 30, 2010	\$4,914,679
June 30, 2011	\$4,870,915
Estimated Fund Balance—06/30/12	\$4,392,957
Plus Revenues—Estimated Through 06/30/13	\$7,265,639
Less Budgeted Expenditures for FY2013	\$7,856,486
Projected Fund Balance—06/30/13	\$3,802,110

*Equal to 48.4% of the General Fund Revenues/Expenditures FY13.

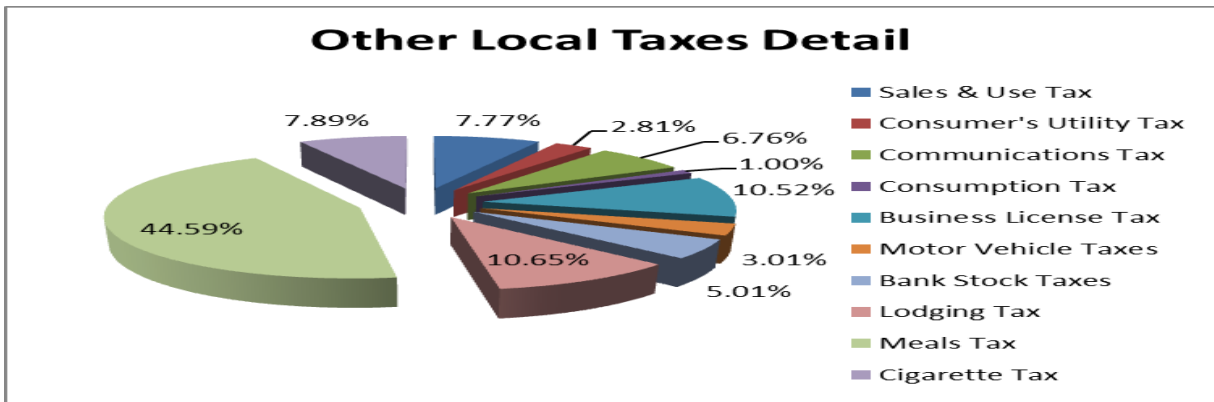
Revenue Summary



The Town receives over 74 percent of revenue from local sources and almost 26 percent from the State.



The largest source of revenue is "Other Local Taxes". This portion is consists of the meals tax, lodging tax, sales tax, cigarette tax, etc.



The meals tax is the largest single revenue generated by the Town.

Revenue Detail

		Acct. Code	FY10-11 Actual	Town Manager Adopted Budget FY11- 12	Mid Year Estimate FY11-12	Town Manager Recommended Budget FY12-13	% Change Budget
Revenue from Local Sources							
General Property Taxes		11000					
	Real Property Taxes	11010	\$ 645,551	\$ 640,000	\$ 641,390	\$ 625,000	-2.3%
	Real and Personal Public Service Corporation Taxes	11020	\$ 25,751	\$ 29,500	\$ 24,900	\$ 25,000	-15.3%
	Personal Property Taxes	11030	\$ 256,477	\$ 255,000	\$ 255,000	\$ 250,000	-2.0%
	Mobile Home Taxes	11030-0003	\$ 1,401	\$ 1,500	\$ 1,400	\$ 1,400	-6.7%
	Machinery and Tools Taxes	11040	\$ 20,533	\$ 18,000	\$ 22,000	\$ 22,000	22.2%
	Penalties	11060-0001	\$ 15,932	\$ 14,000	\$ 10,000	\$ 10,000	-28.6%
	Interest	11060-0010	\$ 8,982	\$ 10,000	\$ 7,000	\$ 7,000	-30.0%
<i>Total General Property Taxes</i>			\$ 974,627	\$ 968,000	\$ 961,690	\$ 940,400	-2.9%
Other Local Taxes		12000					
	Local Sales and Use Taxes	12010	\$ 338,717	\$ 330,000	\$ 338,000	\$ 310,000	-6.1%
	Consumer's Utility Tax	12020-0001	\$ 112,095	\$ 115,000	\$ 112,000	\$ 112,000	-2.6%
	Communications Taxes	12020-0002	\$ 284,467	\$ 290,000	\$ 270,000	\$ 270,000	-6.9%
	Consumption Tax	12030-2011- 12	\$ 44,451	\$ 34,000	\$ 40,000	\$ 40,000	17.6%
	Cable Television Franchise License	12040	\$ -	\$ -	\$ -	\$ -	0.0%
	Business License Taxes	12030-0001	\$ 434,134	\$ 410,000	\$ 420,000	\$ 420,000	2.4%
	Motor Vehicle Taxes	12050	\$ 123,063	\$ 130,000	\$ 123,000	\$ 120,000	-7.7%
	Bank Stock Taxes	12060	\$ 235,104	\$ 175,000	\$ 200,000	\$ 200,000	14.3%
	Hotel and Motel Room Taxes	12100	\$ 451,943	\$ 475,000	\$ 440,000	\$ 425,000	-10.5%
	Restaurant Food Taxes	12110	\$ 1,769,105	\$ 1,800,000	\$ 1,780,000	\$ 1,780,000	-1.1%
	Cigarette Tax	12080	\$ 309,554	\$ 300,000	\$ 315,000	\$ 315,000	5.0%
<i>Total Other Local Taxes</i>			\$ 4,102,633	\$ 4,059,000	\$ 4,038,000	\$ 3,992,000	-1.7%
Permits, Privilege Fees and Regulatory Licenses		13000					
	Zoning Permits	13030-0007	\$ 12,108	\$ 12,000	\$ 18,000	\$ 12,500	4.2%
	Sign Permits	13030-0019	\$ 2,050	\$ 1,900	\$ 1,500	\$ 1,600	-15.8%
	Right Of Way Permits	13030-0031	\$ 1,360	\$ 2,000	\$ 2,390	\$ 3,000	50.0%
	Sundry Miscellaneous	13040	\$ 21,791	\$ 15,000	\$ 18,000	\$ 18,000	20.0%
<i>Total Permits Etc.</i>			\$ 37,309	\$ 30,900	\$ 39,890	\$ 35,100	13.6%
Fines and Forfeitures							
	Court Fines and Forfeitures	14010	\$ 145,267	\$ 140,000	\$ 150,000	\$ 140,000	0.0%
<i>Total Fines and Forfeitures</i>			\$ 145,267	\$ 140,000	\$ 150,000	\$ 140,000	0.0%

Revenue Detail Continued

Revenue from Use of Money and Property:								
	Revenue from Use of Money	15010	\$ 7,056	\$ 7,000	\$ 6,000	\$ 6,000		-14.3%
	Revenue from Use of Property	15030-0005-6	\$ 16,695	\$ 15,000	\$ 15,500	\$ 15,500		3.3%
<i>Total from Use of Money and Property</i>			\$ 23,751	\$ 22,000	\$ 21,500	\$ 21,500		-2.3%
Charges for Services								
	Charges for P&R Services	15020-0007	\$ 63,284	\$ 50,000	\$ 60,000	\$ 60,000		20.0%
<i>Total Charges for Services</i>			\$ 63,284	\$ 50,000	\$ 60,000	\$ 60,000		20.0%
Miscellaneous Revenue								
	Miscellaneous	18999	\$ (17,371)	\$ -	\$ 50,000	\$ -		0.0%
<i>Total Miscellaneous Revenue:</i>			\$ (17,371)	\$ -	\$ 50,000	\$ -		0.0%
Recovered Costs		19020						
	Reimbursements from Employee Health Insurance Deductions	40000-0107	\$ -	\$ 121,152	\$ -	\$ -		-100.0%
	Accident Recovery	40000-0105	\$ -	\$ 1,000	\$ 165	\$ -		-100.0%
	Reimb. Frm RMC for Lights		\$ 1,846	\$ 2,000	\$ 1,900	\$ 1,900		-5.0%
	Fingerprinting Fees	40000-0106	\$ -	\$ 800	\$ 800	\$ 800		0.0%
	Hanover County Fire - Ful	40000-0108	\$ 2,697	\$ 15,000	\$ 15,000	\$ 15,000		0.0%
	Hanover County	40000-0201	\$ 172,644	\$ 168,040	\$ 168,039	\$ 169,762		1.0%
<i>Total Recovered Costs:</i>			\$ 177,187	\$ 307,992	\$ 185,904	\$ 187,462		-39.1%
Total Revenue from Local Sources			\$ 5,506,687	\$ 5,577,892	\$ 5,506,984	\$ 5,376,462		-3.6%

Revenue Detail Continued

Revenue from the Commonwealth								
		32200						
Noncategorical Aid		32210						
	Mobile Home Titling Tax	32210-0005	\$ 6,926	\$ 6,000	\$ 3,700	\$ 5,000		-16.7%
	Rolling Stock Tax	32210-0003	\$ 10,120	\$ 10,000	\$ 9,525	\$ 9,600		-4.0%
	Auto Rental Tax	32210-0006	\$ 72,764	\$ 80,000	\$ 80,000	\$ 80,000		0.0%
	Personal Property Tax Relief Funds	32210-9999	\$ 111,774	\$ 111,774	\$ 111,774	\$ 111,774		0.0%
<i>Total Noncategorical Aid</i>			\$ 201,584	\$ 207,774	\$ 204,999	\$ 206,374		-0.7%
Categorical Aid		32400						
	Streets and Highway Maintenance	32400-0415	\$ 1,404,399	\$ 1,432,487	\$ 1,457,603	\$ 1,457,603		1.8%
	DJCP Grants for LE (599)	32400-0417	\$ 171,336	\$ 165,320	\$ 165,320	\$ 165,320		0.0%
	Fire Programs	32400-0418	\$ 19,112	\$ 16,932	\$ 18,765	\$ 18,765		10.8%
	Litter Control	32400-0419	\$ 3,088	\$ 3,088	\$ 2,615	\$ 2,615		-15.3%
	VA Commission for Arts Grant	32400-0424	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000		0.0%
	Local Law Enforcement Block Grant		\$ 6,343	\$ -	\$ -	\$ -		0.0%
<i>Total Categorical Aid</i>			\$ 1,609,278	\$ 1,622,827	\$ 1,649,303	\$ 1,649,303		1.6%
Total Revenue from the Commonwealth			\$ 1,810,862	\$ 1,830,601	\$ 1,854,302	\$ 1,855,677		1.4%
Revenue from the Federal Government								
		33000						
Other Categorical Aid		33300						
	Bulletproof Vest Grant	33300-0111	\$ -	\$ 1,500	\$ 1,500	\$ 3,000		100.0%
	Justice Assistance Grant (Byrne)	33301-0109	\$ -	\$ 4,000	\$ 5,585	\$ 5,500		37.5%
	Stimulus Grant	33300-0120	\$ -	\$ -	\$ -	\$ -		0.0%
	Transportation Safety Grant	32400-0416	\$ 19,700	\$ 20,000	\$ 25,000	\$ 25,000		25.0%
<i>Total Other Categorical Aid</i>			\$ 19,700	\$ 25,500	\$ 32,085	\$ 33,500		31.4%
<i>Total Categorical Aid</i>			\$ 19,700	\$ 25,500	\$ 32,085	\$ 33,500		31.4%
Total Revenue from the Federal Government			\$ 19,700	\$ 25,500	\$ 32,085	\$ 33,500		31.4%
Total General Fund Revenue			\$ 7,337,248	\$ 7,433,993	\$ 7,393,371	\$ 7,265,639		-2.3%

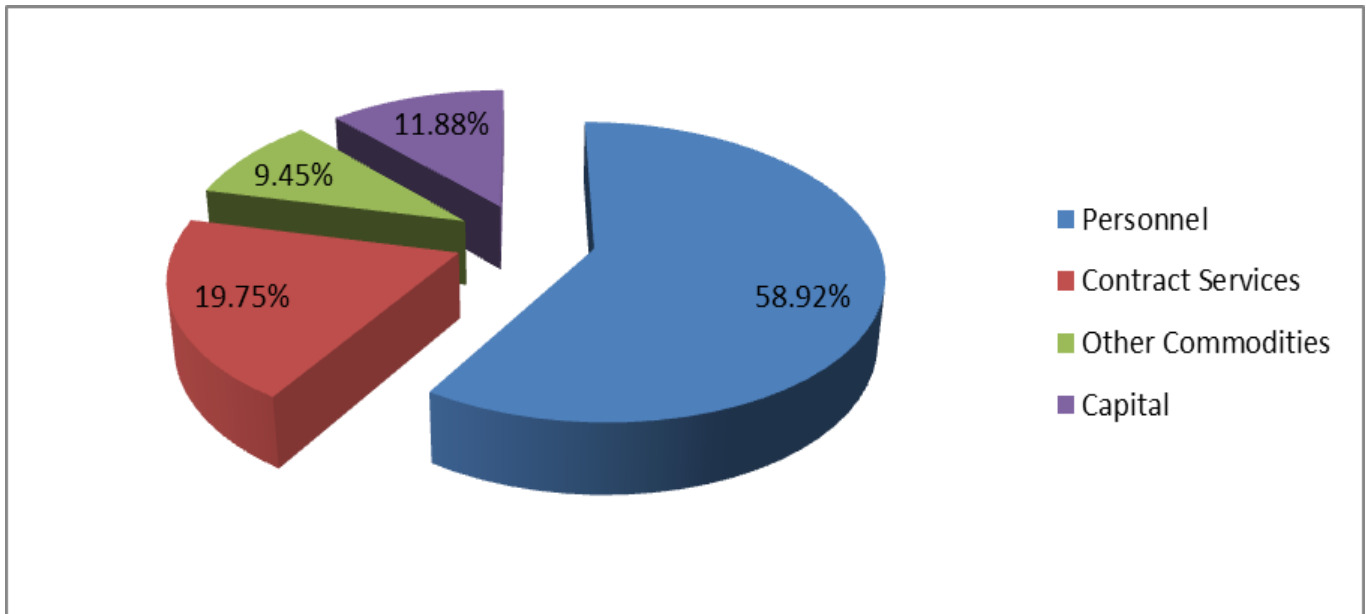
Revenue Detail Continued

CPF Revenue from Local Sources								
Permit, Fees & License								
	Stormwater BMP Contributions		\$ -	\$ -	\$ -	\$ -		0.0%
<i>Total Permit, Fees & License</i>			\$ -	\$ -	\$ -	\$ -		0.0%
Revenue from the Use of Money and Property								
	Revenue from the Use of Money		\$ 4,206	\$ 4,000	\$ 2,400	\$ 2,400		-40.0%
<i>Total Revenue from the Use of Money and Property</i>			\$ 4,206	\$ 4,000	\$ 2,400	\$ 2,400		-40.0%
Total CPF Revenue from Local Sources			\$ 4,206	\$ -	\$ 2,400	\$ 2,400		100.0%
CPF Revenue from Other Sources								
Transfers								
	Transfer from General Fund		\$ 901,167	\$ 651,998	\$ 951,998	\$ 680,000		4.3%
	Transfer from General Fund - VDOT		\$ -	\$ -	\$ -	\$ -		0.0%
<i>Total Transfers</i>			\$ 901,167	\$ 651,998	\$ 951,998	\$ 680,000		4.3%
Proffers and Sales								
	East Ashland Proffers	0008	\$ 25,000	\$ -	\$ -	\$ -		0.0%
<i>Total Proffers and Sales</i>			\$ 25,000	\$ -	\$ -	\$ -		0.0%
Total Revenue from Other Sources			\$ 926,167	\$ 651,998	\$ 951,998	\$ 680,000		4.3%
Total CPF Revenue			\$ 930,373	\$ 651,998	\$ 954,398	\$ 682,400		4.7%
Grand Total Revenues			\$ 8,267,621	\$ 8,085,991	\$ 8,347,769	\$ 7,948,039		-1.7%
Less CPF Transfers			\$ 7,337,248	\$ 7,433,993	\$ 7,395,771	\$ 7,265,639		-2.3%
Unappropriated Funds Transfer		40000-9999	\$ 43,764	\$ 305,813	\$ 477,958	\$ 590,847		93.2%
Total Budget			\$ 8,311,386	\$ 7,739,806	\$ 7,873,729	\$ 7,856,486		1.5%

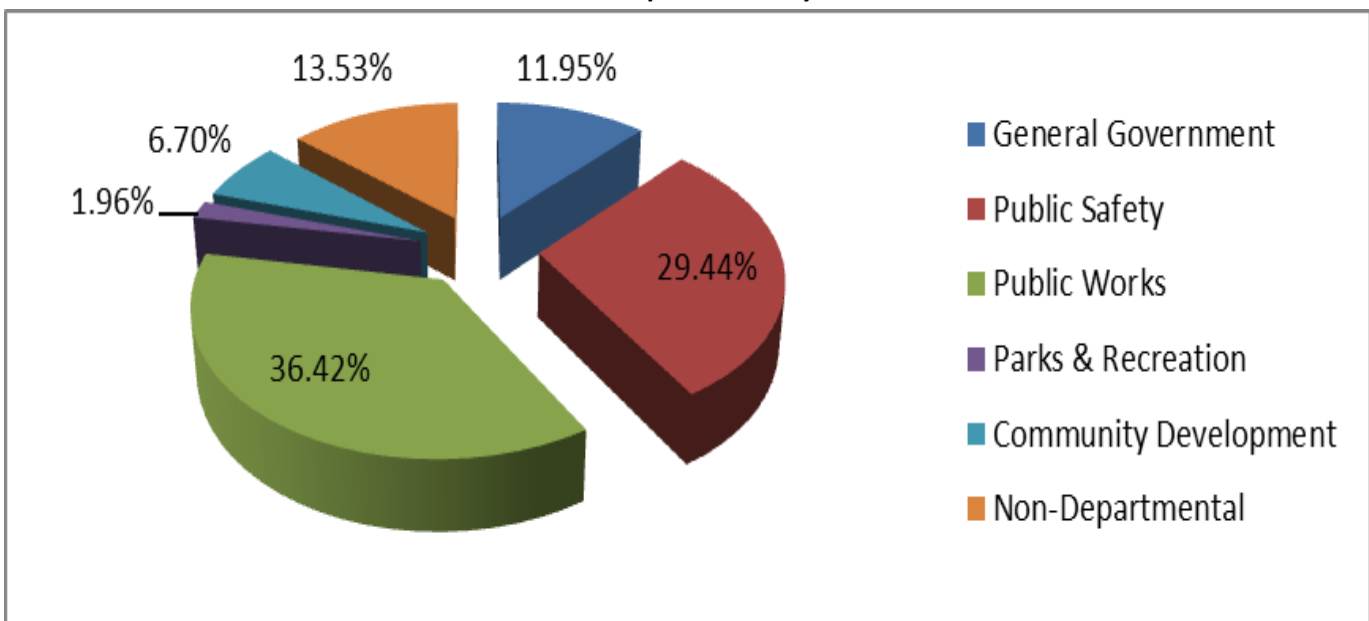
General Fund Expenditures

General Fund expenditures within the Town of Ashland budget are divided into sections which include General Government Administration, Public Safety, Public Works, Parks & Recreation, Planning & Community Development, and Non-Departmental. Staff divides each of these Departments into sub-categories and provides detail expenditure sheets for each sub-category. The detail sheets are broken down into personnel costs, contract services, other commodities, and capital. A summary of Town wide expenditures among all Departments broken into these four spending categories is provided for reference.

