

# Ashland

**CENTER OF THE UNIVERSE**



**TOWN OF ASHLAND, VA**  
**2020 – 2021 Adopted Budget**  
**June 2, 2020**

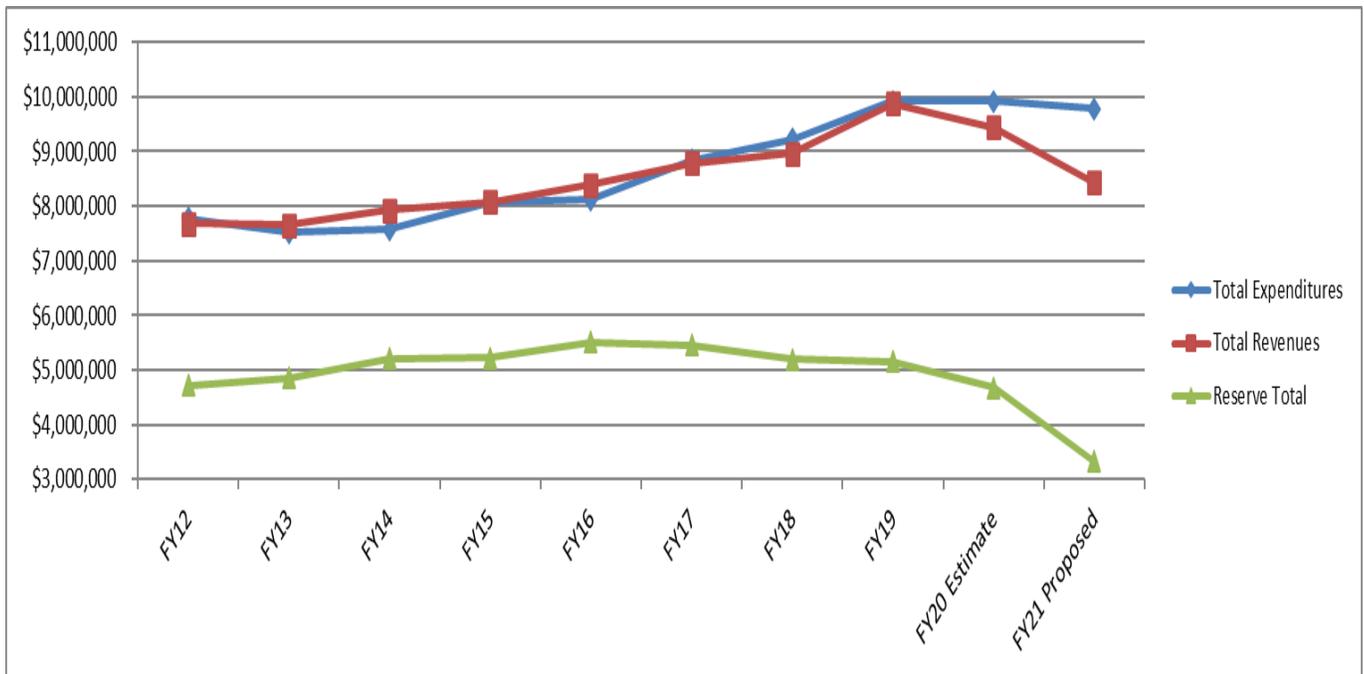
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**Town of Ashland Proposed Financial Plan**  
**July 1, 2020—June 30, 2021**

I am pleased to present the Town Manager’s proposed budget for the fiscal period of July 1, 2020 through June 30, 2021.

The community is facing an unprecedented challenge as we respond to the novel coronavirus (COVID-19) for the foreseeable future. Due to the forecasted impact on the local economy the FY2021 budget focuses on maintaining core services. The total budget for FY2021 is \$16,099,889 split between \$9,782,632 in the General Fund and \$6,313,257 in the Capital Projects Fund. The General Fund is 4.3% less than FY2020 primarily due to reductions in local tax revenues. The budget relies on a \$1,356,838 transfer from the General Fund Reserve to balance and leaves the reserve at \$3,323,583 which is within Town Council Fund Balance Reserve policy but close to the minimum threshold. The following graph shows the trend of Town revenues, expenditures, and General Fund Reserve over the past ten years.



**Revenues:**

Prior to the arrival of COVID-19 in the local area local revenue sources were trending up. Since the implementation of safety measures meant to slow the spread of the virus, two of the largest revenue accounts, meals tax and transient occupancy tax, have fallen dramatically as people stay home. The proposed budget does not include any tax increases, but it should be noted that the Town will be required to advertise a real estate tax increase because assessments have increased more than one percent from the previous year.

**Personnel:**

I am recommending that compensation be left equivalent to the current fiscal year with no adjustment in the Compensation Plan, Longevity Program or merit increases for Town employees. Vacancies that occur during the FY2021 may be frozen to realize the savings in salary and benefits. Career Development Programs and the Wellness Program remain funded.

**Benefits:**

I am not recommending any changes to the Town’s benefits service providers. In addition, I recommend continuing health insurance with the Town’s current provider with a 4.78% increase in premiums.

**Capital:**

Capital needs continue to outpace funding available to accomplish pay-as-you-go financing. The Towns’ capital projects require careful prioritization, this year being more difficult than any in recent memory. This budget transfers \$511,446 to the Capital Projects Fund from the General Fund for a total budget of \$6,292,745. Most of this funding is targeted to VDOT funding eligible projects, and incremental additions to projects necessitating pay-as-you-go funding. It is also worth noting that upon completion of the new Town Hall and rebuilt Carter Park pool this budget should revert to typical levels seen prior to FY2019.

Fiscal Year	Total GF Budget	% Increase	Transfer to CPF	% Increase	Remaining Budget	% Increase
FY12	\$ 7,739,805	3.2%	\$ 651,998	49.0%	\$ 7,087,807	0.4%
FY13	\$ 7,856,486	1.5%	\$ 680,000	4.3%	\$ 7,176,486	1.3%
FY14	\$ 8,072,917	2.8%	\$ 787,500	15.8%	\$ 7,285,417	1.5%
FY15	\$ 8,274,514	2.5%	\$ 905,408	15.0%	\$ 7,369,106	1.1%
FY16	\$ 8,657,454	4.6%	\$ 1,135,000	25.4%	\$ 7,522,454	2.1%
FY17	\$ 9,167,314	5.9%	\$ 1,420,000	25.1%	\$ 7,747,314	3.0%
FY18	\$ 9,224,552	0.6%	\$ 1,414,276	-0.4%	\$ 7,810,276	0.8%
FY19	\$ 9,924,587	7.6%	\$ 1,482,700	4.8%	\$ 8,441,887	8.1%
FY20 Estimate	\$ 9,914,813	-0.1%	\$ 858,094	-42.1%	\$ 9,056,719	7.3%
FY21 Proposed	\$ 9,782,632	-1.3%	\$ 511,446	-40.4%	\$ 9,271,186	2.4%

**Budget Highlights:**

The proposed FY2021 budget continues our high level of core governments services delivered by an outstanding team while eliminating or postponing new programs. In addition to ongoing operations the following items highlight continued investments:

- Continuing the Town’s partnership with the Dominion Energy Innovation Center and Downtown Ashland Association.