General Fund Expenditures by Category



General Fund Expenditures by Function

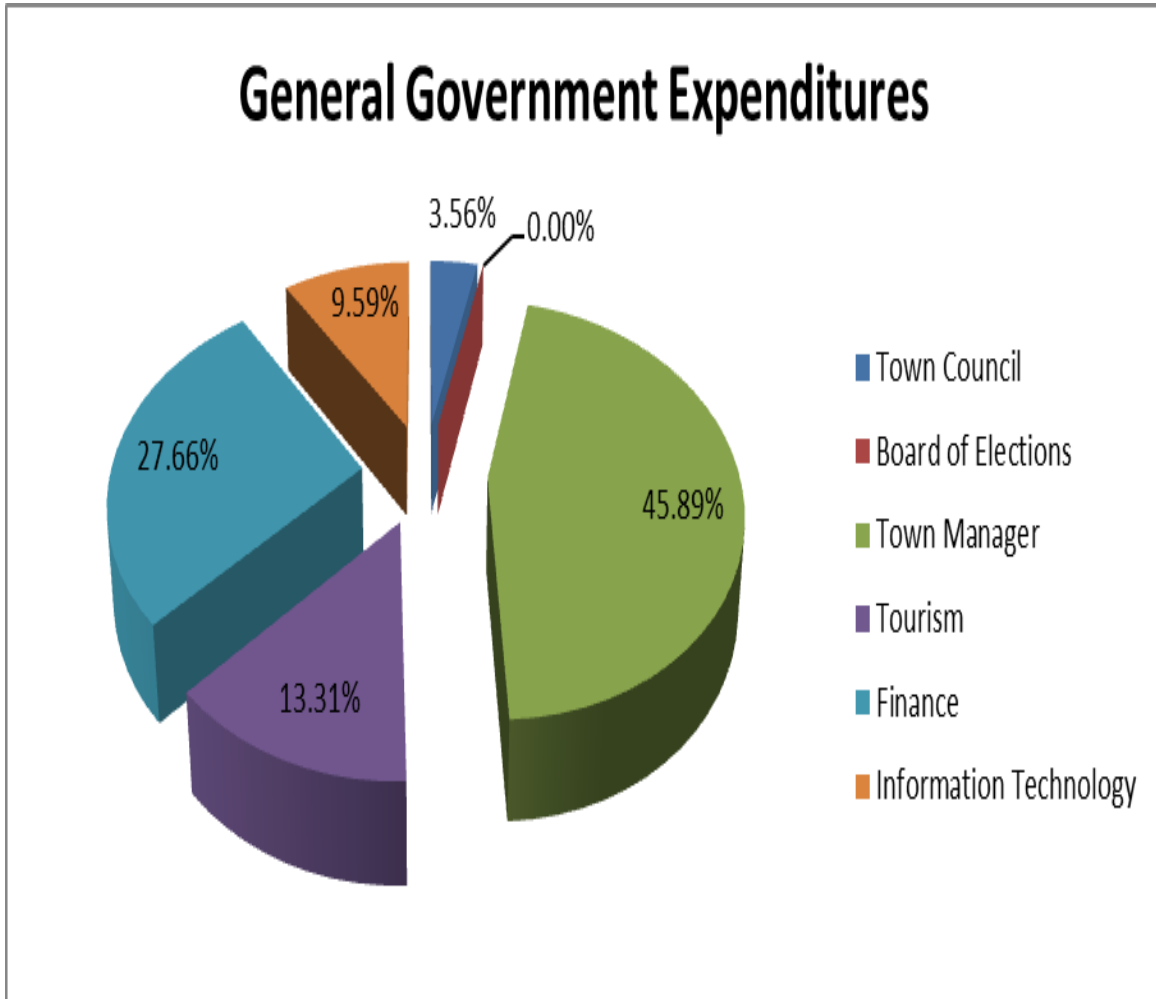


FY 2012 Expenditure Summary

			Adopted	Mid Year	Town	%
		FY10-11 Actual	Budget FY11-12	Estimate FY11-12	Manager Recommended Budget FY12-13	Change Budget
Personnel						
	General Government	\$ 621,974	\$ 504,612	\$ 502,345	\$ 519,332	2.9%
	Public Safety	\$ 1,874,822	\$ 1,928,817	\$ 1,939,508	\$ 2,007,482	4.1%
	Public Works	\$ 1,452,047	\$ 1,439,282	\$ 1,427,258	\$ 1,484,226	3.1%
	Parks & Recreation	\$ 85,187	\$ 80,780	\$ 85,491	\$ 86,067	6.5%
	Community Development	\$ 351,403	\$ 350,998	\$ 357,692	\$ 360,257	2.6%
	Non-Departmental	\$ -	\$ 280,660	\$ 159,508	\$ 171,728	-38.8%
	Total Personnel	\$ 4,385,433	\$ 4,585,149	\$ 4,471,802	\$ 4,629,092	1.0%
Contract Services						
	General Government	\$ 285,722	\$ 325,900	\$ 308,024	\$ 283,750	-12.9%
	Public Safety	\$ 86,159	\$ 92,756	\$ 106,077	\$ 85,577	-7.7%
	Public Works	\$ 690,571	\$ 1,065,297	\$ 1,056,714	\$ 1,084,700	1.8%
	Parks & Recreation	\$ 19,679	\$ 14,700	\$ 11,900	\$ 27,050	84.0%
	Community Development	\$ 21,255	\$ 58,400	\$ 53,600	\$ 70,300	20.4%
	Non-Departmental	\$ -	\$ -	\$ -	\$ -	0.0%
	Total Contract Services	\$ 1,103,386	\$ 1,557,053	\$ 1,536,315	\$ 1,551,377	-0.4%
Other Commodities						
	General Government	\$ 108,615	\$ 123,350	\$ 120,085	\$ 116,100	-5.9%
	Public Safety	\$ 223,092	\$ 207,482	\$ 211,555	\$ 219,653	5.9%
	Public Works	\$ 222,669	\$ 257,800	\$ 229,500	\$ 270,100	4.8%
	Parks & Recreation	\$ 33,109	\$ 41,200	\$ 41,200	\$ 41,200	0.0%
	Community Development	\$ 38,222	\$ 50,550	\$ 50,550	\$ 95,600	89.1%
	Non-Departmental	\$ -	\$ -	\$ -	\$ -	0.0%
	Total Other Commodities	\$ 625,708	\$ 680,382	\$ 652,890	\$ 742,653	9.2%
Capital Items						
	General Government	\$ 21,919	\$ 20,000	\$ 20,000	\$ 20,000	0.0%
	Public Safety	\$ -	\$ -	\$ -	\$ -	0.0%
	Public Works	\$ 556	\$ 21,500	\$ 17,000	\$ 22,500	4.7%
	Parks & Recreation	\$ -	\$ -	\$ -	\$ -	0.0%
	Community Development	\$ -	\$ 15,000	\$ 15,000	\$ -	-100.0%
	Non-Departmental	\$ 1,244,010	\$ 860,722	\$ 1,160,722	\$ 890,864	3.5%
	Total Capital Items	\$ 1,266,485	\$ 917,222	\$ 1,212,722	\$ 933,364	1.8%
Total Expenditures		\$ 7,381,012	\$ 7,739,806	\$ 7,873,729	\$ 7,856,486	1.5%

General Government Administration

The day to day administrative functions of the Town are labeled General Government Administration in the budget. This section is broken out into the separate budgets for Town Council, Board of Elections (BOE), Town Manager, Tourism, Finance, and Information Technology (IT). Individual budget sheets and narratives are provided for each of these functions.



Government Administration Expenditure Summary

			Adopted	Mid Year	Town	%
		FY10-11 Actual	Budget FY11-12	Estimate FY11-12	Manager's	Change
					Budget FY12-13	Budget
Personnel						
	Town Council	\$ 22,089	\$ 22,821	\$ 21,710	\$ 22,807	-0.1%
	BOE	\$ -	\$ -	\$ -	\$ -	0.0%
	Town Manager	\$ 371,646	\$ 268,824	\$ 270,083	\$ 280,196	4.2%
	Tourism	\$ 58,245	\$ 60,375	\$ 60,312	\$ 61,720	2.2%
	Finance	\$ 169,993	\$ 152,592	\$ 150,240	\$ 154,609	1.3%
	IT	\$ -	\$ -	\$ -	\$ -	0.0%
	Total Personnel	\$ 621,974	\$ 504,612	\$ 502,345	\$ 519,332	2.9%
Contract Services						
	Town Council	\$ 1,422	\$ 6,500	\$ 5,500	\$ 5,500	-15.4%
	BOE	\$ -	\$ 700	\$ 700	\$ -	-100.0%
	Town Manager	\$ 103,614	\$ 123,950	\$ 111,135	\$ 101,750	-17.9%
	Tourism	\$ 49,389	\$ 42,600	\$ 38,600	\$ 39,800	-6.6%
	Finance	\$ 82,810	\$ 77,150	\$ 80,589	\$ 84,600	9.7%
	IT	\$ 48,487	\$ 75,000	\$ 71,500	\$ 52,100	-30.5%
	Total Contract Services	\$ 285,722	\$ 325,900	\$ 308,024	\$ 283,750	-12.9%
Other Commodities						
	Town Council	\$ 4,064	\$ 4,750	\$ 5,100	\$ 5,100	7.4%
	BOE	\$ -	\$ 1,800	\$ 1,800	\$ -	-100.0%
	Town Manager	\$ 47,336	\$ 52,000	\$ 52,000	\$ 49,000	-5.8%
	Tourism	\$ 31,502	\$ 24,300	\$ 23,150	\$ 23,450	-3.5%
	Finance	\$ 18,878	\$ 21,500	\$ 20,035	\$ 20,550	-4.4%
	IT	\$ 6,835	\$ 19,000	\$ 18,000	\$ 18,000	-5.3%
	Total Other Commodities	\$ 108,615	\$ 123,350	\$ 120,085	\$ 116,100	-5.9%
Capital Items						
	Town Council	\$ -	\$ -	\$ -	\$ -	0.0%
	BOE	\$ -	\$ -	\$ -	\$ -	0.0%
	Town Manager	\$ -	\$ -	\$ -	\$ -	0.0%
	Tourism	\$ -	\$ -	\$ -	\$ -	0.0%
	Finance	\$ -	\$ -	\$ -	\$ -	0.0%
	IT	\$ 21,919	\$ 20,000	\$ 20,000	\$ 20,000	0.0%
	Total Capital Items	\$ 21,919	\$ 20,000	\$ 20,000	\$ 20,000	0.0%
Total General Govt Expenditures		\$ 1,038,230	\$ 973,862	\$ 950,454	\$ 939,182	-3.6%

Town Council Expenditure Detail

				Town Manager's Adopted Budget FY11-12	Mid Year Estimate FY11- 12	Town Manager's Recommended Budget FY12-13	% Change Budget
	Acct. Code	FY10-11 Actual					
Personnel							
	Regular Wages	11010-1110	\$ 20,400	\$ 21,000	\$ 20,000	\$ 21,000	0.0%
	FICA	11010-2100	\$ 1,561	\$ 1,625	\$ 1,530	\$ 1,607	-1.1%
	Unemployment Insurance	11010-2600	\$ 128	\$ 162	\$ 154	\$ 174	7.4%
	Worker's Compensation	11010-2700	\$ -	\$ 34	\$ 26	\$ 26	-23.5%
	Total Personnel		\$ 22,089	\$ 22,821	\$ 21,710	\$ 22,807	-0.1%
Contract Services							
	Printing and Binding	11010-3500		\$ 3,000	\$ 3,000	\$ 3,000	0.0%
	Advertising	11010-3600	\$ 1,422	\$ 1,500	\$ 1,500	\$ 1,500	0.0%
	Postage	11010-5210	\$ -	\$ 2,000	\$ 1,000	\$ 1,000	-50.0%
	Total Contract Services		\$ 1,422	\$ 6,500	\$ 5,500	\$ 5,500	-15.4%
Other Commodities							
	Travel, Convention, Education	11010-5500	\$ 3,496	\$ 4,000	\$ 4,000	\$ 4,000	0.0%
	Miscellaneous	11010-5800	\$ 221	\$ 450	\$ 800	\$ 800	77.8%
	Office Supplies	11010-6001	\$ 347	\$ 300	\$ 300	\$ 300	0.0%
	Total Other Commodities		\$ 4,064	\$ 4,750	\$ 5,100	\$ 5,100	7.4%
Capital Items							
			\$ -	\$ -	\$ -	\$ -	0.0%
	Total Capital Items		\$ -	\$ -	\$ -	\$ -	0.0%
Total Town Council							
			\$ 27,575	\$ 34,071	\$ 32,310	\$ 33,407	-1.9%

Town Council

1110 Regular Wages

Included in this line item are the following:

Salaries for Council Members

Mayor	\$350 per month--\$4,200 per year
Members	\$300 per month--\$3,600 per year
Rep. to PDC/MPO	\$50 per month--\$600 per year
Total Cost	\$19,200 per year

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

2100 FICA

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

2600 Unemployment Insurance

Calculated on the basis of .83% of the first \$8,000 earnings of each employee of the Town.

2700 Worker's Compensation

Insurance premiums charged by VML based on \$0.15 per \$100 of earnings.

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 re-codification of the Town Code, and the costs associated with producing the Town's newsletter.

3600 Advertising

Advertising costs include public hearing notices, advertisements of meeting schedules, openings on town committees and boards, advertisements for any goods or services requiring a bid, etc.

5210 Postage

Mailing costs related to Council operations, etc.

5500 Travel, Convention & Education

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

5800 Miscellaneous

This represents the annual cost for maintenance of a basic internet account for each Council member to facilitate the implementation of paperless communication and agenda packages. It also includes various expenses associated with Town Council including creating plaques, Keys to the Town, and certificates as necessary.