- Continuing the Town’s partnership with Richmond Region Tourism to enhance our profile as a destination in the region.
- Implementation of the FY2021-FY2025 Tourism Marketing Plan.
- Continued investment in the Town’s transportation network.

**Policy Recommendations:**

There are no new policy recommendations as part of the FY2021 budget.

**Summary:**

The FY2021 budget is the result of carefully forecasting a historically uncertain future. Thanks to prudent actions adopted in previous years by Town Council we are in a healthier financial position relative to many other localities in Virginia and the nation; however, the current economic restrictions caused by the health crisis are rocking the Town’s financial foundation. This budget allows us to maintain our core services and prepare the organization and community for an eventual economic recovery. I look forward to working with the community, elected officials, stakeholders and staff to continue progress towards our collective goals.

Respectfully,



Joshua S. Farrar  
Town Manager



## Tax Rates and Levies

The following tax rates and levies are the basis of the budget for July 1, 2020 through June 30, 2021:

Real Property Tax	\$ .10 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 \$1,000,000 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
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### Other Local Taxes

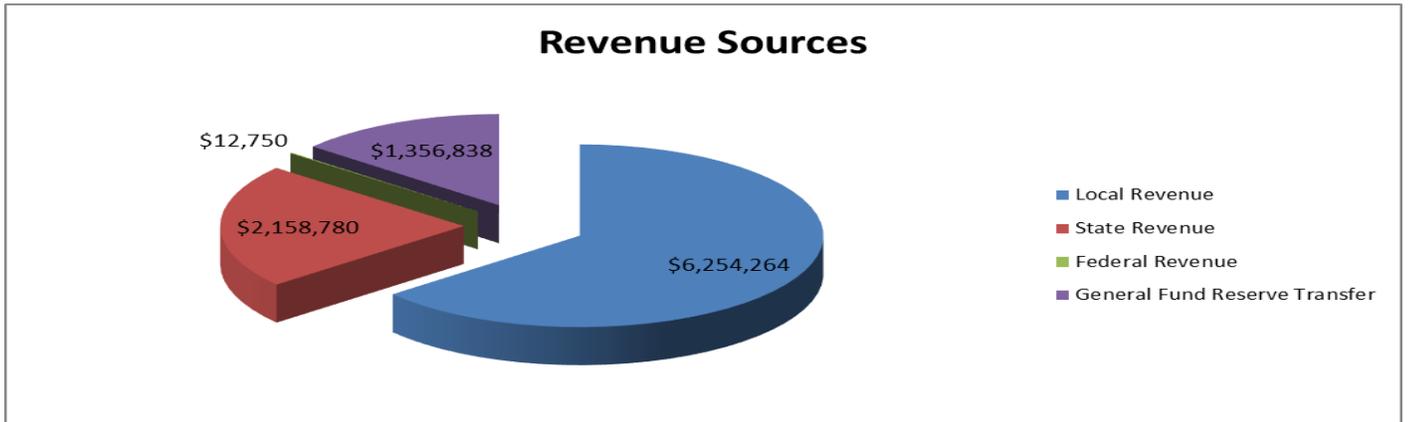
Meals Tax	6%
Transient Occupancy Tax	8%
Cigarette Tax	\$.22 per pack

### Motor Vehicle License Tax

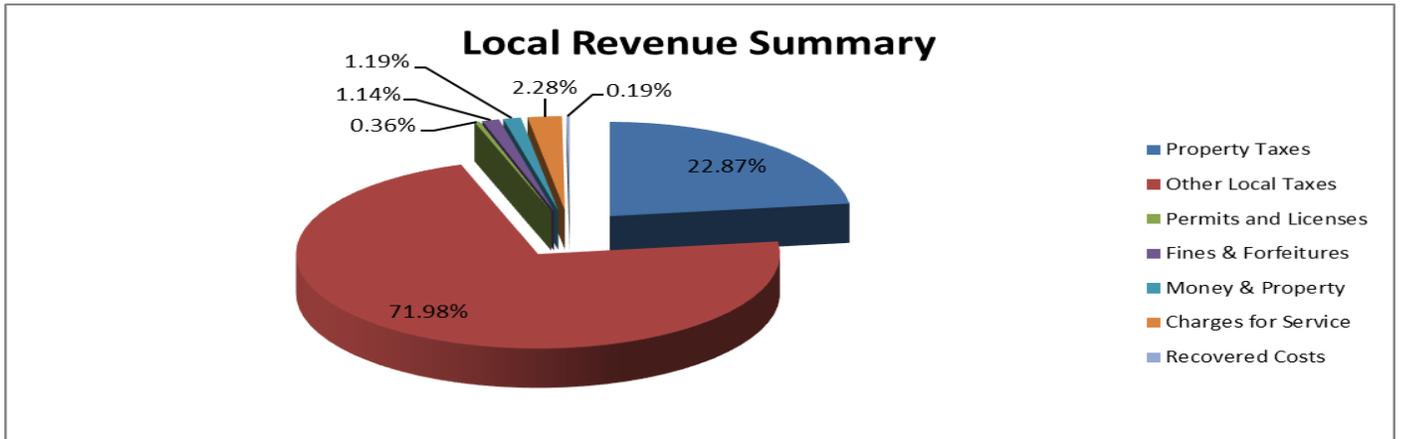
Cars and Trucks	\$25.00
Motorcycles	\$15.00

<b>Fund Balance</b>	
For reference, the actual fund balance for the previous fifteen years is tabulated below:	
General Fund Balance as presented in annual audit:	
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
June 30, 2012:	\$ 4,722,404
June 30, 2013:	\$ 4,857,434
June 30, 2014:	\$ 5,207,596
June 30, 2015:	\$ 5,228,516
June 30, 2016:	\$ 5,510,285
June 30, 2017:	\$ 5,458,019
June 30, 2018:	\$ 5,195,692
June 30, 2019:	\$ 5,152,125
<b>Estimated Fund Balance—06/30/20</b>	<b>\$ 4,680,422</b>
Plus Revenues—Estimated Through 06/30/21	\$ 8,425,794
Less Expenditures - Estimated Through 06/30/21	\$ 9,782,632
<b>Projected Fund Balance—06/30/21</b>	
<b>*Equal to 33.97% of the General Fund Revenues/Expenditures FY21.</b>	<b>\$ 3,323,584</b>

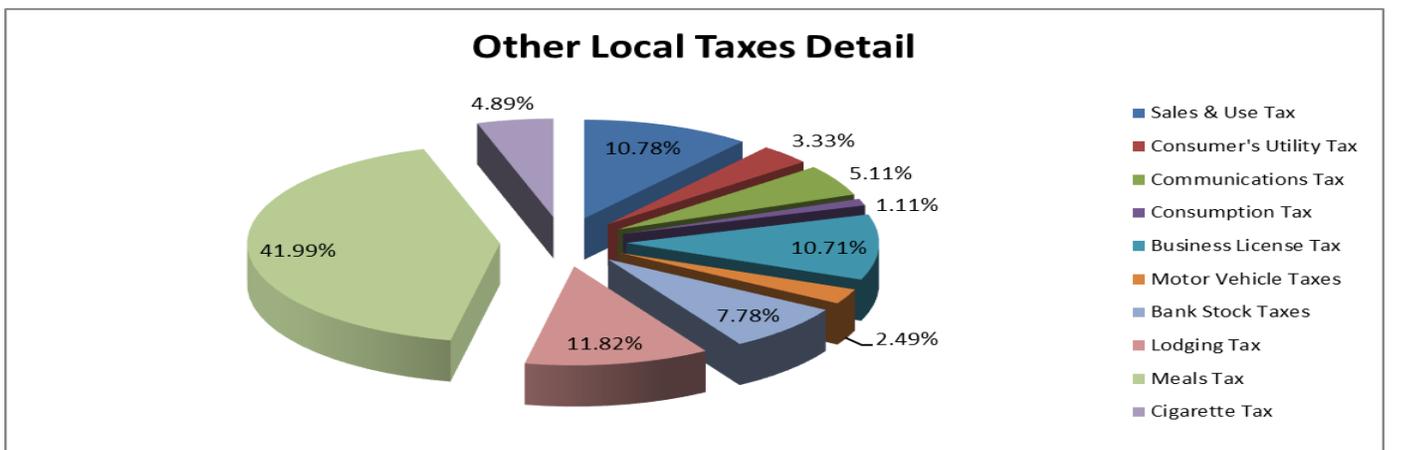
## Revenue Summary



The Town receives 74% of its revenue from local sources, and 22% from the Commonwealth of Virginia.



The largest source of revenue is “Other Local Taxes”. This portion 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

Revenue Summary								
		Acct. Code	FY17-18 Actual	FY18-19 Actual	Amended Budget FY19-20	FY19-20 Mid Year Estimate	Adopted Budget FY20-21	% Change
<b>Revenue from Local Sources</b>								
General Property Taxes		11000						
Real Property Taxes	11010		\$ 722,180	\$ 791,504	\$ 795,000	\$ 805,000	\$ 900,000	13.2%
Real and Personal Public Service Corporation Taxes	11020		\$ 37,450	\$ 44,151	\$ 38,000	\$ 42,000	\$ 43,000	13.2%
Personal Property Taxes	11030		\$ 460,912	\$ 442,999	\$ 400,000	\$ 438,000	\$ 440,000	10.0%
Mobile Home Taxes	11030-0003		\$ 951	\$ 1,065	\$ 1,100	\$ 900	\$ 1,100	0.0%
Machinery and Tools Taxes	11040		\$ 14,617	\$ 10,825	\$ 14,000	\$ 16,000	\$ 16,000	14.3%
Penalties	11060-0001		\$ 22,390	\$ 13,750	\$ 19,000	\$ 19,500	\$ 15,000	-21.1%
Interest	11060-0010		\$ 9,913	\$ 10,057	\$ 10,000	\$ 11,000	\$ 15,000	38.5%
<b>Total General Property Taxes</b>			\$ 1,268,412	\$ 1,314,351	\$ 1,277,100	\$ 1,332,400	\$ 1,430,100	12.0%
Other Local Taxes		12000						
Local Sales and Use Taxes	12010		\$ 556,668	\$ 576,646	\$ 584,785	\$ 590,000	\$ 485,385	-17.0%
Consumer's Utility Tax	12020-0001		\$ 159,915	\$ 161,034	\$ 145,000	\$ 155,000	\$ 150,000	3.4%
Communications Taxes	12020-0002		\$ 250,572	\$ 231,609	\$ 260,000	\$ 230,000	\$ 230,000	-11.5%
Utility Consumption tax	12030-20XX		\$ 54,693	\$ 47,201	\$ 55,000	\$ 50,000	\$ 50,000	-9.1%
Business License	12030-0001		\$ 533,639	\$ 527,836	\$ 535,000	\$ 490,000	\$ 482,000	-9.9%
Motor Vehicle Taxes	12050		\$ 111,207	\$ 118,455	\$ 112,000	\$ 122,000	\$ 112,000	0.0%
Bank Stock Taxes	12060		\$ 310,687	\$ 407,590	\$ 350,000	\$ 300,000	\$ 350,000	0.0%
Hotel and Motel Room Taxes	12100		\$ 710,035	\$ 787,839	\$ 815,000	\$ 692,750	\$ 532,200	-34.7%
Restaurant Food Taxes	12110		\$ 2,211,272	\$ 2,805,264	\$ 2,750,000	\$ 2,635,000	\$ 1,890,000	-31.3%
Cigarette Tax	12080		\$ 220,441	\$ 249,339	\$ 250,000	\$ 220,000	\$ 220,000	-12.8%
<b>Total Other Local Taxes</b>			\$ 5,119,129	\$ 5,912,814	\$ 5,856,785	\$ 5,484,750	\$ 4,501,585	-23.1%
Permits, Privilege Fees and Regulatory Licenses		13000						
Zoning Permits	13030-0007		\$ 21,750	\$ 17,350	\$ 15,000	\$ 22,000	\$ 18,000	20.0%
Sign Permits	13030-0019		\$ 2,900	\$ 1,250	\$ 2,000	\$ 1,000	\$ 1,500	-25.0%
Right Of Way Permits	13030-0031		\$ 1,680	\$ 1,720	\$ 2,000	\$ 2,000	\$ 2,000	0.0%
DMV Collection Fee	13050		\$ 780	\$ 220	\$ 2,000	\$ 200	\$ 500	-75.0%
Administrative Collection Fee	13060		\$ 703	\$ 240	\$ 2,000	\$ 200	\$ 500	-50.0%
<b>Total Permits Etc.</b>			\$ 27,813	\$ 20,780	\$ 23,000	\$ 25,400	\$ 22,500	-2.2%
Fines and Forfeitures								
Court Fines and Forfeitures	014010-0001		\$ 90,447	\$ 100,850	\$ 95,000	\$ 70,000	\$ 70,000	-26.3%
Traffic/Parking Fines	014010-0002		\$ 675	\$ 1,375	\$ 1,000	\$ 1,000	\$ 1,000	0.0%
Restitution Payments	014010-0005		\$ 50	\$ 327	\$ -	\$ 100	\$ 100	100.0%
<b>Total Fines and Forfeitures</b>			\$ 91,172	\$ 102,552	\$ 96,000	\$ 71,100	\$ 71,100	-25.9%