Board of Elections Expenditure Detail

		Acct. Code	FY10-11 Actual	Town Manager's Adopted Budget FY11- 12	Mid Year Estimate FY11- 12	Town Manager's Recommended Budget FY12-13	% Change Budget
Personnel							
	Regular Wages		\$ -	\$ -	\$ -	\$ -	0.0%
	FICA		\$ -	\$ -	\$ -	\$ -	0.0%
	Total Personnel		\$ -	\$ -	\$ -	\$ -	0.0%
Contract Services							
	Temporary Help Service Fees	11030-3200	\$ -	\$ 700	\$ 700	\$ -	-100.0%
	Total Contract Services		\$ -	\$ 700	\$ 700	\$ -	-100.0%
Other Commodities							
	Office Supplies	11030-6001	\$ -	\$ 1,800	\$ 1,800	\$ -	-100.0%
	Total Other Commodities		\$ -	\$ 1,800	\$ 1,800	\$ -	-100.0%
Capital Items							
			\$ -	\$ -	\$ -	\$ -	0.0%
	Total Capital Items		\$ -	\$ -	\$ -	\$ -	0.0%
Total BOE			\$ -	\$ 2,500	\$ 2,500	\$ -	-100.0%

Town Manager Expenditure Detail

		Acct. Code	FY10-11 Actual	Town Manager's Adopted Budget FY11-12	Mid Year Estimate FY11-12	Town Manager's Recommended Budget FY12-13	% Change Budget
Personnel							
	Regular Wages	12010-1110	\$ 273,675	\$ 197,400	\$ 197,400	\$ 207,270	5.0%
	FICA	12010-2100	\$ 20,561	\$ 15,101	\$ 15,101	\$ 15,856	5.0%
	VRS	12010-2210	\$ 39,464	\$ 28,781	\$ 28,781	\$ 27,484	-4.5%
	Deferred Comp	12010-2220	\$ 4,294	\$ 4,000	\$ 4,100	\$ 4,300	7.5%
	Medical/Hospital	12010-2300	\$ 32,385	\$ 22,488	\$ 23,723	\$ 23,748	5.6%
	Group Life Insurance	12010-2400	\$ 758	\$ 553	\$ 553	\$ 1,099	98.7%
	Unemployment Insurance	12010-2600	\$ 186	\$ 185	\$ 185	\$ 199	7.6%
	Worker's Compensation	12010-2700	\$ 324	\$ 316	\$ 240	\$ 240	-24.1%
	Total Personnel		\$ 371,646	\$ 268,824	\$ 270,083	\$ 280,196	4.2%
Contract Services							
	Legal and Professional Service	12010-3150	\$ 38,503	\$ 60,600	\$ 55,000	\$ 40,000	-34.0%
	Repairs & Maintenance	12010-3310	\$ 1,869	\$ 1,000	\$ 1,000	\$ 1,000	0.0%
	Advertising	12010-3600	\$ 4,601	\$ 1,250	\$ 1,250	\$ 5,250	320.0%
	Telecommunications	12010-5230	\$ 6,059	\$ 7,000	\$ 6,500	\$ 6,500	-7.1%
	Postage	12010-5210	\$ 633	\$ 1,500	\$ 1,000	\$ 1,000	-33.3%
	General Liability Insurance	12010-5308	\$ 41,854	\$ 45,000	\$ 38,385	\$ 40,000	-11.1%
	Lease of Equipment	12010-5410	\$ 10,096	\$ 7,600	\$ 8,000	\$ 8,000	5.3%
	Total Contract Services		\$ 103,614	\$ 123,950	\$ 111,135	\$ 101,750	-17.9%
Other Commodities							
	Travel, Convention, Education	12010-5500	\$ 11,074	\$ 13,000	\$ 13,000	\$ 10,000	-23.1%
	Miscellaneous	12010-5800	\$ 14,191	\$ 16,500	\$ 16,500	\$ 16,500	0.0%
	Dues & Membership	12010-5810	\$ 14,721	\$ 14,000	\$ 14,000	\$ 14,000	0.0%
	Office Supplies	12010-6001	\$ 7,350	\$ 8,500	\$ 8,500	\$ 8,500	0.0%
	Total Other Commodities		\$ 47,336	\$ 52,000	\$ 52,000	\$ 49,000	-5.8%
Capital Items							
	Capital Outlay		\$ -	\$ -	\$ -	\$ -	0.0%
	Total Capital Items		\$ -	\$ -	\$ -	\$ -	0.0%
Total Town Manager			\$ 522,596	\$ 444,774	\$ 433,218	\$ 430,946	-3.1%

Town Manager

1110 Regular Wages

The line item includes funding for the State mandated 5% raise required by SB497. The line item includes funding for three FTE positions including the Town Manager, Assistant to the Town Manager, 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 13.26% of the full time salaries in the regular wages line item. This amount only covers the employer portion of VRS. For the first time in FY13, employees will contribute the 5% employee portion.

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 .53%.

2600 Unemployment Insurance

Calculated on the basis of .83% of the first \$8,000 earnings of each employee of the Town.

2700 Worker's Compensation

Insurance premiums charged by VML based on \$0.15 per \$100 of earnings.

3150 Professional Services

This represents the cost for the contract with the Town Attorney, including the basic retainer and some allowance for additional hours at a total estimated cost of \$40,000. The retainer and hourly contract rate has not increased since the attorney first negotiated with the Council.

3310 Repairs & Maintenance

This is the estimated cost of repairs and maintenance and maintenance contracts for equipment and furnishings.

3600 Advertising

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

5210 Postage

Routine mailing costs for administrative efforts.

5230 Telecommunications

This item includes both local and long distance service and one cellular telephone.

5308 General Liability Insurance

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

5410 Lease of Equipment

This line item includes the lease on the copier, and the postage machine.

5500 Travel, Convention & Education

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

5800 Miscellaneous

Includes all other minor expenses not included in other categories.

5810 Dues & Memberships

Included within this line item are the following memberships (FY11/12 costs):

Richmond Employees Assistance Program	\$1024
Int'l City/County Management Association	\$696
Va. Local Government Management Assoc.	\$415
Richmond Regional PDC	\$4,030
VML	\$4,397
Virginia Chamber of Commerce	\$825
Greater Richmond Chamber of Commerce	\$935
Va. Citizens Planning Association	\$35
Va. Institute of Government	\$680
Natl. Arbor Day Foundation	\$25
Municipal Clerks Association	\$20
Va. Association of Govt. Purchasing	\$70
Natl. Institute of Govt. Purchasing	\$330
Capital Area Purchasing Association	\$30
Society for Human Resource Managers	\$180
Market Ashland Partnership	\$75
Virginia Economic Development Association	\$150

6001 Office Supplies

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

Tourism Expenditure Detail

	Acct. Code	FY10-11 Actual	Town Manager's Adopted Budget FY11- 12	Mid Year Estimate FY11- 12	Town Manager's Recommended Budget FY12-13	% Change Budget
Personnel						
Regular Wages	12100-1110	\$ 44,004	\$ 44,380	\$ 44,380	\$ 46,207	4.1%
Overtime		\$ -	\$ -	\$ -	\$ -	0.0%
FICA	12100-2100	\$ 3,371	\$ 3,395	\$ 3,395	\$ 3,535	4.1%
VRS	12100-2210	\$ 4,652	\$ 5,326	\$ 5,326	\$ 5,086	-4.5%
Deferred Comp	12100-2220	\$ 489	\$ 500	\$ 479	\$ 479	-4.2%
Medical/Hospital	12100-2300	\$ 5,380	\$ 6,456	\$ 6,456	\$ 6,024	-6.7%
Group Life Insurance	12100-2400	\$ 89	\$ 124	\$ 102	\$ 203	63.7%
Unemployment Insurance	12100-2600	\$ 98	\$ 123	\$ 120	\$ 132	7.3%
Worker's Compensation	12100-2700	\$ 162	\$ 71	\$ 54	\$ 54	-23.9%
Total Personnel		\$ 58,245	\$ 60,375	\$ 60,312	\$ 61,720	2.2%
Contract Services						
Professional Service	12100-3150	\$ 20,945	\$ 10,000	\$ 10,000	\$ 10,000	0.0%
Janitorial Service	12100-3170	\$ 386	\$ 300	\$ 300	\$ 300	0.0%
Advertising	12100-3600	\$ 18,043	\$ 23,000	\$ 20,000	\$ 22,000	-4.3%
Electric Service	12100-5110	\$ 1,853	\$ 1,500	\$ 2,500	\$ 1,500	0.0%
Heating Service	12100-5120	\$ 2,717	\$ 2,000	\$ 800	\$ 800	-60.0%
Postage	12100-5210	\$ 920	\$ 1,800	\$ 1,000	\$ 1,200	-33.3%
Telecommunications	12100-5230	\$ 4,525	\$ 4,000	\$ 4,000	\$ 4,000	0.0%
Total Contract Services		\$ 49,389	\$ 42,600	\$ 38,600	\$ 39,800	-6.6%
Other Commodities						
Travel, Convention, Education	12100-5500	\$ 681	\$ 750	\$ 600	\$ 600	-20.0%
Special Events	12100-5801	\$ 26,589	\$ 20,000	\$ 20,000	\$ 20,000	0.0%
Dues & Membership	12100-5810	\$ 570	\$ 550	\$ 550	\$ 550	0.0%
Office Supplies	12100-6001	\$ 3,263	\$ 2,000	\$ 1,500	\$ 1,500	-25.0%
Repairs & Maintenance Supplies	12100-6007	\$ 400	\$ 1,000	\$ 500	\$ 800	-20.0%
Total Other Commodities		\$ 31,502	\$ 24,300	\$ 23,150	\$ 23,450	-3.5%
Capital Items						
Capital Outlay		\$ -	\$ -	\$ -	\$ -	0.0%
Total Capital Items		\$ -	\$ -	\$ -	\$ -	0.0%
Total Tourism		\$ 139,136	\$ 127,275	\$ 122,062	\$ 124,970	-1.8%

Tourism

1110 Regular Wages

The line items includes funding for the State mandated 5% raise required by SB497. The line item includes funding for one FTE positions and one part time position.

2100 FICA

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

2210 VRS

VRS is calculated on the basis of 13.26% of the full time salaries in the regular wages line item. This amount only covers the employer portion of VRS. For the first time in FY13, employees will contribute the 5% employee portion.

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 .53%.

2600 Unemployment Insurance

Calculated on the basis of .83% of the first \$8,000 earnings of each employee of the Town.

2700 Worker's Compensation

Insurance premiums charged by VML based on \$0.15 per \$100 of earnings.

3150 Professional Services – Contractual

This item includes estimated costs for preparation and printing of a variety of promotional brochures, and subscription to a brochure distribution service.

3170 Janitorial Services

This item represents the cost of janitorial services for the Visitors Center. Janitorial services are now by Public Works staff, and funds included in this line item are for enhanced one-time cleaning jobs required due to significant soot build up at the station.

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.

5801 Special Events

This line item is to help fund the Bluemont Concert Series and Train Day. Currently includes \$10,000 for Bluemont and \$10,000 for other events. \$5,000 of the amount for Bluemont is offset by a Virginia Commission for the Arts Grant.

5810 Dues and Membership

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

6001 Office Supplies

This item covers all usual office supplies for the Tourism office.

6007 Repairs and Maintenance

This item covers the routine repairs of equipment and any minor changes necessary to the office space for the operation of the office.

8000 Capital Outlay

This item is for improvements and non-routine repairs to the Visitor's Center.

Finance

1110 Regular Wages

The line items includes funding for the State mandated 5% raise required by SB497. Salaries for the Deputy Town Manager/Finance Director and one Account Clerk.

2100 FICA

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

2210 VRS

VRS is calculated on the basis of 13.26% of the full time salaries in the regular wages line item. This amount only covers the employer portion of VRS. For the first time in FY13, employees will contribute the 5% employee portion.

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 .53%.

2600 Unemployment Insurance

Calculated on the basis of .83% of the first \$8,000 earnings of each employee of the Town.

2700 Worker's Compensation

Insurance premiums charged by VML based on \$0.15 per \$100 of earnings.

3150 Professional Services

Annual Audit, Accounting Software Assistance, and preparation of Real Estate/Personal Property Tax bills. In addition, annual service for BAI.net online tax collection service.

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 and one cell phone.
- 5309 A/R Crime Coverage Insurance**
Bonding insurance for employees who handle monies.
- 5410 Lease of Equipment**
Lease of AS400 Accounting server. Cost transferred to Treasurer's office from IT budget. FY13 is the final year.
- 5500 Travel, Convention & Education**
Treasurer's Association of Virginia meetings and convention expenses. Costs include VLGFOA trainings and Virginia Associations of Treasurers trainings. Also include funding for Acct. Clerk training through BAI Accounting Software.
- 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. Also includes ICMA and VLGMA for Deputy Town Manager
- 6001 Office Supplies**
Office supplies, cost of forms, applications and tax bills. Purchase of cigarette tax stamps.

Information Technology Expenditure Detail

		Acct. Code	FY10-11 Actual	Town Manager's Adopted Budget FY11-12	Mid Year Estimate FY11- 13	Town Manager's Recommended Budget FY12-13	% Change Budget
Personnel							
	Regular Wages		\$ -	\$ -	\$ -	\$ -	0.0%
	Overtime		\$ -	\$ -	\$ -	\$ -	0.0%
	Total Personnel		\$ -	\$ -	\$ -	\$ -	0.0%
Contract Services							
	Professional Service	12510-3150	\$ 42,636	\$ 67,000	\$ 65,000	\$ 45,600	-31.9%
	Telecommunications	12510-5230	\$ 5,851	\$ 8,000	\$ 6,500	\$ 6,500	-18.8%
	Total Contract Services		\$ 48,487	\$ 75,000	\$ 71,500	\$ 52,100	-30.5%
Other Commodities							
	Miscellaneous	12510-5800	\$ 3,733	\$ 14,000	\$ 14,000	\$ 13,000	-7.1%
	Repair & Maintenance Supplies	12510-6007	\$ 3,102	\$ 5,000	\$ 4,000	\$ 5,000	0.0%
	Total Other Commodities		\$ 6,835	\$ 19,000	\$ 18,000	\$ 18,000	-5.3%
Capital Items							
	Scheduled CPU Replacement	12510-6021	\$ 21,919	\$ 20,000	\$ 20,000	\$ 20,000	0.0%
	Total Capital Items		\$ 21,919	\$ 20,000	\$ 20,000	\$ 20,000	0.0%
Total IT			\$ 77,241	\$ 114,000	\$ 109,500	\$ 90,100	-21.0%

Information Technology

There is no separate funding of personnel in this category. The Deputy Town Manager manages the IT function as well as the contract with the IT consultant.

3150 Professional Services

This line item covers the use of consultant services for monitoring the Town's network and providing on call services when issues arise that are beyond the staff's time or ability to handle. The consultant providing this service has not requested a funding increase. Experis provides the Town with software, hardware and help desk services through two dedicated employees with significant experience in all three of these areas. In addition to the experience of these two employees they bring with them the experience and resources of a large well respected company

5230 Telecommunications

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

5800 Miscellaneous

This item is intended to cover unforeseen costs in replacement or acquisition of equipment and software or similar items necessary for the conduct of the IT functions. This line item also covers the subscription to the Microsoft Software Assurance program for each Microsoft Office license used by Town staff.

6007 Repair and Maintenance Supplies

This line item covers primary computer supplies, and replacement of bad parts.

6021 Scheduled CPU Replacement

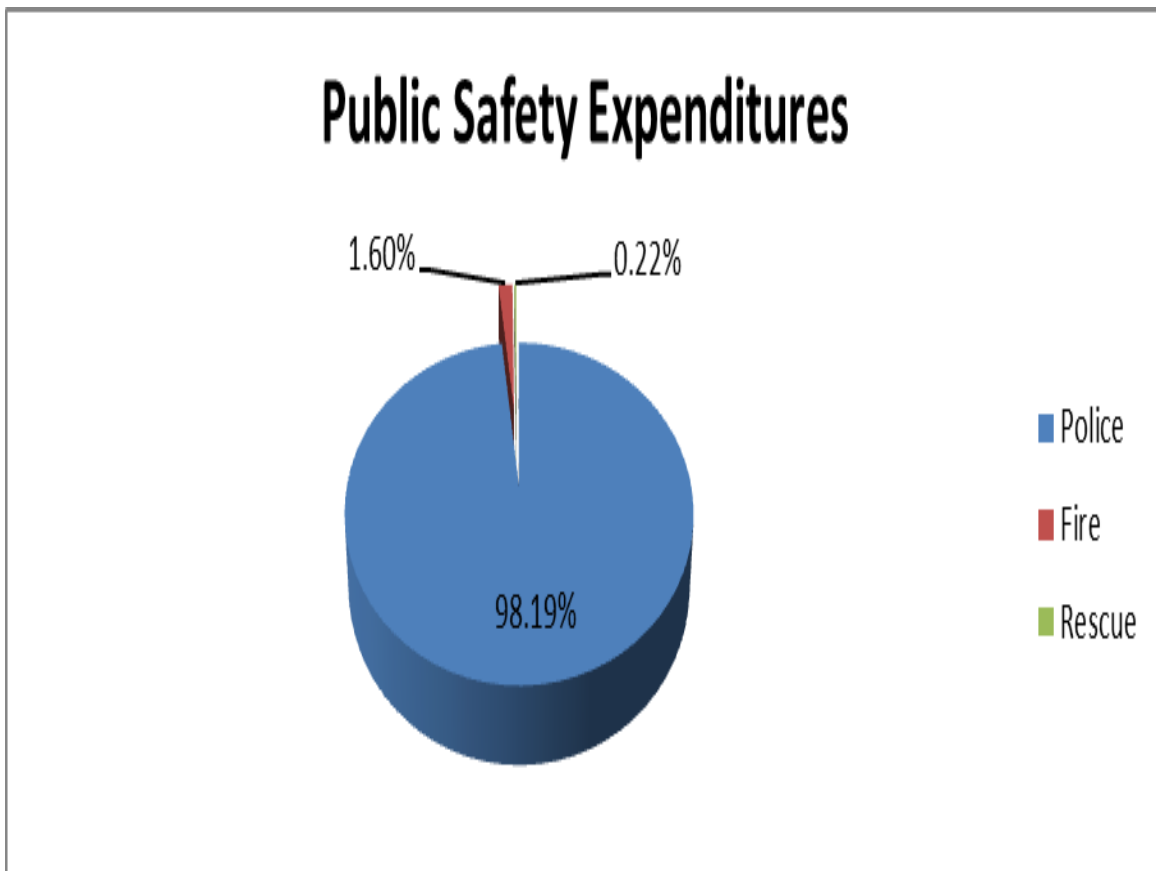
This line item is for the purchase of new computers and associated peripheral devices on a town wide basis. The standard the Town is striving to achieve is a four-year replacement cycle. The Deputy Town Manager has coordinated a replacement cycle for all departments.