## Revenue Detail Continued

		Acct. Code	FY17-18 Actual	FY18-19 Actual	Amended Budget FY19-20	FY19-20 Mid Year Estimate	Adopted Budget FY20-21	% Change
Revenue from Use of Money and Property:								
	Bank Deposit Interest	15010	\$ 53,041	\$ 123,367	\$ 87,000	\$ 101,441	\$ 55,000	-36.8%
	Rental of Property	15020-0005	\$ 19,075	\$ 19,440	\$ 17,000	\$ 22,970	\$ 18,000	5.9%
	Farmer's Market Fees	15020-0006	\$ 1,405	\$ 1,090	\$ 1,600	\$ 1,120	\$ 1,200	-25.0%
<i>Total from Use of Money and Property</i>			\$ 73,521	\$ 143,897	\$ 105,600	\$ 125,531	\$ 74,200	-29.7%
Charges for Services								
	Pool Membership	016120-0002	\$ 38,302	\$ 49,730	\$ 47,700	\$ 27,355	\$ 54,000	13.2%
	Daily Pool Fees	016120-0006	\$ 29,966	\$ 37,705	\$ 33,800	\$ 39,541	\$ 52,000	53.8%
	Swim Lessons	016120-0007	\$ 915		\$ -	\$ -	\$ -	0.0%
	Concession Stand Revenue	016120-0010	\$ 1,542	\$ 5,071	\$ 15,000	\$ 4,400	\$ 6,200	-58.7%
	Concession Stand Sales Tax	016120-011	\$ 81	\$ (114)	\$ 575	\$ 233	\$ 329	-42.8%
	Broadband Zone Lease		\$ -	\$ -	\$ 2,000	\$ -	\$ -	-100.0%
	Broadband Fiber Lease		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Citizen Academy Fee	016210-0001	\$ 225	\$ 375	\$ 350	\$ -	\$ 300	-14.3%
<i>Total Charges for Services</i>			\$ 71,031	\$ 92,767	\$ 99,425	\$ 71,529	\$ 112,829	13.5%
Miscellaneous Revenue								
	Miscellaneous	18999-0003	\$ 71,577	\$ 22,826	\$ 17,654	\$ 41,167	\$ 15,000	-15.0%
	Sale of Vehicles	18999-0013	\$ 22,030	\$ 17,799	\$ 5,000	\$ 54,880	\$ 15,000	200.0%
<i>Total Miscellaneous Revenue:</i>			\$ 93,607	\$ 40,626	\$ 22,654	\$ 96,047	\$ 30,000	32.4%
Recovered Costs and Revenue from Other Sources		19020						
	Reimb. Frm RMC for Lights	019020-0401	\$ 2,791	\$ 2,402	\$ 2,500	\$ 2,728	\$ 2,500	0.0%
	P-card Rebate	019020-0501	\$ 6,371	\$ 6,433	\$ 6,500	\$ 6,960	\$ 6,500	0.0%
	Insurance Recoveries	019020-0601	\$ 16,265	\$ 19,867	\$ 2,500	\$ -	\$ 2,500	0.0%
	Refund/Reimb Clearing	019020-9000	\$ (1,128)	\$ 266	\$ -	\$ -	\$ -	0.0%
	Accident Recovery	040000-0105	\$ 565	\$ 510	\$ 450	\$ 380	\$ 450	0.0%
	VML Safety Grant	040000-0111	\$ 1,819	\$ 2,000	\$ 2,000	\$ -	\$ -	-100.0%
	HEAL Grant			\$ -	\$ 5,000	\$ -	\$ -	-100.0%
	CSB Opioid Response Grant	040000-0113	\$ -	\$ -	\$ 14,164	\$ 14,164	\$ -	
<i>Total Recovered Costs:</i>			\$ 26,683	\$ 31,478	\$ 33,114	\$ 24,232	\$ 11,950	-63.9%
<b>Total Revenue from Local Sources</b>			\$ 6,771,369	\$ 7,659,265	\$ 7,513,678	\$ 7,230,989	\$ 6,254,264	-16.8%

## Revenue Detail Continued

		Acct. Code	FY17-18 Actual	FY18-19 Actual	Amended Budget FY19-20	FY19-20 Mid Year Estimate	Adopted Budget FY20-21	% Change
<b>Revenue from the Commonwealth</b>		<b>32200</b>						
Noncategorical Aid		32210						
	Rolling Stock Tax	032210-0003	\$ 306	\$ 10,169	\$ 10,000	\$ 10,722	\$ 10,000	0.0%
	Mobile Home Titling Tax	032210-0005	\$ 4,959	\$ -	\$ 2,000	\$ 1,890	\$ 2,000	0.0%
	Auto Rental Tax	032210-0006	\$ 101,591	\$ 122,418	\$ 110,000	\$ 114,430	\$ 110,000	0.0%
	Personal Property Tax Relief Funds	032210-9999	\$ 111,774	\$ 111,774	\$ 111,774	\$ 111,774	\$ 111,774	0.0%
<i>Total Noncategorical Aid</i>			\$ 218,630	\$ 244,360	\$ 233,774	\$ 238,816	\$ 233,774	0.0%
Categorical Aid		32400						
	Streets and Highway Maintenance	032400-0415	\$ 1,706,119	\$ 1,757,057	\$ 1,748,903	\$ 1,748,903	\$ 1,711,035	-2.2%
	DJCP Grants for LE (599)	032400-0417	\$ 170,644	\$ 176,956	\$ 176,957	\$ 176,956	\$ 176,956	0.0%
	Fire Programs	032400-0418	\$ 24,154	\$ 25,008	\$ 25,000	\$ 26,315	\$ 26,315	5.3%
	Litter Control	032400-0419	\$ 3,158	\$ 3,359	\$ 3,359	\$ 3,359	\$ 3,200	-4.7%
	VA Commission for Arts Grant	032400-0424	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	0.0%
	VBRSP Site Characterization Grant	032400-0428	\$ 29,500		\$ -	\$ -	\$ -	0.0%
	Licence Plat Grant 1	032400-0430	\$ -		\$ -	\$ -	\$ 2,000	100.0%
	Licence Plat Grant 2	032400-0431	\$ -		\$ -	\$ -	\$ 1,000	100.0%
	Animal Friendly License Plate Fee	0324000- 0429	\$ -	\$ 92	\$ -	\$ -	\$ -	0.0%
<i>Total Categorical Aid</i>			\$ 1,938,075	\$ 1,966,971	\$ 1,958,719	\$ 1,960,033	\$ 1,925,006	-1.7%
<b>Total Revenue from the Commonwealth</b>			\$ 2,156,705	\$ 2,211,332	\$ 2,192,493	\$ 2,198,849	\$ 2,158,780	-1.5%
<b>Revenue from the Federal Government</b>		<b>33000</b>						
Other Categorical Aid		33300						
	Bulletproof Vest Grant	033300-0111	\$ 848	\$ 4,520	\$ 3,000	\$ 3,000	\$ 3,000	0.0%
	Justice Assistance Grant (Byrne)	033301-0109	\$ 23,658	\$ -	\$ -	\$ 4,272	\$ 4,250	100.0%
	Transportation Safety Grant	033301-0111	\$ 9,646	\$ 5,903	\$ 6,000	\$ 6,000	\$ 5,500	-8.3%
	DCJS Training Grant	033301-0112	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
<i>Total Other Categorical Aid</i>			\$ 34,152	\$ 10,423	\$ 9,000	\$ 13,272	\$ 12,750	41.7%
<i>Total Categorical Aid</i>			\$ 34,152	\$ 10,423	\$ 9,000	\$ 13,272	\$ 12,750	41.7%
<b>Total Revenue from the Federal Government</b>			\$ 34,152	\$ 10,423	\$ 9,000	\$ 13,272	\$ 12,750	41.7%
<b>Total General Fund Revenue</b>			\$ 8,962,226	\$ 9,881,020	\$ 9,715,171	\$ 9,443,110	\$ 8,425,794	-13.3%

## Capital Projects Fund Revenue

		Acct. Code	FY17-18 Actual	FY18-19 Actual	Amended Budget FY19-20	FY19-20 Mid Year Estimate	Adopted Budget FY20-21	% Change
<b>CPF Revenue from Local Sources</b>								
Revenue from the Use of Money and Property								
	Revenue from the Use of Money	015010-0001	\$ 50,466	\$ 231,642	\$ 55,000	\$ 100,000	\$ 55,000	0.0%
	SNAP Interest on Debt Proceeds				\$ 184,844	\$ 184,844	\$ 80,000	
	Stormwater Management Fee	013030-0032	\$ 5,813	\$ 5,688	\$ 8,727	\$ 4,178	\$ 6,877	-21.2%
	Broadband Zone Lease		\$ -	\$ -	\$ -	\$ -	\$ 1,500	100.0%
	Broadband Fiber Lease		\$ -	\$ -	\$ -	\$ 280	\$ 1,680	100.0%
	<i>Total Revenue from the Use of Money and Property</i>		\$ 56,279	\$ 237,330	\$ 248,571	\$ 289,302	\$ 145,057	-41.6%
	<b>Total CPF Revenue from Local Sources</b>		\$ 56,279	\$ 237,330	\$ 248,571	\$ 289,302	\$ 145,057	-41.6%
<b>Revenue from the Commonwealth</b>								
Categorical Aid								
	VA Industrial Revitalization Fund	032200-0009	\$ 338,194	\$ 70,771	\$ -	\$ -	\$ -	0.0%
	RSTP Trolley Line Trail-State	032200-0013		\$ 3,259		\$ 51,432	\$ 16,974	100.0%
	SLAF Grant Mechumps Creek Phase II	032200-0010	\$ 111,231	\$ 97,576	\$ -	\$ -	\$ -	0.0%
	State Asset Forfeiture	032200-XXXX			\$ 9,918	\$ 9,918	\$ -	
	<i>Total Categorical Aid</i>		\$ 449,424	\$ 171,607	\$ 9,918	\$ 61,350	\$ 16,974	100.0%
	<b>Total Revenue From the Commonwealth</b>		\$ 449,424	\$ 171,607	\$ 9,918	\$ 61,350	\$ 16,974	100.0%
<b>CPF Revenue from the Federal Government</b>								
Categorical Aid								
	National Fish & Wildlife Grant	033300-0002	\$ 111,231	\$ 84,769	\$ -	\$ -	\$ -	0.0%
	RSTP - Trolley Line	033300-0003	\$ 1,849	\$ 106,763	\$ 135,927	\$ 1,283,768	\$ 407,381	23.0%
	<i>Total Categorical Aid</i>		\$ 113,080	\$ 191,532	\$ 135,927	\$ 1,283,768	\$ 407,381	199.7%
	<b>Total Revenue from the Federal Government</b>		\$ 113,080	\$ 191,532	\$ 135,927	\$ 1,283,768	\$ 407,381	199.7%
<b>CPF Revenue from Other Sources</b>								
Transfers								
	Transfer from General Fund	040000-0001	\$ 1,414,276	\$ 1,482,700	\$ 858,094	\$ 858,094	\$ 511,446	-40.4%
	2018-2019 CPF Loan	040000-0100		\$ 8,900,000	\$ -	\$ -	\$ -	0.0%
	Insurance Recoveries	019020-0601	\$ 20,425	\$ -	\$ 6,168	\$ 6,168	\$ 3,000	100.0%
	Prior Year Fund Balance				\$ 10,457,743			
	<i>Total Transfers</i>		\$ 1,434,701	\$ 10,382,700	\$ 864,262	\$ 864,262	\$ 514,446	-40.5%
<b>Grants</b>								
	State Farm Insurance	018000-0004						0.0%
	Dominion Resources Stormwater	18000-0005						0.0%
	Chesapeake Bay Trust	018000-0003						0.0%
	<i>Total Grants</i>		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	<b>Total Revenue from Other Sources</b>		\$ 1,434,701	\$ 10,382,700	\$ 864,262	\$ 864,262	\$ 514,446	-40.5%
	<b>Total CPF Revenue</b>		\$ 2,053,484	\$ 10,983,169	\$ 1,258,678	\$ 2,498,682	\$ 1,083,858	-13.9%