Public Safety

The day to day police, fire and ambulance functions of the Town are labeled Public Safety in the budget. This section is broken out into the separate budgets for Police, Fire, and Ambulance services. Individual budget sheets and narratives are provided for each of these functions.

The Town of Ashland provides police services through the Ashland Police Department. Hanover County provides fire protection services for the Town of Ashland through the Ashland Volunteer Fire Department. A budget sheet is included for this service because the Town Manager applies for a grant on behalf of the local fire station. In addition, the Town historically provides a monetary donation to the County Fire Department for enhanced capital purchases to improve services in the Town.

Hanover County provides ambulance services for the Town of Ashland through the Ashland Volunteer Rescue Squad. A budget sheet is included for this service because the Town of Ashland historically provides a monetary donation to the Rescue Squad for enhanced capital purchases to improve services in the Town.



Public Safety Expenditure Summary

			Town Manager Adopted Budget FY11-12	Mid Year Estimate FY11- 12	Town Manager's Recommended Budget FY12-13	% Change Budget
		FY10-11 Actual				
Personnel						
	Police	\$ 1,874,822	\$ 1,928,817	\$ 1,939,508	\$ 2,007,482	4.1%
	Fire	\$ -	\$ -	\$ -	\$ -	0.0%
	Ambulance & Rescue	\$ -	\$ -	\$ -	\$ -	0.0%
	Total Personnel	\$ 1,874,822	\$ 1,928,817	\$ 1,939,508	\$ 2,007,482	4.1%
Contract Services						
	Police	\$ 86,159	\$ 92,756	\$ 106,077	\$ 85,577	-7.7%
	Fire	\$ -	\$ -	\$ -	\$ -	0.0%
	Ambulance & Rescue	\$ -	\$ -	\$ -	\$ -	0.0%
	Total Contract Services	\$ 86,159	\$ 92,756	\$ 106,077	\$ 85,577	-7.7%
Other Commodities						
	Police	\$ 193,980	\$ 165,550	\$ 169,623	\$ 177,721	7.4%
	Fire	\$ 24,112	\$ 36,932	\$ 36,932	\$ 36,932	0.0%
	Ambulance & Rescue	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	0.0%
	Total Other Commodities	\$ 223,092	\$ 207,482	\$ 211,555	\$ 219,653	5.9%
Capital Items						
	Police	\$ -	\$ -	\$ -	\$ -	0.0%
	Fire	\$ -	\$ -	\$ -	\$ -	0.0%
	Ambulance & Rescue	\$ -	\$ -	\$ -	\$ -	0.0%
	Total Capital Items	\$ -	\$ -	\$ -	\$ -	0.0%
Total Public Safety Expenditures		\$ 2,184,073	\$ 2,229,055	\$ 2,257,140	\$ 2,312,712	3.8%

Police Expenditure Detail

		Acct. Code	FY10-11 Actual	Town Manager Adopted Budget FY11-12	Mid Year Estimate FY11- 12	Town Manager's Recommended Budget FY12-13	% Change Budget
Personnel							
	Regular Wages	31100-1110	\$ 1,326,422	\$ 1,363,665	\$ 1,363,665	\$ 1,442,715	5.8%
	Overtime		\$ -	\$ -	\$ -	\$ -	0.0%
	FICA	31100-2100	\$ 98,329	\$ 104,320	\$ 104,320	\$ 110,368	5.8%
	VRS	31100-2210	\$ 173,570	\$ 175,640	\$ 175,640	\$ 175,771	0.1%
	Deferred Comp	31100-2220	\$ 13,823	\$ 21,000	\$ 20,728	\$ 16,200	-22.9%
	Medical/Hospital	31100-2300	\$ 229,234	\$ 211,728	\$ 238,000	\$ 221,538	4.6%
	Group Life Insurance	31100-2400	\$ 3,333	\$ 9,910	\$ 3,600	\$ 7,026	-29.1%
	Unemployment Insurance	31100-2600	\$ 1,476	\$ 1,303	\$ 1,550	\$ 1,859	42.7%
	Worker's Compensation	31100-2700	\$ 28,635	\$ 41,251	\$ 32,005	\$ 32,005	-22.4%
	Total Personnel		\$ 1,874,822	\$ 1,928,817	\$ 1,939,508	\$ 2,007,482	4.1%
Contract Services							
	Professional Service	31100-3110	\$ 5,976	\$ 5,000	\$ 4,000	\$ 5,000	0.0%
	Repairs & Maintenance	31100-3310	\$ 11,538	\$ 15,000	\$ 15,000	\$ 15,000	0.0%
	Advertising	31100-3600	\$ (75)	\$ 1,000	\$ 1,039	\$ 1,000	0.0%
	Purchased Services/Other Gov	31100-3800	\$ -	\$ 250	\$ 250	\$ 25	-90.0%
	Electric Service	31100-5110	\$ 8,446	\$ 9,000	\$ 9,000	\$ 9,000	0.0%
	Heating Service	31100-5120	\$ 1,913	\$ 1,900	\$ 1,900	\$ 1,900	0.0%
	Water & Sewer	31100-5130	\$ 728	\$ 700	\$ 700	\$ 700	0.0%
	Postage	31100-5210	\$ 146	\$ 750	\$ 750	\$ 750	0.0%
	Telecommunications	31100-5230	\$ 23,309	\$ 19,487	\$ 34,269	\$ 24,752	27.0%
	Radio Repairs	31100-5240	\$ 2,193	\$ 3,500	\$ 3,500	\$ 3,500	0.0%
	Motor Vehicle Insurance	31100-5305	\$ 12,619	\$ 16,969	\$ 16,969	\$ 13,000	-23.4%
	A/R Crime Coverage Insurance	31100-5309	\$ 620	\$ 700	\$ 700	\$ 650	-7.1%
	Lease of Equipment	31100-5410	\$ 18,748	\$ 18,500	\$ 18,000	\$ 10,300	-44.3%
	Total Contract Services		\$ 86,159	\$ 92,756	\$ 106,077	\$ 85,577	-7.7%
Other Commodities							
	Travel, Convention, Education	31100-5500	\$ 12,130	\$ 9,000	\$ 9,000	\$ 9,000	0.0%
	Miscellaneous	31100-5800	\$ 4,573	\$ 4,000	\$ 4,000	\$ 4,000	0.0%
	Attorney Fees	31100-5801	\$ 4,164	\$ 4,500	\$ 2,500	\$ 4,500	0.0%
	Dues & Membership	31100-5810	\$ 15,183	\$ 16,450	\$ 16,450	\$ 16,450	0.0%
	Office Supplies	31100-6001	\$ 4,375	\$ 5,000	\$ 5,000	\$ 5,000	0.0%
	Repair & Maintenance Supplies	31100-6007	\$ 5,542	\$ 5,000	\$ 5,000	\$ 5,000	0.0%
	Fuel	31100-6008	\$ 59,543	\$ 53,000	\$ 64,673	\$ 65,171	23.0%
	Vehicle/Powered Equipment	31100-6009	\$ 25,412	\$ 18,000	\$ 18,000	\$ 18,000	0.0%
	Police Supplies	31100-6010	\$ 32,737	\$ 28,000	\$ 28,000	\$ 28,000	0.0%
	Uniforms and Wearing Apparare	31100-6011	\$ 26,564	\$ 20,600	\$ 15,000	\$ 20,600	0.0%
	Crime Prevention	31100-6021	\$ 3,758	\$ 2,000	\$ 2,000	\$ 2,000	0.0%
	Total Other Commodities		\$ 193,980	\$ 165,550	\$ 169,623	\$ 177,721	7.4%
Capital Items							
	Capital Outlay	31100-8000	\$ -	\$ -	\$ -	\$ -	0.0%
	Federal Stimulus Grant	31100-8001	\$ -	\$ -	\$ -	\$ -	0.0%
	Total Capital Items		\$ -	\$ -	\$ -	\$ -	0.0%
Total Police			\$ 2,154,961	\$ 2,187,123	\$ 2,215,208	\$ 2,270,780	3.8%

Ashland Police Department

1110 Personnel Services

The line item includes funding for the State mandated 5% raise required by SB497. This line item accounts for the salaries of all APD personnel.

2100 FICA

Calculated at 7.65% of regular wages line item.

2210 VRS Retirement

VRS is calculated on the basis of 13.26% of the full time salaries in the regular wages line item. This amount only covers the employer portion of VRS. For the first time in FY13, employees will contribute the 5% employee portion.

2220 Deferred Compensation

This account covers the town's contribution match to the employee's deferred compensation program.

2300 Health Insurance

Town's contribution for health insurance.

2400 Group Life Insurance

This covers the costs of premiums through VRS at .53%.

2600 Unemployment Insurance

Calculated on the basis of .83% of the first \$8,000 earnings of each employee.

2700 Workers Compensation

Insurance premiums charged by VML. The rate for officers is \$2.47 per \$100 of earnings. Office personnel have a rate of \$.15 per \$100 of earnings.

3110 Other Professional Services

This line item pays for associated costs incurred in a selection process for sworn officers.

3170 Janitorial Services

Since July 1, 2009, town employees have been cleaning the building. This line will continue to remain unfunded.

3310 Repairs and Maintenance

This account covers the service agreement on our Records Management System, the service agreement on our copiers, mandated radar calibrations and our generator warranty. This line item also reflects costs associated with the maintenance of our Mobile Data Terminal program.

3600 Advertising

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

3800 Purchase Services/Other Government

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

5110 Electric Service

This account pays for the electricity on the APD headquarters building.

5120 Heating Service

This account pays for the heating on the APD headquarters building.

5130 Water & Sewer Bill

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

5210 Postage

This account pays for the usual and customary postage needs of the department. There is no change to this line.

5230 Telecommunications

This account pays for the telephones, data lines in the headquarters building, and cell phones for officers. In FY12, this line was decreased by eliminating cell phone assignment to patrol officers. This line now reflects an increase of \$5,265 to account for wireless service for our 13 MDTs. The original grant that funded this project will expire September 30, 2012 and we will need to assume financial responsibility.

5240 Radio Repairs

This account covers repairs to our aging inventory of 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.

5309 A/R Crime Coverage, Ins.

This line item pays for insurance on our Auxiliary Police Officers and Citizen Task Force members.

5410 Lease of Equipment

This account pays for the lease on mobile video cameras in the police units. The lease on units will mature in mid FY13, transferring all ownership rights to the Town.

5500 Travel, Convention & Education

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

5800 Miscellaneous

This account funds our covert investigations fund and other services not allocated to other line items. There is no increase for this item.

5801 Attorney Fees

This line item pays for any attorney fees of defendants who win their court case.

5810 Dues and Memberships

The funds in this account pays for our membership in the Rappahannock Regional Criminal Justice Training Academy and CALEA accreditation.

6001 Office Supplies

This account pays for our miscellaneous office supplies, and our copy paper.

6007 Repairs and Maintenance

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

6008 Fuel

This account pays for fuel for police vehicles.

6009 Vehicle and Power Equipment

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

6010 Police Supplies

This account pays for those supplies directly related to our police activities.

6011 Uniforms & Wearing Apparel

This account pays for uniforms, body armor and other wearable apparel for APD employees.

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.

Fire Expenditure Detail

		Acct. Code	FY10-11 Actual	Town Manager Recommended Budget FY11-12	Mid Year Estimate FY11- 12	Town Manager's Recommended Budget FY12-13	% Change Budget
Personnel							
	Regular Wages		\$ -	\$ -	\$ -		0.0%
	Overtime		\$ -	\$ -	\$ -		0.0%
	Total Personnel		\$ -	\$ -	\$ -	\$ -	0.0%
Contract Services							
	Repairs & Maintenance	32100-3310	\$ -	\$ -	\$ -		0.0%
	Total Contract Services		\$ -	\$ -	\$ -	\$ -	0.0%
Other Commodities							
	Contributions, Other Payment	32100-5600	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	0.0%
	Fire Fund Distribution	32100-5701	\$ 19,112	\$ 16,932	\$ 16,932	\$ 16,932	0.0%
	Repair & Maintenance Supplies	32100-6007	\$ -	\$ -	\$ -	\$ -	0.0%
	Fuel	32100-6008	\$ -	\$ 15,000	\$ 15,000	\$ 15,000	0.0%
	Total Other Commodities		\$ 24,112	\$ 36,932	\$ 36,932	\$ 36,932	0.0%
Capital Items							
	Capital Outlay		\$ -	\$ -	\$ -		0.0%
	Total Capital Items		\$ -	\$ -	\$ -	\$ -	0.0%
Total Fire			\$ 24,112	\$ 36,932	\$ 36,932	\$ 36,932	0.0%

Rescue Squad Expenditure Detail

		Acct. Code	FY10-11 Actual	Town Manager Recommended Budget FY11-12	Mid Year Estimate FY11- 12	Town Manager's Recommended Budget FY12-13	% Change Budget
Personnel							
	Regular Wages		\$ -	\$ -	\$ -	\$ -	0.0%
	Overtime		\$ -	\$ -	\$ -	\$ -	0.0%
	Total Personnel		\$ -	\$ -	\$ -	\$ -	0.0%
Contract Services							
	Repairs & Maintenance		\$ -	\$ -	\$ -	\$ -	0.0%
	Total Contract Services		\$ -	\$ -	\$ -	\$ -	0.0%
Other Commodities							
	Contributions, Other Payment	32300-5600	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	0.0%
	Total Other Commodities		\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	0.0%
Capital Items							
	Capital Outlay		\$ -	\$ -	\$ -	\$ -	0.0%
	Total Capital Items		\$ -	\$ -	\$ -	\$ -	0.0%
Total Ambulance & Rescue			\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	0.0%

Volunteer Fire Department

3310 Repairs and Maintenance

This line item has been eliminated. Maintenance of the facility falls under Buildings & Grounds responsibility.

5600 Contributions

The Town has traditionally provided funds to the VFD for various equipment needs to enhance services within the community.

5701 Fire Fund Distribution

Estimate from Virginia Department of Fire Programs.

6007 Repair and Maintenance Supplies

This line item has been eliminated. Maintenance of the facility falls under Buildings & Grounds responsibility.

6008 Fuel

This line item was created to cover costs associated with the Town sharing its fueling station with the Ashland Volunteer Fire Department. This expenditure line item is offset dollar for dollar by a revenue line item under the title "Recovered Costs".

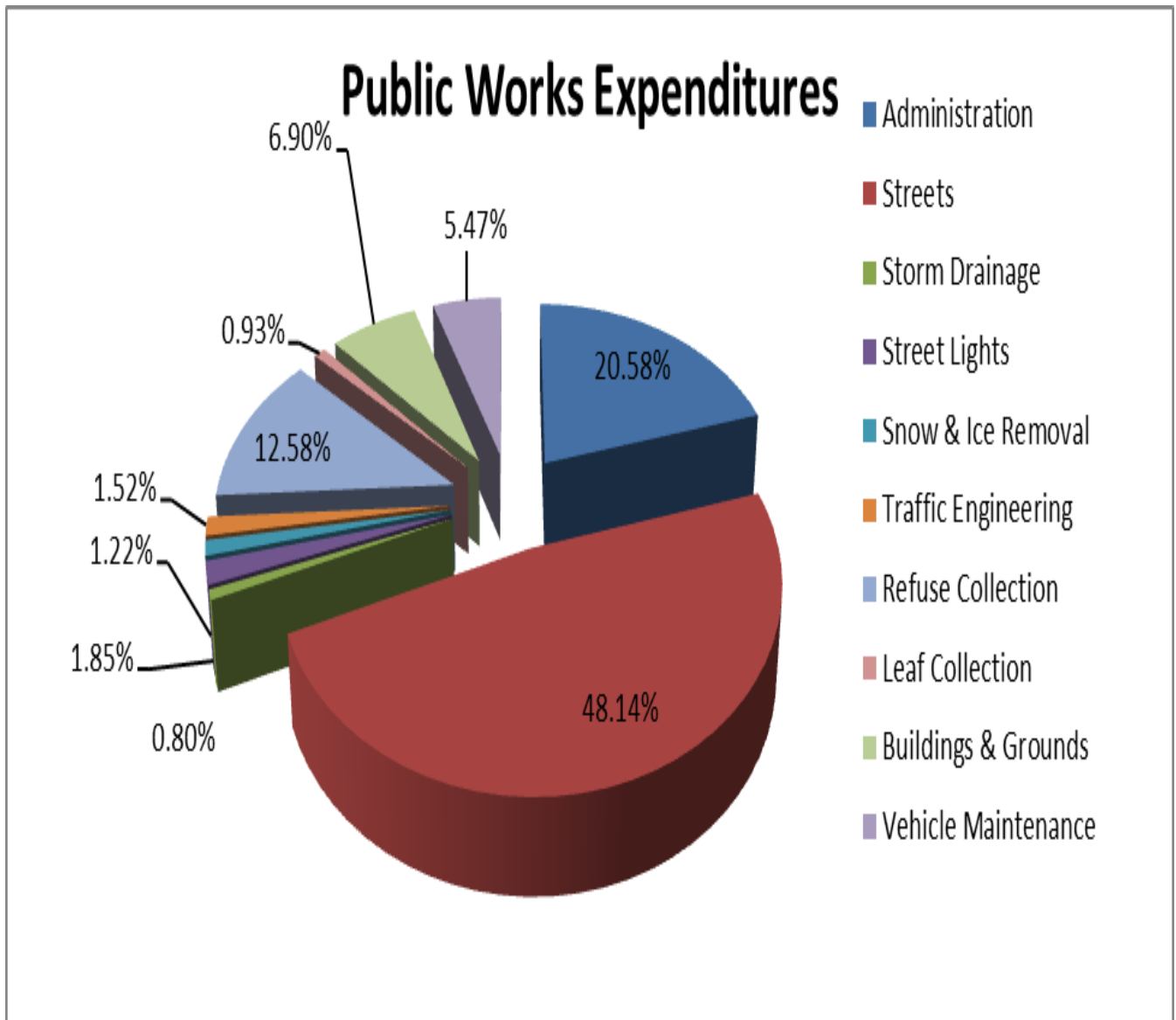
Ambulance and Rescue Services

5600 Contributions

The Town has traditionally provided funds to the EMS services for various equipment needs to enhance services within the community.