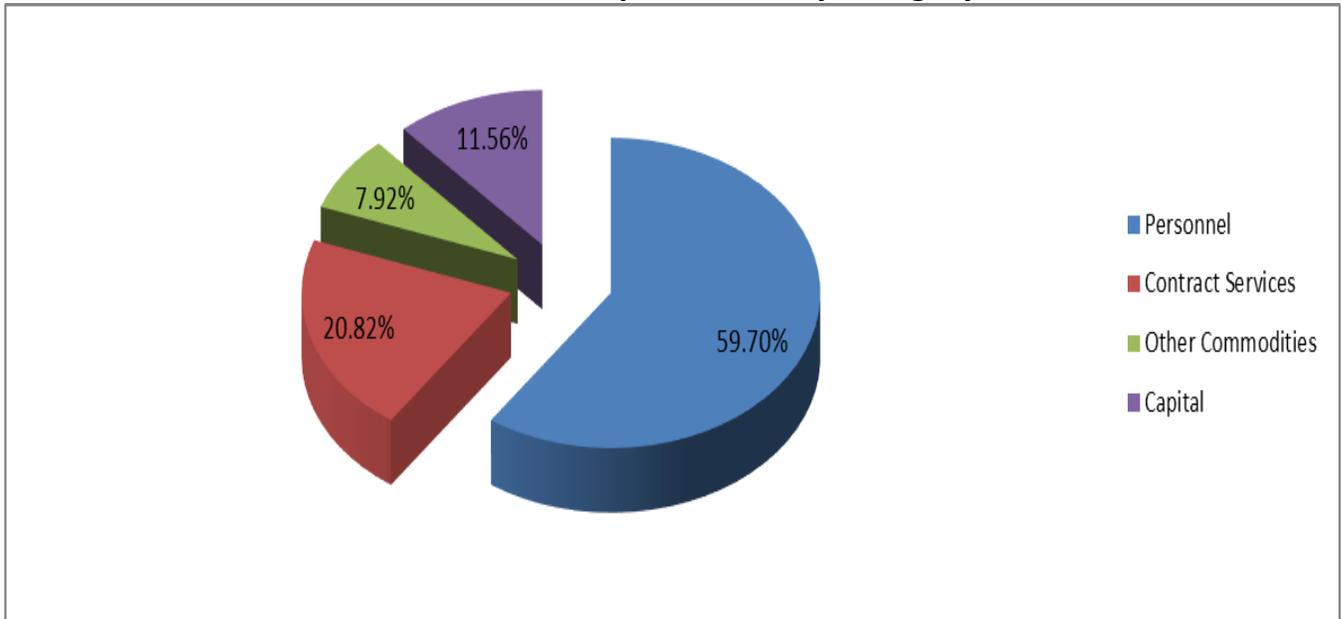
### Total Revenue Detail

		Acct. Code	FY17-18 Actual	FY18-19 Actual	Amended Budget FY19-20	FY19-20 Mid Year Estimate	Adopted Budget FY20-21	% Change
<b>Grand Total</b>								
<b>Revenues</b>			\$ 11,015,710	\$ 20,864,189	\$ 10,973,849	\$ 11,941,792	\$ 9,509,652	-13.3%
<b>Less CPF</b>								
<b>Revenue</b>			\$ 8,962,226	\$ 9,881,020	\$ 9,715,171	\$ 9,443,110	\$ 8,425,794	-13.3%
Unappropriated Funds Transfer		040000-9999	\$ 262,326	\$ 43,568	\$ 504,215	\$ 471,703	\$ 1,356,838	169.1%
<b>Total Budget</b>			\$ 9,224,552	\$ 9,924,587	\$ 10,219,386	\$ 9,914,813	\$ 9,782,632	-4.3%

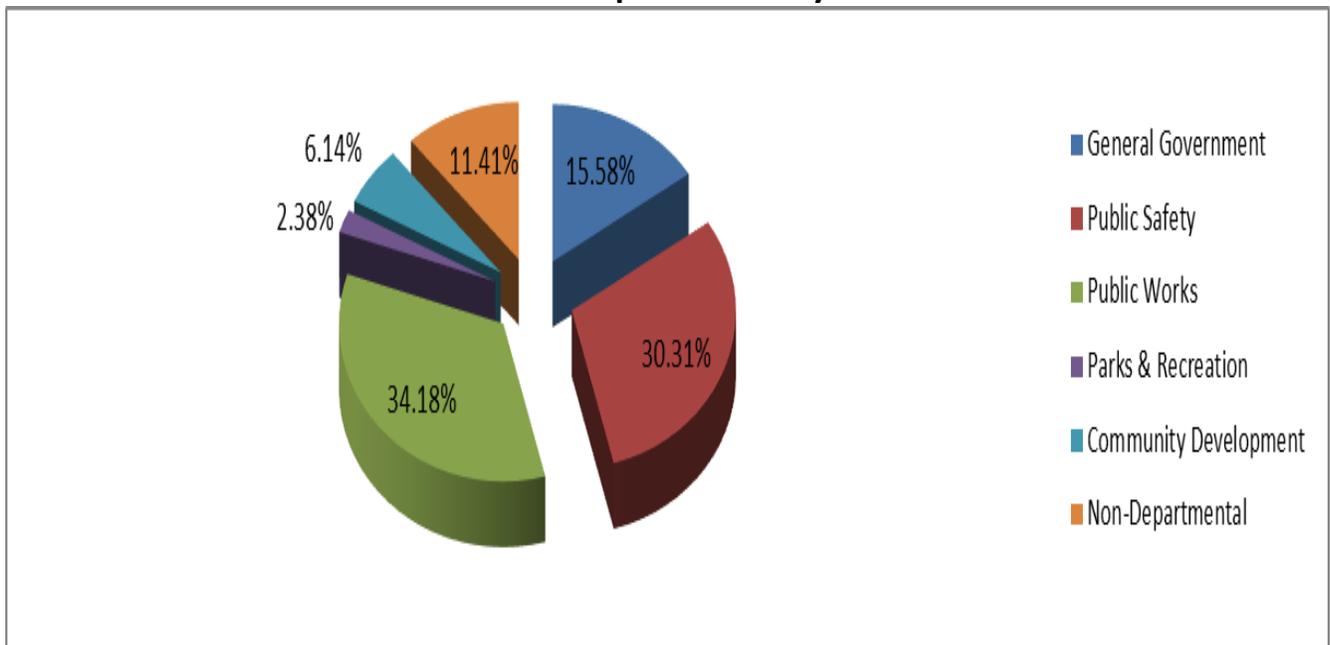
## General Fund Expenditures

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 provide 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