Public Works Department

The day to day Public Works functions of the Town are labeled Public Works in the budget. This section is broken out into the separate budgets for Public Works Administration, Streets Maintenance, Storm Drainage, Street Lights, Snow & Ice Removal, Traffic Engineering, Refuse Collection, Leaf Collection, Building & Grounds, and Vehicle Maintenance. Individual budget sheets and narratives are provided for each of these functions.



Public Works Expenditure Summary

		FY10-11 Actual	Town Manager's Adopted Budget FY11-12	Mid Year Estimate FY11- 12	Town Manager's Recommended Budget FY12-13	% Change Budget
Personnel						
	Administration	\$ 542,175	\$ 531,563	\$ 534,700	\$ 550,448	3.6%
	Streets	\$ 676,110	\$ 675,896	\$ 658,850	\$ 693,901	2.7%
	Storm Drainage	\$ -	\$ -	\$ -	\$ -	0.0%
	Street Lights	\$ -	\$ -	\$ -	\$ -	0.0%
	Snow & Ice Removal	\$ -	\$ -	\$ -	\$ -	0.0%
	Traffic Engineering	\$ -	\$ -	\$ -	\$ -	0.0%
	Refuse Collection	\$ -	\$ -	\$ -	\$ -	0.0%
	Leaf Collection	\$ -	\$ -	\$ -	\$ -	0.0%
	Buildings & Grounds	\$ 109,121	\$ 108,744	\$ 110,238	\$ 113,482	4.4%
	Vehicle Maintenance	\$ 124,642	\$ 123,079	\$ 123,470	\$ 126,395	2.7%
	Total Personnel	\$ 1,452,047	\$ 1,439,282	\$ 1,427,258	\$ 1,484,226	3.1%
Contract Services						
	Administration	\$ 15,950	\$ 18,400	\$ 19,300	\$ 19,900	8.2%
	Streets	\$ 200,590	\$ 532,800	\$ 522,731	\$ 529,200	-0.7%
	Storm Drainage	\$ 9,862	\$ 10,000	\$ 10,000	\$ 10,000	0.0%
	Street Lights	\$ 46,195	\$ 51,000	\$ 51,000	\$ 53,000	3.9%
	Snow & Ice Removal	\$ -	\$ -	\$ -	\$ 3,000	100.0%
	Traffic Engineering	\$ 45,710	\$ 43,500	\$ 43,500	\$ 38,500	-11.5%
	Refuse Collection	\$ 309,112	\$ 341,000	\$ 342,000	\$ 360,000	5.6%
	Leaf Collection	\$ 11,731	\$ 12,000	\$ 12,000	\$ 13,000	8.3%
	Buildings & Grounds	\$ 36,646	\$ 38,462	\$ 37,108	\$ 38,900	1.1%
	Vehicle Maintenance	\$ 14,775	\$ 18,135	\$ 19,075	\$ 19,200	5.9%
	Total Contract Services	\$ 690,571	\$ 1,065,297	\$ 1,056,714	\$ 1,084,700	1.8%
Other Commodities						
	Administration	\$ 8,130	\$ 19,300	\$ 16,800	\$ 18,600	-3.6%
	Streets	\$ 130,415	\$ 145,000	\$ 131,000	\$ 153,000	5.5%
	Storm Drainage	\$ 12,273	\$ 10,000	\$ 10,000	\$ 13,000	30.0%
	Street Lights	\$ -	\$ -	\$ -	\$ -	0.0%
	Snow & Ice Removal	\$ 31,817	\$ 32,000	\$ 20,000	\$ 32,000	0.0%
	Traffic Engineering	\$ 8,407	\$ 5,000	\$ 5,000	\$ 5,000	0.0%
	Refuse Collection	\$ -	\$ -	\$ -	\$ -	0.0%
	Leaf Collection	\$ 10,036	\$ 13,500	\$ 13,500	\$ 13,500	0.0%
	Buildings & Grounds	\$ 15,654	\$ 21,600	\$ 23,800	\$ 24,000	11.1%
	Vehicle Maintenance	\$ 5,936	\$ 11,400	\$ 9,400	\$ 11,000	-3.5%
	Total Other Commodities	\$ 222,669	\$ 257,800	\$ 229,500	\$ 270,100	4.8%
Capital Items						
	Administration	\$ -	\$ -	\$ -	\$ -	0.0%
	Streets	\$ 556	\$ 1,500	\$ 1,000	\$ 1,500	0.0%
	Storm Drainage	\$ -	\$ -	\$ -	\$ -	0.0%
	Street Lights	\$ -	\$ -	\$ -	\$ -	0.0%
	Snow & Ice Removal	\$ -	\$ -	\$ -	\$ -	0.0%
	Traffic Engineering	\$ -	\$ -	\$ -	\$ -	0.0%
	Refuse Collection	\$ -	\$ -	\$ -	\$ -	0.0%
	Leaf Collection	\$ -	\$ -	\$ -	\$ -	0.0%
	Buildings & Grounds	\$ -	\$ 20,000	\$ 16,000	\$ 21,000	5.0%
	Vehicle Maintenance	\$ -	\$ -	\$ -	\$ -	0.0%
	Total Capital Items	\$ 556	\$ 21,500	\$ 17,000	\$ 22,500	4.7%
Total Public Works Expenditures		\$ 2,365,844	\$ 2,783,879	\$ 2,730,472	\$ 2,861,526	2.8%

Public Works Administration Expenditure Detail

	Acct. Code	FY10-11 Actual	Town Manager's Adopted Budget FY11-12	Mid Year Estimate FY11- 12	Town Manager's Recommended Budget FY12-13	% Change Budget
Personnel						
Regular Wages	41100-1110	\$ 389,306.00	\$ 385,012.00	\$ 385,012.00	\$ 404,263.00	5.0%
Overtime		\$ -	\$ -	\$ -	\$ -	0.0%
FICA	41100-2100	\$ 28,319.50	\$ 28,500.00	\$ 29,453.00	\$ 30,926.00	8.5%
VRS	41100-2210	\$ 55,697.28	\$ 56,000.00	\$ 55,697.00	\$ 53,188.00	-5.0%
Deferred Comp	41100-2220	\$ 6,150.24	\$ 6,200.00	\$ 6,151.00	\$ 6,200.00	0.0%
Medical/Hospital	41100-2300	\$ 60,121.00	\$ 53,148.00	\$ 53,148.00	\$ 49,548.00	-6.8%
Group Life Insurance	41100-2400	\$ 1,069.68	\$ 1,100.00	\$ 1,070.00	\$ 2,126.00	93.3%
Unemployment Insurance	41100-2600	\$ 278.42	\$ 370.00	\$ 370.00	\$ 398.00	7.6%
Worker's Compensation	41100-2700	\$ 1,232.43	\$ 1,233.00	\$ 3,799.00	\$ 3,799.00	208.1%
Total Personnel		\$ 542,174.55	\$ 531,563.00	\$ 534,700.00	\$ 550,448.00	3.6%
Contract Services						
Professional Service	41100-3150	\$ 2,051.86	\$ 5,000.00	\$ 5,000.00	\$ 6,000.00	20.0%
Repairs & Maintenance	41100-3310	\$ (27.40)	\$ 1,000.00	\$ 1,000.00	\$ 500.00	-50.0%
Advertising	41100-3600	\$ 1,210.63	\$ 900.00	\$ 900.00	\$ 900.00	0.0%
Postage	41100-5210	\$ 13.65	\$ 200.00	\$ 200.00	\$ 200.00	0.0%
Telecommunications	41100-5230	\$ 5,823.54	\$ 4,200.00	\$ 5,100.00	\$ 5,200.00	23.8%
Radio Repairs	41100-5240	\$ -	\$ 500.00	\$ 500.00	\$ 500.00	0.0%
Lease of Equipment	41100-5410	\$ 6,877.61	\$ 6,600.00	\$ 6,600.00	\$ 6,600.00	0.0%
Total Contract Services		\$ 15,949.89	\$ 18,400.00	\$ 19,300.00	\$ 19,900.00	8.2%
Other Commodities						
Travel, Convention, Education	41100-5500	\$ 606.87	\$ 1,500.00	\$ 1,000.00	\$ 1,000.00	-33.3%
Miscellaneous	41100-5800	\$ -	\$ 1,500.00	\$ 1,000.00	\$ 1,500.00	0.0%
Dues & Membership	41100-5810	\$ 2,379.90	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	0.0%
Office Supplies	41100-6001	\$ 1,587.38	\$ 5,000.00	\$ 3,500.00	\$ 3,000.00	-40.0%
Repair & Maintenance Supplies	41100-6007	\$ 680.22	\$ 2,800.00	\$ 2,800.00	\$ 4,600.00	64.3%
Fuel	41100-6008	\$ 3,228.15	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	0.0%
Vehicle/Powered Equipment	41100-6009	\$ (352.15)	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00	0.0%
Total Other Commodities		\$ 8,130.37	\$ 19,300.00	\$ 16,800.00	\$ 18,600.00	-3.6%
Capital Items						
Capital Outlay		\$ -	\$ -	\$ -	\$ -	0.0%
Total Capital Items		\$ -	\$ -	\$ -	\$ -	0.0%
Total Public Works Administration		\$ 566,254.81	\$ 569,263.00	\$ 570,800.00	\$ 588,948.00	3.5%

Public Works Administration and Engineering

1110 Regular Wages

The line item includes funding for the State mandated 5% raise required by SB497. The personnel services line item represents actual salaries for six full time employees for FY12 .

2100 FICA

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

2210 VRS

VRS is calculated on the basis of 13.26% of the full time salaries in the regular wages line item. This amount only covers the employer portion of VRS. For the first time in FY13, employees will contribute the 5% employee portion.

2220 Deferred Compensation

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

2300 Medical/Hospital Plan

Town's contribution for health insurance.

2400 Group Life Insurance

This covers the cost of premiums through VRS at 0.53%.

2600 Unemployment Insurance

Calculated on the basis of 0.83% of the first \$8,000 earnings of each employee of the Town.

2700 Worker's Compensation

Insurance premiums charged by VML; premiums vary according to employee classification.

3150 Professional Services

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

3310 Repairs & Maintenance

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

3600 Advertising

This line item includes advertising costs for vacant positions and for the advertising and bidding of projects and services.

5210 Postage

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

- 5230 Telecommunications**
This line item includes the cost for local, long distance, and cellular service within the department.
- 5240 Radio Repairs**
This item represents the estimated annual cost of repairs and maintenance of all mobile and base radios.
- 5410 Lease of Equipment**
This item is for the lease of a printer/scanner to reproduce full size drawings.
- 5500 Travel, Convention & Education**
This item includes funds for safety training, GIS training, CADD training, and continuing education as appropriate for employee certifications.
- 5800 Miscellaneous**
This item is intended to cover unforeseen costs in replacement or acquisition of equipment and software or similar items necessary for the conduct of the engineering and administrative functions.
- 5810 Dues & Memberships**
This item includes memberships and costs for maintaining PE certification, American Society of Civil Engineers, Virginia Municipal Stormwater Association (VAMSA), and the Town's share of individual fitness benefits.
- 6001 Office Supplies**
This account pays for our miscellaneous office supplies used by the department.
- 6007 Repair & Maintenance Supplies**
This account pays for our general engineering supplies (\$1000) and AutoCad license renewal (one @ \$3,600).
- 6008 Fuel**
This line item covers fuel costs for the departmental vehicles.
- 6009 Vehicle/Powered Equipment**
This line item covers the maintenance costs for the departmental vehicles.
- 8000 Capital Outlay**
No funding requested.

Public Works Streets Expenditure Detail

		Acct. Code	FY10-11 Actual	Town Manager's Adoptedd Budget FY11-12	Mid Year Estimate FY11- 12	Town Manager's Recommended Budget FY12-13	% Change Budget
Personnel							
	Regular Wages	41200-1110	\$ 446,960	\$ 449,000	\$ 449,000	\$ 484,661	7.9%
	Overtime		\$ -	\$ -	\$ -	\$ -	0.0%
	FICA	41200-2100	\$ 33,448	\$ 34,349	\$ 34,349	\$ 37,077	7.9%
	VRS	41200-2210	\$ 58,829	\$ 59,500	\$ 54,707	\$ 55,941	-6.0%
	Deferred Comp	41200-2220	\$ 5,869	\$ 6,200	\$ 4,058	\$ 4,058	-34.5%
	Medical/Hospital	41200-2300	\$ 89,334	\$ 84,972	\$ 85,200	\$ 79,434	-6.5%
	Group Life Insurance	41200-2400	\$ 1,130	\$ 1,200	\$ 1,100	\$ 2,236	86.3%
	Unemployment Insurance	41200-2600	\$ 607	\$ 740	\$ 739	\$ 797	7.7%
	Worker's Compensation	41200-2700	\$ 39,934	\$ 39,935	\$ 29,697	\$ 29,697	-25.6%
	Total Personnel		\$ 676,110	\$ 675,896	\$ 658,850	\$ 693,901	2.7%
Contract Services							
	Contractual Repairs & Mainten	41200-3150	\$ 179,899	\$ 500,000	\$ 500,000	\$ 500,000	0.0%
	Tree Trimming	41200-3321	\$ 9,410	\$ 10,000	\$ 10,000	\$ 12,000	20.0%
	Landscape Replacment - Trees	41200-3322	\$ -	\$ 2,500	\$ 2,500	\$ 2,500	0.0%
	Telecommunications	41200-5230	\$ 308	\$ 300	\$ 1,500	\$ 1,200	300.0%
	Motor Vehicle Insurance	41200-5305	\$ 10,973	\$ 20,000	\$ 8,731	\$ 10,000	-50.0%
	Rental Equipment		\$ -	\$ -	\$ -	\$ 3,500	100.0%
	Total Contract Services		\$ 200,590	\$ 532,800	\$ 522,731	\$ 529,200	-0.7%
Other Commodities							
	Repair & Maintenance Supplies	41200-6007	\$ 58,200	\$ 70,000	\$ 50,000	\$ 70,000	0.0%
	Fuel	41200-6008	\$ 42,341	\$ 40,000	\$ 46,000	\$ 48,000	20.0%
	Vehicle/Powered Equipment	41200-6009	\$ 29,874	\$ 35,000	\$ 35,000	\$ 35,000	0.0%
	Total Other Commodities		\$ 130,415	\$ 145,000	\$ 131,000	\$ 153,000	5.5%
Capital Items							
	Vehicle & Equipment Purchase		\$ -	\$ -	\$ -	\$ -	0.0%
	Capital Outlay	41200-8000	\$ 556	\$ 1,500	\$ 1,000	\$ 1,500	0.0%
	Total Capital Items		\$ 556	\$ 1,500	\$ 1,000	\$ 1,500	0.0%
Total Public Works Streets			\$ 1,007,671	\$ 1,355,196	\$ 1,313,581	\$ 1,377,601	1.7%

Highways, Streets and Sidewalks

1110 Regular Wages

The line item includes funding for the State mandated 5% raise required by SB497. The personnel services line item represents actual salaries twelve full time positions. Three full time positions are frozen and unfunded for FY13.

2100 FICA

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

2210 VRS

VRS is calculated on the basis of 13.26% of the full time salaries in the regular wages line item. This amount only covers the employer portion of VRS. For the first time in FY13, employees will contribute the 5% employee portion.

2220 Deferred Compensation

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

2300 Medical/Hospital Plan

Town's contribution for health insurance.

2400 Group Life Insurance

This covers the cost of premiums through VRS at 0.53%.

2600 Unemployment Insurance

Calculated on the basis of 0.83% of the first \$8,000 earnings of each employee of the Town.

2700 Worker's Compensation

Insurance premiums charged by VML; premiums vary according to employee classification.

3150 Repairs and Maintenance - Contracted

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

3321 Tree Trimming

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

3322 Replacement Tree Planting

This line item is for planting replacement street trees as dead/dying street trees are removed

5431 Rental Equipment

This item allows for the rental of a crash cushion trailer that is occasionally needed when the crew needs to work on Route 1 or Route 54 where the speed limit is above 35 mph.

6007 Repair & Maintenance Supplies

This line item represents normal supplies for various projects undertaken by the street crew. It includes different grades of stone, patching asphalt, hand tools, culverts, safety equipment and safety shoes for the employees (\$125 per employee per year). Also included is the purchase of two hand held radios that are

compatible with APD and Hanover County to begin transition to the newer system for enhanced communication during emergencies.

6008 Fuel

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

6009 Vehicle/Powered Equipment

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

8000 Capital Outlay

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

Public Works Storm Drainage Expenditure Detail

		Acct. Code	FY10-11 Actual	Town Manager's Adopted Budget FY11-12	Mid Year Estimate FY11- 12	Town Manager's Recommended Budget FY12-13	% Change Budget
Personnel							
	Regular Wages		\$ -	\$ -	\$ -	\$ -	0.0%
	Total Personnel		\$ -	\$ -	\$ -	\$ -	0.0%
Contract Services							
	Professional Services	41310-3150	\$ -	\$ -	\$ -	\$ -	0.0%
	Repairs & Maintenance	41310-3310	\$ 9,862	\$ 10,000	\$ 10,000	\$ 10,000	0.0%
	Total Contract Services		\$ 9,862	\$ 10,000	\$ 10,000	\$ 10,000	0.0%
Other Commodities							
	Dues & Memberships	41310-5810	\$ -	\$ -	\$ -	\$ 3,000	100.0%
	Repair & Maintenance Supplies	41310-6007	\$ 12,273	\$ 10,000	\$ 10,000	\$ 10,000	0.0%
	Total Other Commodities		\$ 12,273	\$ 10,000	\$ 10,000	\$ 13,000	30.0%
Capital Items							
	Capital Outlay		\$ -	\$ -	\$ -	\$ -	0.0%
	Total Capital Items		\$ -	\$ -	\$ -	\$ -	0.0%
Total Public Works Storm Drainage			\$ 22,136	\$ 20,000	\$ 20,000	\$ 23,000	15.0%

Storm Drainage

3150 Professional Services

No funding requested.

3310 Repairs and Maintenance—Contracted

This item provides funding for minor drainage projects to be undertaken through the use of annual contractors. Included in the type of work is installation or repair of inlets and storm sewer flushing services.

5810 Permits and Fees

Funding is provided for VSMP Stormwater MS4 annual permit maintenance fee (\$3,000).

6007 Repair and Maintenance Supplies

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

Public Works Street Light Expenditure Detail

	Acct. Code	FY10-11 Actual	Town Manager's Adopted Budget FY11-12	Mid Year Estimate FY11-12	Town Manager's Recommended Budget FY12-13	% Change Budget
Personnel						
Regular Wages		\$ -	\$ -	\$ -	\$ -	0.0%
Total Personnel		\$ -	\$ -	\$ -	\$ -	0.0%
Contract Services						
Repairs & Maintenance	41320-3310	\$ -	\$ 6,000	\$ 6,000	\$ 6,000	0.0%
Electric Service	41320-5110	\$ 46,195	\$ 45,000	\$ 45,000	\$ 47,000	4.4%
Total Contract Services		\$ 46,195	\$ 51,000	\$ 51,000	\$ 53,000	3.9%
Other Commodities						
Repair & Maintenance Supplies		\$ -	\$ -	\$ -	\$ -	0.0%
Total Other Commodities		\$ -	\$ -	\$ -	\$ -	0.0%
Capital Items						
Capital Outlay		\$ -	\$ -	\$ -	\$ -	0.0%
Total Capital Items		\$ -	\$ -	\$ -	\$ -	0.0%
Total Public Works Street Lights		\$ 46,195	\$ 51,000	\$ 51,000	\$ 53,000	3.9%

Street Lights

3310 Repairs & Maintenance

This line item covers the cost for installation of new streetlights in Town.

5110 Electrical Services

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

Public Works Snow Removal Expenditure Detail

	Acct. Code	FY10-11 Actual	Town Manager's Adopted Budget FY11-12	Mid Year Estimate FY11-12	Town Manager's Recommended Budget FY12-13	% Change Budget
Personnel						
		\$ -	\$ -	\$ -	\$ -	0.0%
		\$ -	\$ -	\$ -	\$ -	0.0%
		\$ -	\$ -	\$ -	\$ -	0.0%
Contract Services						
	41330-3150	\$ -	\$ -	\$ -	\$ 3,000	100.0%
		\$ -	\$ -	\$ -	\$ 3,000	100.0%
Other Commodities						
	41330-6007	\$ 31,817	\$ 32,000	\$ 20,000	\$ 32,000	0.0%
		\$ 31,817	\$ 32,000	\$ 20,000	\$ 32,000	0.0%
Capital Items						
		\$ -	\$ -	\$ -	\$ -	0.0%
		\$ -	\$ -	\$ -	\$ -	0.0%
Total Public Works Snow & Ice Removal		\$ 31,817	\$ 32,000	\$ 20,000	\$ 35,000	9.4%

Snow and Ice Removal

3150 Rental Equipment

Funding to rent a motor grader in the event of deep snow or ice if needed. Town owned grader (1977 John Deere model 770) to be sold.

6007 Repair and Maintenance Supplies

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

8000 Capital Outlay

No expenditures are planned in this category.

Public Works Traffic Engineering Expenditure Detail

	Acct. Code	FY10-11 Actual	Town Manager's Adopted Budget FY11-12	Mid Year Estimate FY11-12	Town Manager's Recommended Budget FY12-13	% Change Budget
Personnel						
Regular Wages		\$ -	\$ -	\$ -	\$ -	0.0%
Overtime Wages		\$ -	\$ -	\$ -	\$ -	0.0%
Total Personnel		\$ -	\$ -	\$ -	\$ -	0.0%
Contract Services						
Professional Services		\$ -	\$ -	\$ -	\$ -	0.0%
Repairs & Maintenance	41400-3310	\$ 45,710	\$ 43,500	\$ 43,500	\$ 38,500	-11.5%
Total Contract Services		\$ 45,710	\$ 43,500	\$ 43,500	\$ 38,500	-11.5%
Other Commodities						
Repair & Maintenance Supplies	41400-6007	\$ 8,407	\$ 5,000	\$ 5,000	\$ 5,000	0.0%
Total Other Commodities		\$ 8,407	\$ 5,000	\$ 5,000	\$ 5,000	0.0%
Capital Items						
Capital Outlay		\$ -	\$ -	\$ -	\$ -	0.0%
Total Capital Items		\$ -	\$ -	\$ -	\$ -	0.0%
Total Public Works Traffic Engineering		\$ 54,118	\$ 48,500	\$ 48,500	\$ 43,500	-10.3%

Traffic Engineering

3150 Professional Services

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

3310 Repairs and Maintenance--Contractual

This item includes funds for the annual maintenance of traffic signals, repairs and other services for signals, and maintenance performed at rail crossings by CSX. In addition, funding is provided for installation of additional battery backup system at Hill Carter Parkway/Junction Drive.

6007 Materials and Supplies

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

8000 Capital Outlay

No funding included.

Public Works Buildings & Grounds Expenditure Detail

		Acct. Code	FY10-11 Actual	Town Manager's Adopted Budget FY11-12	Mid Year Estimate FY11- 12	Town Manager's Recommended Budget FY12-13	% Change Budget
Personnel							
	Regular Wages	43100-1100	\$ 73,732	\$ 75,000	\$ 75,000	\$ 78,228	4.3%
	Overtime		\$ -	\$ -	\$ -	\$ -	0.0%
	FICA	43100-2100	\$ 5,468	\$ 5,600	\$ 5,738	\$ 5,984	6.9%
	VRS	43100-2210	\$ 9,398	\$ 9,420	\$ 9,412	\$ 8,988	-4.6%
	Deferred Comp	43100-2220	\$ 2,413	\$ 1,374	\$ 1,379	\$ 1,379	0.4%
	Medical/Hospital	43100-2300	\$ 15,980	\$ 15,180	\$ 16,500	\$ 16,506	8.7%
	Group Life Insurance	43100-2400	\$ 180	\$ 200	\$ 181	\$ 359	79.5%
	Unemployment Insurance	43100-2600	\$ 104	\$ 124	\$ 123	\$ 133	7.3%
	Worker's Compensation	43100-2700	\$ 1,846	\$ 1,846	\$ 1,905	\$ 1,905	3.2%
	Total Personnel		\$ 109,121	\$ 108,744	\$ 110,238	\$ 113,482	4.4%
Contract Services							
	Professional Services	43100-3150	\$ 1,210	\$ 2,000	\$ 1,200	\$ 1,200	-40.0%
	Repairs & Maintenance	43100-3310	\$ 10,281	\$ 12,000	\$ 12,000	\$ 12,000	0.0%
	Electric Service	43100-5110	\$ 15,959	\$ 16,000	\$ 16,000	\$ 17,000	6.3%
	Heating Service	43100-5120	\$ 4,519	\$ 4,000	\$ 4,000	\$ 4,500	12.5%
	Water & Sewer Bills	43100-5130	\$ 3,196	\$ 3,000	\$ 3,000	\$ 3,200	6.7%
	Motor Vehicle Insurance	43100-5305	\$ 1,482	\$ 1,462	\$ 908	\$ 1,000	-31.6%
	Total Contract Services		\$ 36,646	\$ 38,462	\$ 37,108	\$ 38,900	1.1%
Other Commodities							
	Repair & Maintenance Supplies	43100-6007	\$ 8,139	\$ 15,000	\$ 15,000	\$ 15,000	0.0%
	Fuel	43100-6008	\$ 5,082	\$ 4,100	\$ 6,300	\$ 6,500	58.5%
	Vehicle/Powered Equipment	43100-6009	\$ 2,433	\$ 2,500	\$ 2,500	\$ 2,500	0.0%
	Total Other Commodities		\$ 15,654	\$ 21,600	\$ 23,800	\$ 24,000	11.1%
Capital Items							
	Vehicle & Equipment Purchase	43100-8000	\$ -	\$ 20,000	\$ 16,000	\$ 21,000	5.0%
	Capital Outlay		\$ -	\$ -	\$ -	\$ -	0.0%
	Total Capital Items		\$ -	\$ 20,000	\$ 16,000	\$ 21,000	5.0%
Total Public Works Buildings & Grounds			\$ 161,421	\$ 188,806	\$ 187,146	\$ 197,382	4.5%

Maintenance of Buildings and Grounds

1110 Regular Wages

The line item includes funding for the State mandated 5% raise required by SB497. The personnel services line item represents actual salaries for FY 12, which includes two full time employees and part time custodial services.

2100 FICA

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

2210 VRS

VRS is calculated on the basis of 13.26% of the full time salaries in the regular wages line item. This amount only covers the employer portion of VRS. For the first time in FY13, employees will contribute the 5% employee portion.

2220 Deferred Compensation

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

2300 Medical/Hospital Plan

Town's contribution for health insurance.

2400 Group Life Insurance

This covers the cost of premiums through VRS at 0.53%.

2600 Unemployment Insurance

Calculated on the basis of 0.83% of the first \$8,000 earnings of each employee of the Town.

2700 Worker's Compensation

Insurance premiums charged by VML; premiums vary according to employee classification.

3150 Professional Services

This item funds the preventative exterminator services at Town buildings.

3310 Repairs and Maintenance – Contractual

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

5110 Electric Service

Electrical service for Town Hall, Public Works building, and the maintenance shop.

5120 Heating Service

Heating service for Town Hall and Public Works building.

5130 Water & Sewer

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

6007 Repair & Maintenance Supplies

Included within this item is funding for general cleaning supplies, miscellaneous tools, planting materials, and lawn care supplies.

6008 Fuel

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

6009 Vehicle/Powered Equipment

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

8000 Capital Outlay

Funding is requested for one pickup truck to replace a 2000 Ford F-150, which will be transferred to Streets as a reserve to be used when other trucks are out of service for repair. The 1997 Chevrolet 2500 currently used as a reserve to be sold.

Public Works Refuse Collection Expenditure Detail

		Acct. Code	FY10-11 Actual	Town Manager's Adopted Budget FY11-12	Mid Year Estimate FY11- 12	Town Manager's Recommended Budget FY12-13	% Change Budget
Personnel							
	Regular Wages		\$ -	\$ -	\$ -	\$ -	0.0%
	Overtime Wages		\$ -	\$ -	\$ -	\$ -	0.0%
	Total Personnel		\$ -	\$ -	\$ -	\$ -	0.0%
Contract Services							
	Refuse Collection	42000-3180	\$ 309,112	\$ 341,000	\$ 297,000	\$ 312,000	-8.5%
	Recycling	42000-3181	\$ -	\$ -	\$ 45,000	\$ 48,000	100.0%
	Repairs & Maintenance		\$ -	\$ -	\$ -	\$ -	0.0%
	Total Contract Services		\$ 309,112	\$ 341,000	\$ 342,000	\$ 360,000	5.6%
Other Commodities							
	Repair & Maintenance Supplies		\$ -	\$ -	\$ -	\$ -	0.0%
	Total Other Commodities		\$ -	\$ -	\$ -	\$ -	0.0%
Capital Items							
	Capital Outlay		\$ -	\$ -	\$ -	\$ -	0.0%
	Total Capital Items		\$ -	\$ -	\$ -	\$ -	0.0%
Total Public Works Refuse Collection			\$ 309,112	\$ 341,000	\$ 342,000	\$ 360,000	5.6%

Refuse Collection

3180 Refuse Collection

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

3181 Recycling

This is the annual contract cost for recycling collection under the CVWMA regional program. Funding is provided for curbside recycling collection with contractor provided bins.

Public Works Leaf Collection Expenditure Detail

	Acct. Code	FY10-11 Actual	Town Manager's Adopted Budget FY11-12	Mid Year Estimate FY11-12	Town Manager's Recommended Budget FY12-13	% Change Budget
Personnel						
Regular Wages		\$ -	\$ -	\$ -	\$ -	0.0%
Overtime Wages		\$ -	\$ -	\$ -	\$ -	0.0%
Temporary Help Service Fees		\$ -	\$ -	\$ -	\$ -	0.0%
Total Personnel		\$ -	\$ -	\$ -	\$ -	0.0%
Contract Services						
Repairs & Maintenance	42600-3310	\$ 11,731	\$ 12,000	\$ 12,000	\$ 13,000	8.3%
Motor Vehicle Insurance		\$ -	\$ -	\$ -	\$ -	0.0%
Total Contract Services		\$ 11,731	\$ 12,000	\$ 12,000	\$ 13,000	8.3%
Other Commodities						
Repair & Maintenance Supplies	42600-6007	\$ 10,036	\$ 13,500	\$ 13,500	\$ 13,500	0.0%
Vehicle/Powered Equipment		\$ -	\$ -	\$ -	\$ -	0.0%
Total Other Commodities		\$ 10,036	\$ 13,500	\$ 13,500	\$ 13,500	0.0%
Capital Items						
Capital Outlay		\$ -	\$ -	\$ -	\$ -	0.0%
Total Capital Items		\$ -	\$ -	\$ -	\$ -	0.0%
Total Public Works Leaf Collection		\$ 21,767	\$ 25,500	\$ 25,500	\$ 26,500	3.9%

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.

6007 Repairs and Maintenance Supplies

This item includes funds for home compost units and miscellaneous parts, equipment and tools used in the leaf collection process. This item includes funds for parts for the leaf vacuums, and other items necessary for the operation of the equipment. Also included in this year's budget is the replacement of one leaf box at \$3500.

6009 Vehicle and Power Equipment Supplies

No funding requested.

8000 Capital Outlay

No funding requested.

Public Works Vehicle Maintenance Expenditure Detail

		Acct. Code	FY10-11 Actual	Town Manager's Adopted Budget FY11-12	Mid Year Estimate FY11- 12	Town Manager's Recommended Budget FY12-13	% Change Budget
Personnel							
	Regular Wages	64500-1110	\$ 82,433	\$ 83,433	\$ 83,433	\$ 87,605	5.0%
	Overtime		\$ -	\$ -	\$ -	\$ -	0.0%
	FICA	64500-2100	\$ 5,905	\$ 6,000	\$ 6,383	\$ 6,702	11.7%
	VRS	64500-2210	\$ 11,873	\$ 11,874	\$ 11,873	\$ 11,338	-4.5%
	Deferred Comp	64500-2220	\$ 1,756	\$ 760	\$ 760	\$ 760	0.0%
	Medical/Hospital	64500-2300	\$ 20,484	\$ 18,780	\$ 18,780	\$ 17,514	-6.7%
	Group Life Insurance	64500-2400	\$ 228	\$ 230	\$ 228	\$ 453	97.0%
	Unemployment Insurance	64500-2600	\$ 86	\$ 124	\$ 123	\$ 133	7.3%
	Worker's Compensation	64500-2700	\$ 1,877	\$ 1,878	\$ 1,890	\$ 1,890	0.6%
	Total Personnel		\$ 124,642	\$ 123,079	\$ 123,470	\$ 126,395	2.7%
Contract Services							
	Repairs & Maintenance	64500-3310	\$ 2,424	\$ 5,000	\$ 5,000	\$ 5,000	0.0%
	Heating Service	64500-5120	\$ 7,336	\$ 8,000	\$ 8,000	\$ 8,000	0.0%
	Water & Sewer Bills	64500-5130	\$ 2,137	\$ 2,400	\$ 3,400	\$ 3,500	45.8%
	Telecommunications	64500-5230	\$ 2,244	\$ 2,100	\$ 2,100	\$ 2,100	0.0%
	Motor Vehicle Insurance	64500-5305	\$ 634	\$ 635	\$ 575	\$ 600	-5.5%
	Total Contract Services		\$ 14,775	\$ 18,135	\$ 19,075	\$ 19,200	5.9%
Other Commodities							
	Repair & Maintenance Supplies	64500-6007	\$ 4,527	\$ 9,000	\$ 7,000	\$ 8,500	-5.6%
	Fuel	64500-6008	\$ 1,258	\$ 1,400	\$ 1,400	\$ 1,500	7.1%
	Vehicle/Powered Equipment	64500-6009	\$ 150	\$ 1,000	\$ 1,000	\$ 1,000	0.0%
	Total Other Commodities		\$ 5,936	\$ 11,400	\$ 9,400	\$ 11,000	-3.5%
Capital Items							
	Vehicle & Equipment Purchase		\$ -	\$ -	\$ -	\$ -	0.0%
	Capital Outlay		\$ -	\$ -	\$ -	\$ -	0.0%
	Total Capital Items		\$ -	\$ -	\$ -	\$ -	0.0%
Total Public Works Vehicle Maintenance			\$ 145,353	\$ 152,614	\$ 151,945	\$ 156,595	2.6%

Vehicle Maintenance

1110 Regular Wages

The line item includes funding for the State mandated 5% raise required by SB497. The personnel services line item represents actual salaries for FY 12 for two full time employees.