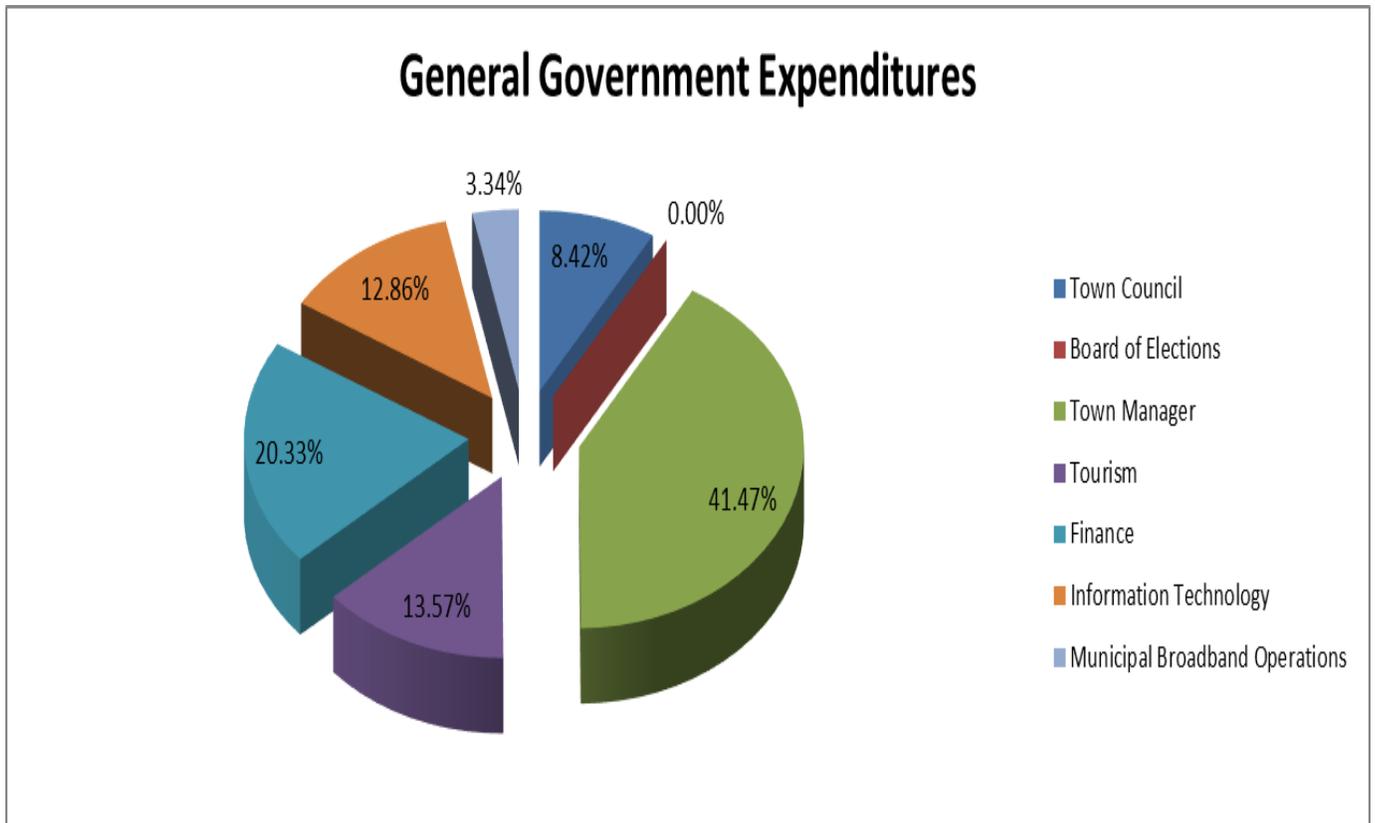


## FY2020 Expenditure Summary

				Amended	FY19-20 Mid	Adopted	%
		FY17-18 Actual	FY18-19 Actual	Budget FY19-20	Year Estimate	Budget FY20-21	Change
<b>Personnel</b>							
	General Government	\$ 568,152	\$ 598,170	\$ 673,215	\$ 654,877	\$ 673,706	0.1%
	Public Safety	\$ 2,302,590	\$ 2,461,275	\$ 2,609,193	\$ 2,567,268	\$ 2,587,130	-0.8%
	Public Works	\$ 1,665,371	\$ 1,745,289	\$ 1,940,844	\$ 1,874,267	\$ 1,952,689	0.6%
	Parks & Recreation	\$ 83,296	\$ 97,646	\$ 119,351	\$ 88,678	\$ 125,619	5.3%
	Community Development	\$ 416,248	\$ 409,456	\$ 444,249	\$ 441,671	\$ 447,444	0.7%
	Non-Departmental	\$ 154,305	\$ 42,381	\$ 47,600	\$ 55,854	\$ 53,532	12.5%
	<b>Total Personnel</b>	<b>\$ 5,189,962</b>	<b>\$ 5,354,216</b>	<b>\$ 5,834,452</b>	<b>\$ 5,682,615</b>	<b>\$ 5,840,120</b>	<b>0.1%</b>
<b>Contract Services</b>							
	General Government	\$ 461,612	\$ 407,428	\$ 481,729	\$ 517,282	\$ 563,017	16.9%
	Public Safety	\$ 105,190	\$ 105,126	\$ 117,602	\$ 114,457	\$ 118,762	1.0%
	Public Works	\$ 1,151,323	\$ 1,067,548	\$ 1,200,314	\$ 1,156,295	\$ 1,159,452	-3.4%
	Parks & Recreation	\$ 58,556	\$ 52,826	\$ 70,900	\$ 61,300	\$ 70,400	-0.7%
	Community Development	\$ 84,512	\$ 21,635	\$ 82,600	\$ 59,000	\$ 125,600	52.1%
	Non-Departmental	\$ -					0.0%
	<b>Total Contract Services</b>	<b>\$ 1,861,193</b>	<b>\$ 1,654,562</b>	<b>\$ 1,953,145</b>	<b>\$ 1,908,334</b>	<b>\$ 2,037,231</b>	<b>4.3%</b>
<b>Other Commodities</b>							
	General Government	\$ 137,168	\$ 197,213	\$ 233,950	\$ 224,350	\$ 219,400	-6.2%
	Public Safety	\$ 252,878	\$ 235,758	\$ 264,868	\$ 267,368	\$ 258,830	-2.3%
	Public Works	\$ 183,378	\$ 215,351	\$ 287,645	\$ 194,820	\$ 232,010	-19.3%
	Parks & Recreation	\$ 7,947	\$ 31,451	\$ 42,500	\$ 39,000	\$ 37,000	-12.9%
	Community Development	\$ 67,869	\$ 75,490	\$ 32,300	\$ 28,300	\$ 27,400	-15.2%
	Non-Departmental	\$ -					0.0%
	<b>Total Other Commodities</b>	<b>\$ 649,239</b>	<b>\$ 755,263</b>	<b>\$ 861,263</b>	<b>\$ 753,838</b>	<b>\$ 774,640</b>	<b>-10.1%</b>
<b>Capital Items</b>							
	General Government	\$ 37,972	\$ 43,246	\$ 92,000	\$ 91,500	\$ 68,000	-26.1%
	Public Safety	\$ 0	\$ -	\$ -	\$ -	\$ -	0.0%
	Public Works	\$ 71,910	\$ -	\$ -	\$ -	\$ -	0.0%
	Parks & Recreation	\$ -	\$ 14,095	\$ -	\$ -	\$ -	0.0%
	Community Development	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Non-Departmental	\$ 1,414,276	\$ 2,103,205	\$ 1,478,526	\$ 1,478,526	\$ 1,062,641	-28.1%
	<b>Total Capital Items</b>	<b>\$ 1,524,158</b>	<b>\$ 2,160,546</b>	<b>\$ 1,570,526</b>	<b>\$ 1,570,026</b>	<b>\$ 1,130,641</b>	<b>-28.0%</b>
<b>Total Expenditures</b>							
		<b>\$ 9,224,552</b>	<b>\$ 9,924,587</b>	<b>\$ 10,219,386</b>	<b>\$ 9,914,813</b>	<b>\$ 9,782,632</b>	<b>-4.3%</b>

## 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, Information Technology (IT), Municipal Broadband Operations. Individual budget sheets and narratives are provided for each of these functions.