2100 FICA

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

2210 VRS

VRS is calculated on the basis of 13.26% of the full time salaries in the regular wages line item. This amount only covers the employer portion of VRS. For the first time in FY13, employees will contribute the 5% employee portion.

2220 Deferred Compensation

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

2300 Medical/Hospital Plan

Town's contribution for health insurance.

2400 Group Life Insurance

This covers the cost of premiums through VRS at 0.53%.

2600 Unemployment Insurance

Calculated on the basis of 0.83% of the first \$8,000 earnings of each employee of the Town.

2700 Worker's Compensation

Insurance premiums charged by VML; premiums vary according to employee classification.

3310 Repairs & Maintenance

This covers any costs that might be involved in repair or maintenance of the shop facility, including the fuel dispensing system.

5120 Heating Service

Heating service for Maintenance Shop.

5130 Water & Sewer

Water & sewer service for Maintenance Shop. Including the vehicle wash facility.

6007 Repair & Maintenance Supplies

This item includes general supplies for the shop, miscellaneous tools and safety equipment. Also included is transmission flushing equipment (\$3,500 used).

6008 Fuel

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

6009 Vehicle/Powered Equipment

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

Parks & Recreation Expenditure Detail

	Acct. Code	FY10-11 Actual	Town Manager's Adopted Budget FY11-12	Mid Year Estimate FY11- 12	Town Manager's Recommended Budget FY12-13	% Change Budget
Personnel						
Regular Wages	71100-1110	\$ 77,284	\$ 73,000	\$ 77,500	\$ 78,000	6.8%
Overtime		\$ -	\$ -	\$ -	\$ -	0.0%
FICA	71100-2100	\$ 5,889	\$ 5,540	\$ 5,929	\$ 5,967	7.7%
VRS		\$ -	\$ -	\$ -	\$ -	0.0%
Deferred Comp		\$ -	\$ -	\$ -	\$ -	0.0%
Medical/Hospital		\$ -	\$ -	\$ -	\$ -	0.0%
Group Life Insurance		\$ -	\$ -	\$ -	\$ -	0.0%
Unemployment Insurance	71100-2600	\$ 438	\$ 462	\$ 493	\$ 531	14.9%
Worker's Compensation	71100-2700	\$ 1,576	\$ 1,778	\$ 1,569	\$ 1,569	-11.8%
Total Personnel		\$ 85,187	\$ 80,780	\$ 85,491	\$ 86,067	6.5%
Contract Services						
Professional Services	71100-3150	\$ 2,730	\$ 3,500	\$ 3,000	\$ 10,350	195.7%
Repairs & Maintenance - Parks	71100-3160	\$ 3,215	\$ 2,000	\$ 1,000	\$ 2,500	25.0%
Repairs & Maintenance - Pool	71100-3161	\$ 7,955	\$ -	\$ 1,000	\$ 5,000	100.0%
Tree Replacement	71100-3322	\$ -	\$ 2,500	\$ 500	\$ 2,500	0.0%
Water & Sewer Bills	71100-5130	\$ 319	\$ 1,200	\$ 900	\$ 1,200	0.0%
Water & Sewer Bills - Pool	71100-5131	\$ 5,460	\$ 5,500	\$ 5,500	\$ 5,500	0.0%
Total Contract Services		\$ 19,679	\$ 14,700	\$ 11,900	\$ 27,050	84.0%
Other Commodities						
Contributions, Other Payment	71100-5600	\$ -	\$ -	\$ -	\$ -	0.0%
Contributions, Ashland Little League		\$ -	\$ -	\$ -	\$ -	0.0%
Miscellaneous	71100-5800	\$ 2,570	\$ 2,200	\$ 2,200	\$ 2,200	0.0%
Special Events	71100-5801	\$ -	\$ -	\$ -	\$ -	0.0%
Repairs & Maintenance Supplies - Parks	71100-6007	\$ 3,900	\$ 6,500	\$ 6,500	\$ 6,500	0.0%
Repairs & Maintenance Supplies - Pool	71100-6008	\$ 26,639	\$ 32,500	\$ 32,500	\$ 32,500	0.0%
Total Other Commodities		\$ 33,109	\$ 41,200	\$ 41,200	\$ 41,200	0.0%
Capital Items						
Vehicle & Equipment Purchase		\$ -	\$ -	\$ -	\$ -	0.0%
Capital Outlay		\$ -	\$ -	\$ -	\$ -	0.0%
Total Capital Items		\$ -	\$ -	\$ -	\$ -	0.0%
Total Parks & Recreation		\$ 137,974	\$ 136,680	\$ 138,591	\$ 154,317	12.9%

Parks, Recreation and Cultural

1110 Regular Wages

This line item covers the salaries of the season Pool staff including the Pool Manager and Assistant Pool Managers as well as the part-time Farmer's Market Manager.

2100 FICA

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

2600 Unemployment Insurance

Calculated on the basis of .83% of the first \$8,000 earnings of each employee of the Town.

2700 Worker's Compensation

Insurance premiums charged by VML based on 2.34 of the first \$8,000 earnings of each employee of the Town.

3150 Professional Services

This line item is for program costs. Includes \$10,000 for a Parks & Recreation Master Plan.

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.

3161 Repairs & Maintenance – Pool

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 the pool.

3322 Tree Replacement

This line item funds tree replacement in the various parks throughout Town.

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.

5800 Miscellaneous

This item is intended to cover unforeseen costs.

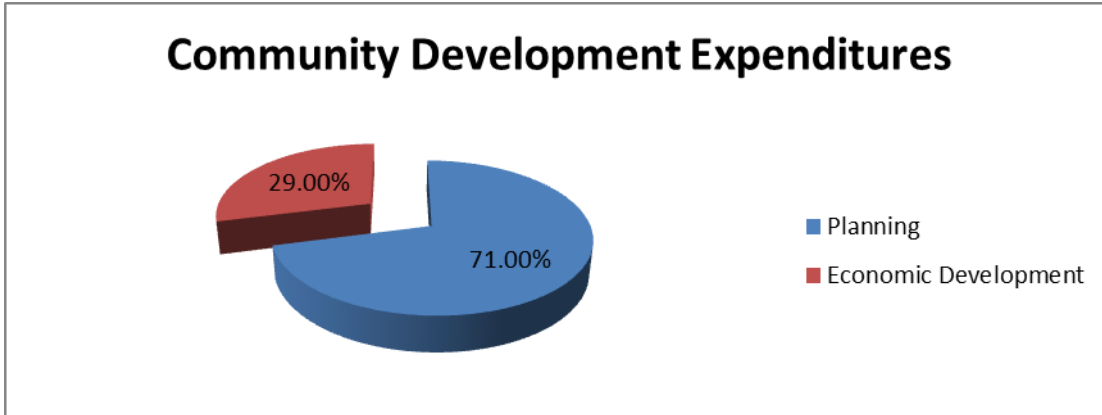
6007 Repair and Maintenance Supplies—Parks

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

6008 Repair and Maintenance Supplies—Pool

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

Planning & Community Development Department



Community Development Expenditure Summary

		FY10-11 Actual	Town Manager's Adopted Budget FY11-12	Mid Year Estimate FY11- 12	Town Manager's Recommended Budget FY12-13	% Change Budget
Personnel						
	Planning	\$ 305,390	\$ 282,145	\$ 288,023	\$ 288,515	2.3%
	Economic Development	\$ 46,013	\$ 68,853	\$ 69,669	\$ 71,742	4.2%
	Total Personnel	\$ 351,403	\$ 350,998	\$ 357,692	\$ 360,257	2.6%
Contract Services						
	Planning	\$ 13,331	\$ 44,500	\$ 39,700	\$ 49,750	11.8%
	Economic Development	\$ 7,925	\$ 13,900	\$ 13,900	\$ 20,550	47.8%
	Total Contract Services	\$ 21,255	\$ 58,400	\$ 53,600	\$ 70,300	20.4%
Other Commodities						
	Planning	\$ 11,337	\$ 15,750	\$ 15,750	\$ 35,300	124.1%
	Economic Development	\$ 26,885	\$ 34,800	\$ 34,800	\$ 60,300	73.3%
	Total Other Commodities	\$ 38,222	\$ 50,550	\$ 50,550	\$ 95,600	89.1%
Capital Items						
	Planning	\$ -	\$ 15,000	\$ 15,000	\$ -	-100.0%
	Economic Development	\$ -	\$ -	\$ -	\$ -	0.0%
	Total Capital Items	\$ -	\$ 15,000	\$ 15,000	\$ -	-100.0%
Total Community Development Exp		\$ 410,881	\$ 474,948	\$ 476,842	\$ 526,157	10.8%

Planning Expenditure Detail

		Acct. Code	FY10-11 Actual	Town Manager's Adopted Budget FY11-12	Mid Year Estimate FY11- 12	Town Manager's Recommended Budget FY12-13	% Change Budget
Personnel							
	Regular Wages	81100-1110	\$ 220,988	\$ 197,930	\$ 204,714	\$ 207,874	5.0%
	Overtime		\$ -	\$ -	\$ -	\$ -	0.0%
	FICA	81100-2100	\$ 15,968	\$ 15,142	\$ 15,661	\$ 15,902	5.0%
	VRS	81100-2210	\$ 28,272	\$ 28,858	\$ 28,638	\$ 27,494	-4.7%
	Deferred Comp	81100-2220	\$ 1,923	\$ 3,500	\$ 2,900	\$ 2,900	-17.1%
	Medical/Hospital	81100-2300	\$ 37,017	\$ 34,812	\$ 34,368	\$ 32,034	-8.0%
	Group Life Insurance	81100-2400	\$ 543	\$ 554	\$ 550	\$ 1,099	98.4%
	Unemployment Insurance	81100-2600	\$ 355	\$ 246	\$ 246	\$ 266	8.1%
	Worker's Compensation	81100-2700	\$ 324	\$ 1,103	\$ 946	\$ 946	-14.2%
	Total Personnel		\$ 305,390	\$ 282,145	\$ 288,023	\$ 288,515	2.3%
Contract Services							
	Professional Services	81100-3150	\$ -	\$ 32,500	\$ 26,500	\$ 30,000	-7.7%
	Housing Rehab & Demo	81100-3160	\$ -	\$ 2,000	\$ 2,000	\$ 9,000	350.0%
	Repairs & Maintenance	81100-3310	\$ 7,201	\$ 750	\$ 1,500	\$ 1,500	100.0%
	Printing & Binding	81100-3500	\$ -	\$ 1,250	\$ 1,250	\$ 750	-40.0%
	Advertising	81100-3600	\$ 2,415	\$ 3,500	\$ 5,000	\$ 4,000	14.3%
	Postage	81100-5210	\$ 10	\$ 1,200	\$ 750	\$ 1,000	-16.7%
	Telecommunications	81100-5230	\$ 3,704	\$ 3,300	\$ 2,700	\$ 3,500	6.1%
	Total Contract Services		\$ 13,331	\$ 44,500	\$ 39,700	\$ 49,750	11.8%
Other Commodities							
	Travel, Convention & Education	81100-5500	\$ 4,315	\$ 7,000	\$ 7,000	\$ 6,250	-10.7%
	Contributions, Other Payment	81100-5600	\$ 1,000	\$ 2,500	\$ 2,500	\$ 23,000	820.0%
	Dues & Membership	81100-5810	\$ 1,265	\$ 1,000	\$ 1,000	\$ 800	-20.0%
	Office Supplies	81100-6001	\$ 3,116	\$ 3,000	\$ 3,000	\$ 3,000	0.0%
	Fuel	81100-6008	\$ 1,080	\$ 1,500	\$ 1,500	\$ 1,500	0.0%
	Vehicle Maintenance	81100-6009	\$ 562	\$ 750	\$ 750	\$ 750	0.0%
	Total Other Commodities		\$ 11,337	\$ 15,750	\$ 15,750	\$ 35,300	124.1%
Capital Items							
	Vehicle & Equipment Purchase		\$ -	\$ -	\$ -	\$ -	0.0%
	Capital Outlay	81100-8000	\$ -	\$ 15,000	\$ 15,000	\$ -	-100.0%
	Total Capital Items		\$ -	\$ 15,000	\$ 15,000	\$ -	-100.0%
Total Planning			\$ 330,058	\$ 357,395	\$ 358,473	\$ 373,565	4.5%

Planning

1110 Regular Wages

The line item includes funding for the State mandated 5% raise required by SB497. The personnel services line item represents salaries for the Director of Planning & Community Development, a Senior Planner/GIS Technician, a Deputy Zoning Administrator, and a Planning Department Administrative Assistant.

2100 FICA

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

2210 VRS

VRS is calculated on the basis of 13.26% of the full time salaries in the regular wages line item. This amount only covers the employer portion of VRS. For the first time in FY13, employees will contribute the 5% employee portion.

2220 Deferred Compensation

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

2300 Medical/Hospital Plan

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

2400 Group Life Insurance

This item covers the cost of premiums through VRS at 0.53%

2600 Unemployment Insurance

Calculated on the basis of 0.83% of the first \$8,000 earnings of each employee of the Town

2700 Worker's Compensation

This item includes insurance premiums charged by VML based on \$0.15 per \$100 of earnings.

3150 Professional Services – Contractual

This item represents the cost for the employment of planning consultants for various requests for proposals and traffic impact analysis (TIA) review by on-call transportation engineers. The cost for TIA review is reimbursed by the applicant to the Town through development review fees. Attorney fees for the Board of Zoning Appeals are also included in this item. We will continue to work on the zoning and subdivision ordinances, design guidelines, transportation studies, and neighborhood plans in FY-13.

3160 Housing Rehabilitation and Demo

This item includes the estimated cost of demolishing one abandoned/condemned structure during the fiscal year.

3310 Repairs and Maintenance

This item represents the cost of maintaining software and equipment specific to the operation of the GIS system. The Town now owns the planning plotter and will be completely responsible for maintenance and supplies in the future.

3500 Printing and Binding

This item covers the cost of preparation of major documents for public circulation, including but not limited to the Comprehensive Plan, Zoning and Subdivision codes, and Development Guidelines Handbook.

3600 Advertising

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

5210 Postage

This item covers the cost of regular and certified mailings, including notices to adjoining property owners, notices to applicants, enforcement letters, and other correspondence.

5230 Telecommunications

This item includes local and long-distance phone service and cell phone service for Departmental employees.

5500 Travel, Convention and Education

This line item provides funds for training and certification programs for Departmental staff, as well as for members of the Planning Commission and Board of Zoning Appeals.

5600 Contributions and Other Payments

This line item provides direct funding for the Ashland Main Street Association.

5810 Dues and Membership

This item includes the cost of memberships for Departmental employees and Planning Commission and Board of Zoning Appeals members to various planning-related professional organizations, including the American Planning Association, the Virginia Chapter of the American Planning Association, Rural Planning Caucus, Citizens Planning Education Association of Virginia, International Institute of Municipal Clerks and the Virginia Association of Zoning Officials. This item also covers the cost of subscriptions to various professional journals, as well as other printed resources.

6001 Office Supplies

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

6009 Vehicle Maintenance

This item covers maintenance and fuel costs for Departmental vehicles (4), which share use with Administration and Public Works staff. There are no expected large repairs needed in FY-12

8000 Capital Outlay

This account pays for long-term capital expenditures.