## Government Administration Expenditure Summary

		FY17-18 Actual	FY18-19 Actual	Amended Budget FY19-20	FY19-20 Mid Year Estimate	Adopted Budget FY20-21	% Change
<b>Personnel</b>							
	Town Council	\$ 20,706	\$ 21,010	\$ 44,647	\$ 42,785	\$ 44,660	0.0%
	BOE	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Town Manager	\$ 317,859	\$ 352,210	\$ 379,328	\$ 366,213	\$ 377,450	-0.5%
	Tourism	\$ 82,992	\$ 88,296	\$ 90,100	\$ 91,922	\$ 93,746	4.0%
	Finance	\$ 146,594	\$ 136,654	\$ 159,140	\$ 153,957	\$ 157,850	-0.8%
	IT	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Municipal Broadband Operations	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	<b>Total Personnel</b>	<b>\$ 568,152</b>	<b>\$ 598,170</b>	<b>\$ 673,215</b>	<b>\$ 654,877</b>	<b>\$ 673,706</b>	<b>0.1%</b>
<b>Contract Services</b>							
	Town Council	\$ 6,399	\$ 8,141	\$ 6,425	\$ 17,000	\$ 17,700	175.5%
	BOE	\$ 3,124	\$ -	\$ 3,200	\$ 3,943	\$ -	-100.0%
	Town Manager	\$ 208,866	\$ 110,615	\$ 175,599	\$ 188,563	\$ 195,127	11.1%
	Tourism	\$ 37,290	\$ 54,646	\$ 62,800	\$ 66,539	\$ 61,137	-2.6%
	Finance	\$ 112,894	\$ 135,271	\$ 98,117	\$ 129,342	\$ 137,665	40.3%
	IT	\$ 93,040	\$ 92,450	\$ 87,200	\$ 89,000	\$ 102,000	17.0%
	Municipal Broadband Operations	\$ -	\$ 6,306	\$ 48,388	\$ 22,895	\$ 49,388	2.1%
	<b>Total Contract Services</b>	<b>\$ 461,612</b>	<b>\$ 407,428</b>	<b>\$ 481,729</b>	<b>\$ 517,282</b>	<b>\$ 563,017</b>	<b>16.9%</b>
<b>Other Commodities</b>							
	Town Council	\$ 24,519	\$ 67,588	\$ 72,400	\$ 73,900	\$ 66,000	-8.8%
	BOE	\$ 96	\$ -	\$ 100	\$ 100	\$ -	-100.0%
	Town Manager	\$ 65,684	\$ 58,064	\$ 63,500	\$ 57,500	\$ 59,500	-6.3%
	Tourism	\$ 15,209	\$ 34,648	\$ 49,050	\$ 47,250	\$ 52,000	6.0%
	Finance	\$ 11,532	\$ 12,951	\$ 13,900	\$ 17,100	\$ 14,400	3.6%
	IT	\$ 20,128	\$ 22,215	\$ 28,000	\$ 24,500	\$ 26,000	-7.1%
	Municipal Broadband Operations	\$ -	\$ 1,747	\$ 7,000	\$ 4,000	\$ 1,500	-78.6%
	<b>Total Other Commodities</b>	<b>\$ 137,168</b>	<b>\$ 197,213</b>	<b>\$ 233,950</b>	<b>\$ 224,350</b>	<b>\$ 219,400</b>	<b>-6.2%</b>
<b>Capital Items</b>							
	Town Council	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	BOE	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Town Manager	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Tourism	\$ 1,265	\$ -	\$ -	\$ -	\$ -	0.0%
	Finance	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	IT	\$ 36,707	\$ 43,246	\$ 92,000	\$ 91,500	\$ 68,000	-26.1%
	Municipal Broadband Operations	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	<b>Total Capital Items</b>	<b>\$ 37,972</b>	<b>\$ 43,246</b>	<b>\$ 92,000</b>	<b>\$ 91,500</b>	<b>\$ 68,000</b>	<b>-26.1%</b>
	<b>Total General Govt Expenditures</b>	<b>\$ 1,204,904</b>	<b>\$ 1,246,057</b>	<b>\$ 1,480,894</b>	<b>\$ 1,488,009</b>	<b>\$ 1,524,123</b>	<b>2.9%</b>

### Town Council Expenditure Detail

		Acct. Code	FY17-18 Actual	FY18-19 Actual	Amended Budget FY19-20	FY19-20 Mid Year Estimate	Adopted Budget FY20-21	% Change
<b>Personnel</b>								
	Regular Wages	011010-1110	\$ 19,194	\$ 19,480	\$ 41,400	\$ 39,682	\$ 41,400	0.0%
	FICA	011010-2100	\$ 1,469	\$ 1,491	\$ 3,167	\$ 3,036	\$ 3,167	0.0%
	Unemployment Insurance	011010-2600	\$ 28	\$ 26	\$ 66	\$ 53	\$ 66	0.0%
	Worker's Compensation	011010-2700	\$ 14	\$ 13	\$ 14	\$ 14	\$ 27	92.9%
	<b>Total Personnel</b>		\$ 20,706	\$ 21,010	\$ 44,647	\$ 42,785	\$ 44,660	0.1%
<b>Contract Services</b>								
	Professional Services	011010-3150	\$ 3,656	\$ 4,593	\$ 4,000	\$ 15,000	\$ 14,500	80.8%
	Advertising	011010-3600	\$ 963	\$ 1,368	\$ 200		\$ -	-100.0%
	Postage	011010-5210	\$ -	\$ -	\$ 25	\$ -	\$ -	-100.0%
	Telecommunications	011010-5230	\$ 1,780	\$ 2,179	\$ 2,200	\$ 2,000	\$ 3,200	45.5%
	<b>Total Contract Services</b>		\$ 6,399	\$ 8,141	\$ 6,425	\$ 17,000	\$ 17,700	74.1%
<b>Other Commodities</b>								
	Travel, Convention, Education	011010-5500	\$ 3,644	\$