Economic Development Expenditure Summary

		Acct. Code	FY10-11 Actual	Town Manager's Adopted Budget FY11-12	Mid Year Estimate FY11- 12	Town Manager's Recommended Budget FY12-13	% Change Budget
Personnel							
	Regular Wages	81700-1100	\$ 32,933	\$ 50,000	\$ 50,000	\$ 52,500	5.0%
	Overtime		\$ -	\$ -	\$ -	\$ -	0.0%
	FICA	81700-2100	\$ 2,448	\$ 3,825	\$ 3,825	\$ 4,016	5.0%
	VRS	81700-2210	\$ 4,602	\$ 7,290	\$ 7,290	\$ 6,962	-4.5%
	Deferred Comp	81700-2220	\$ 124	\$ 1,000	\$ 1,156	\$ 1,156	15.6%
	Medical/Hospital	81700-2300	\$ 5,594	\$ 6,456	\$ 6,456	\$ 6,024	-6.7%
	Group Life Insurance	81700-2400	\$ 88	\$ 140	\$ 140	\$ 278	98.6%
	Unemployment Insurance	81700-2600	\$ 62	\$ 62	\$ 62	\$ 66	6.5%
	Worker's Compensation	81700-2700	\$ 162	\$ 80	\$ 740	\$ 740	825.0%
	Total Personnel		\$ 46,013	\$ 68,853	\$ 69,669	\$ 71,742	4.2%
Contract Services							
	Professional Services	81700-3150	\$ (570)	\$ 3,000	\$ 3,000	\$ 10,000	233.3%
	Janitorial Services		\$ -	\$ -	\$ -	\$ -	0.0%
	Printing & Binding	81700-3500	\$ -	\$ 500	\$ 500	\$ 1,000	100.0%
	Advertising	81700-3600	\$ 7,729	\$ 9,000	\$ 9,000	\$ 8,000	-11.1%
	Electric Service	81700-5110	\$ -	\$ -	\$ -	\$ -	0.0%
	Heating Service	81700-5120	\$ -	\$ -	\$ -	\$ -	0.0%
	Postage	81700-5210	\$ -	\$ 200	\$ 200	\$ 200	0.0%
	Telecommunications	81700-5230	\$ 766	\$ 1,200	\$ 1,200	\$ 1,350	12.5%
	Lease/Rental of Building		\$ -	\$ -	\$ -	\$ -	0.0%
	Total Contract Services		\$ 7,925	\$ 13,900	\$ 13,900	\$ 20,550	47.8%
Other Commodities							
	Travel, Convention & Education	81700-5500	\$ 1,875	\$ 2,500	\$ 2,500	\$ 3,000	20.0%
	Contributions, Other Payment - Green Tech		\$ 23,500	\$ 20,000	\$ 20,000	\$ 45,000	125.0%
	Façade/Landscaping Grants	81700-5714	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	0.0%
	Dues & Membership	81700-5810	\$ 945	\$ 1,000	\$ 1,000	\$ 1,000	0.0%
	Office Supplies	81700-6001	\$ 565	\$ 500	\$ 500	\$ 500	0.0%
	Fuel	81700-6008	\$ -	\$ 300	\$ 300	\$ 300	0.0%
	Vehicle & Powered Equipment	81700-6009	\$ -	\$ 500	\$ 500	\$ 500	0.0%
	Total Other Commodities		\$ 26,885	\$ 34,800	\$ 34,800	\$ 60,300	73.3%
Capital Items							
	Vehicle & Equipment Purchase		\$ -	\$ -	\$ -	\$ -	0.0%
	Capital Outlay		\$ -	\$ -	\$ -	\$ -	0.0%
	Total Capital Items		\$ -	\$ -	\$ -	\$ -	0.0%
Total Economic Development			\$ 80,823	\$ 117,553	\$ 118,369	\$ 152,592	29.8%

Economic Development

1110 Regular Wages

The line item includes funding for the State mandated 5% raise required by SB497. The personnel services line item represents actual salaries for FY12.

2100 FICA

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

2210 VRS

VRS is calculated on the basis of 13.26% of the full time salaries in the regular wages line item. This amount only covers the employer portion of VRS. For the first time in FY13, employees will contribute the 5% employee portion.

2220 Deferred Compensation

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

2300 Medical/Hospital Plan

Town's contribution for health insurance.

2400 Group Life Insurance

This covers the cost of premiums through VRS at 0.53%.

2600 Unemployment Insurance

Calculated on the basis of 0.83% of the first \$8,000 earnings of each employee of the Town.

2700 Worker's Compensation

This item includes insurance premiums charged by VML based on \$1.65 per \$100 of earnings.

3150 Professional Services – Contractual

This item represents the cost for the employment of planning consultants for various requests for proposals. Including an EDA strategic plan.

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. Increased to initiate a welcome package for new businesses in FY-12 in coordination with Market Ashland Partnership.

3600 Advertising

This item covers the cost of advertising in local and regional publications, trade journals, and other promotional venues. This item also covers the cost of advertising public meetings related to the Economic Development Authority. The cost for co-op advertising with Market Ashland Partnership had previously been shown under Administration.

5210 Postage

This item covers the cost of regular and certified mailings.

5230 Telecommunications

This item includes local and long-distance phone service and cell phone service.

5500 Travel, Convention and Education

This line item provides funds for attendance at conferences. Line item has been increased to provide initial training opportunities to new Economic Development Coordinator.

5600 Contributions, Other Payments

This line item includes \$20,000 to cover the Town's contribution to the Green Tech Incubator, as well as a \$25,000 transfer to the Economic Development Authority

5714 Façade/Landscaping Grants

This item provides matching funds for façade/landscaping improvements to private property, in accordance with adopted policies and guidelines. This item has been unfunded for the past two fiscal years.

5810 Dues and Membership

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

6001 Office Supplies

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

6008 Fuel

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

6009 Vehicle/Powered Equipment

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

Non-Departmental Expenditure Detail

	Acct. Code	FY10-11 Actual	Town Manager's Adopted Budget FY11-12	Mid Year Estimate FY11- 12	Town Manager's Recommended Budget FY12-13	% Change Budget
Non-Department	90000					
Contingency			\$ -			
OPEB Trust Payment	90000-9200	\$ 128,400	\$ 126,400	\$ 126,400	\$ 140,000	10.8%
Retiree Health Premiums	90000-9210	\$ -	\$ 33,108	\$ 33,108	\$ 31,728	-4.2%
Employee Deduction Premiums	90000-9220	\$ -	\$ 121,152	\$ -	\$ -	-100.0%
Debt Service Interest (1993)	90000-9060	\$ 2,815	\$ 1,700	\$ 1,700	\$ 572	-66.4%
Debt Service Principal (1993)	90000-9070	\$ 38,984	\$ 38,984	\$ 38,984	\$ 40,530	4.0%
Debt Service Interest (Hanover)	90000-9098	\$ 11,628	\$ 7,023	\$ 7,023	\$ 2,360	-66.4%
Debt Service Principal (Hanover)	90000-9099	\$ 161,017	\$ 161,017	\$ 161,017	\$ 167,402	4.0%
Transfer to Capital Projects	90000-9900	\$ 901,167	\$ 651,998	\$ 951,998	\$ 680,000	4.3%
Total Non-Departmental Payments		\$ 1,244,010	\$ 1,141,382	\$ 1,320,230	\$ 1,062,592	-6.9%

Non-Departmental

9200 OPEB Trust Payment

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

9210 Retiree Health Premiums

This is a new line item to cover the cost of retiree health premiums.

9220 Employee Deduction Premiums

Mistakenly budgeted in FY12. Removed in the future.

9060 Debt Service Interest (1993)

Interest for the debt issued for the pool in 1993. Last payment will be in August of 2012.

9070 Debt Service Principal (1993)

Principal for the debt issued for the pool in 1993. Last payment will be in August of 2012.

9098 Debt Service Interest (Hanover)

Interest for Water & Sewer Debt Service transferred to Hanover County via the Voluntary Settlement Agreement. Last payment will be in August of 2012.

9099 Debt Service Principal (Hanover)

Principal for Water & Sewer Debt Service transferred to Hanover County via the Voluntary Settlement Agreement. Last payment will be in August of 2012.

9900 Transfer to Capital Projects Fund

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

Capital Projects Fund

Account Name	CIP ID	Actual Balance 6/30/2011	FY12 Adjustments	Budgeted	Total Resources FY 2012	Estimated Expenditures FY 2012	Estimated Balance 6/30/2012	Manager Recommended	Total Resources FY 2013
APPROPRIATIONS - Local									
PUBLIC WORKS - STREETS									
Residential Improvemnt Program	TR 2	394,308.00	300,000.00	50,000.00	744,308.00	385,000.00	359,308.00	100,000.00	459,308.00
Sidewalks, curb and gutter	TR 1	259,300.00		75,000.00	334,300.00	0.00	334,300.00	25,000.00	359,300.00
Hill Carter Parkway - ISTE A		-3,872.00	3,872.00	0.00	0.00	0.00	0.00	0.00	0.00
Drainage Improvements	SW 1	37,629.00	-3,872.00	75,000.00	108,757.00	0.00	108,757.00	75,000.00	183,757.00
Intersection Improvements - Rt. 1/Ashcake Rd	TR 6	24,592.00		0.00	24,592.00	0.00	24,592.00	0.00	24,592.00
Intersection Improvements - Rt. 1/Route 54	TR 5	0.00	450,000.00	0.00	450,000.00		450,000.00	0.00	450,000.00
Route 1 Improvements - Pleasant to Ashcake	TR 4	0.00		0.00	0.00	0.00	0.00	0.00	0.00
Vaughan Road Extension	TR 10	0.00		0.00	0.00	0.00	0.00	0.00	0.00
RR Crossing Improvements	TR 19	0.00	80,000.00	0.00	80,000.00	0.00	80,000.00	0.00	80,000.00
STORMWATER MANAGEMENT PROGRAM									
Comp. Stormwater Management Program		0.00		0.00	0.00	0.00	0.00	0.00	0.00
PUBLIC FACILITIES									
Town Hall Renovations	PF 2	25,072.00	-25,072.00	0.00	0.00	0.00	0.00	0.00	0.00
Town Hall Annex	PF 4	0.00		0.00	0.00	0.00	0.00	0.00	0.00
Downtown Campus Maintenance Fund		0.00	25,072.00	25,000.00	50,072.00	20,260.00	29,812.00	25,000.00	54,812.00
Public Works Facilities	PF 1	0.00		50,000.00	50,000.00	0.00	50,000.00	50,000.00	100,000.00
Public Works Facilities Maintenance		0.00		0.00	0.00	0.00	0.00	0.00	0.00
Police Department Building Maintenance		0.00		0.00	0.00	0.00	0.00	0.00	0.00
Railroad Avenue Parking Lot	PF 5	0.00	65,645.00	34,355.00	100,000.00	0.00	100,000.00	100,000.00	200,000.00
VEHICLE MAINTENANCE									
Public Works Vehicle Replacement Fund		305,575.00		50,000.00	355,575.00	184,615.00	170,960.00	100,000.00	270,960.00
APD Capital Expenditures		-87,642.00	-1.00	87,643.00	0.00	0.00	0.00	0.00	0.00
Police Vehicle Replacement Fund		-36.00		95,000.00	94,964.00	64,612.50	30,351.50	95,000.00	125,351.50

Capital Projects Fund

Account Name	CIP ID	Estimated Balance 6/30/2011	FY12 Adjustments	Manager Recommended	Total Resources FY 2012	Estimated Expenditures FY 2011	Estimated Balance 6/30/2011	Manager Recommended	Total Resources FY 2012
PARKS & RECREATION									
Town Farm Park (N. Ashland Park)	PR 1	0.00		0.00	0.00	0.00	0.00	0.00	0.00
Property Acquisition		0.00		0.00	0.00	0.00	0.00	0.00	0.00
Pufferbelly Park Maintenance		0.00		15,000.00	15,000.00	15,000.00	0.00	25,000.00	25,000.00
DeJarnette Park Maintenance		0.00		0.00	0.00	0.00	0.00	5,000.00	5,000.00
Trails	PR 6	0.00		0.00	0.00	0.00	0.00	5,000.00	5,000.00
Carter Park Maintenance		0.00		25,000.00	25,000.00	0.00	25,000.00	0.00	25,000.00
Carter Park Pool Renovation/Expansion Project	PR 2	0.00		0.00	0.00	0.00	0.00	0.00	0.00
S. Taylor Street Park Maintenance		0.00		0.00	0.00	0.00	0.00	5,000.00	5,000.00
Skateboard Park Maintenance		0.00		10,000.00	10,000.00	10,000.00	0.00	10,000.00	10,000.00
Trail on N. Center St.	PR 6	20,000.00		10,000.00	30,000.00	0.00	30,000.00	10,000.00	40,000.00
Entertainment Facility	PR 5	0.00		0.00	0.00	0.00	0.00	0.00	0.00
ECONOMIC DEVELOPMENT									
Relocation of overhead utilities	ED 1	145,645.00	-145,645.00	0.00	0.00	0.00	0.00	0.00	0.00
Downtown Parking	ED 4	20,000.00		0.00	20,000.00	0.00	20,000.00	0.00	20,000.00
Downtown Sidewalks	ED 5	86,945.00		50,000.00	136,945.00	0.00	136,945.00	50,000.00	186,945.00
I-95 Interchange Landscape/Enhancement	ED 6	0.00		0.00	0.00	0.00	0.00	0.00	0.00
Gateway & Wayfinding	ED 7	132,985.00	25,000.00	0.00	157,985.00	0.00	157,985.00	0.00	157,985.00
NON DEPARTMENTAL									
Interest				0.00				0.00	
Specific Contingency									
Total Contingency		238,300.00	-111,532.00	0.00	126,768.00		126,768.00	0.00	126,768.00
TOTAL APPROPRIATIONS - Local		1,598,801.00	663,467.00	651,998.00	2,914,266.00	679,487.50	2,234,778.50	680,000.00	2,914,778.50
TRANSFER FROM GENERAL FUND				651,998.00	651,998.00			680,000.00	680,000.00

PERSONNEL/BUDGETARY RECOMMENDATIONS

A. STAFFING LEVELS

I am proposing minimal changes to staffing levels in FY13. There are funds in the Police budget to hire some additional part-time front desk staff. There is currently one vacant equipment operator position on the Street crew and I have budgeted to refill that position.

B. PAY AND CLASSIFICATION PLAN ADJUSTMENTS AND PERSONNEL POLICIES

1.) Cost of Living Adjustments

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

2) Performance Adjustments

The proposed budget contains no additional funding for merit increases.

3) SB497 Raises

The proposed budget contains across the board 5% pay raises for all full-time employees as required by SB497

4) Health Insurance

The proposed budget contains funding for continued coverage of two existing plans. There is a 7.1% decrease in the Town's Health Insurance premiums for FY13.

5) Other Post Employment Benefits

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

6) Employee Share of VRS

The proposed budget meets the requirements of SB497 and requires that all Town employees pay the 5% "employee" share of VRS.

Pay Plan

Effective for 2012-2013 Budget

	FY13		FY13		FY13
	MINIMUM		MID		MAXIMUM
GRADE					
1	12,337		16,451		20,565
2	12,952		17,272		21,591
3	13,601		18,137		22,673
4	14,279		19,041		23,804
5	14,993		19,993		24,993
6	15,745		20,995		26,246
7	16,531		22,045		27,558
8	17,356		23,144		28,933
9	18,226		24,305		30,383
10	19,137		25,519		31,901
11	20,092		26,793		33,494
12	21,099		28,135		35,171
13	22,152		29,539		36,927
14	23,262		31,019		38,777
15	24,424		32,570		40,715
16	25,645		34,198		42,751
17	26,927		35,907		44,887
18	28,274		37,704		47,133
19	29,686		39,586		49,486
20	31,171		41,566		51,961
21	32,731		43,646		54,562
22	34,367		45,829		57,290
23	36,085		48,119		60,153
24	37,888		50,524		63,160
25	39,784		53,052		66,320
26	41,775		55,707		69,638
27	43,861		58,489		73,117
28	46,054		61,413		76,772
29	48,356		64,483		80,610
30	50,774		67,707		84,641
31	53,314		71,094		88,875
32	55,979		74,647		93,316
33	58,780		78,383		97,986
34	61,719		82,302		102,885
35	64,806		86,418		108,031
36	66,712		88,960		111,208

Pay and Classification Plan

Effective July 1, 2012

POSITION TITLE	2012 Grade	2013 Grade	Authorized No. Emp.
ADMINISTRATION			
Account Clerk A	14	14	0
Account Clerk B	16	16	2***
Town Treasurer*	32	32	0
Visitors' Center Manager	15	15	1
Town Clerk/Administrative Assistant B	21	21	1
Assistant to the Town Manager*	21	22	1
Deputy Town Manager/Finance Director*	35	35	1
Economic Development Coordinator*	28	28	1
PLANNING & COMMUNITY DEVELOPMENT			
Administrative Assistant A	18	18	1
Senior Planner/GIS Technician*	29	29	1
Deputy Zoning Administrator/Parks & Recreation Coordinator*	28	28	1
Director of Planning*	32	32	1
POLICE			
Police Officer Trainee	22	25	0
Police Officer	23	26	11
Police Sergeant	25	29	4
Police Corporal	24	28	2
Police Lieutenant*	27	31	2
Police Captain*	28	32	1
Chief of Police*	34	34	1
Investigator	23	26	3
Community Support Officer	NA	20	1
Police Business Manager	18	20	1
Senior Support Services Officer	16	18	1

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

*** Represents one authorized but unfunded position.

* Denotes FLSA Exempt employee.

Town of Ashland Organizational Structure

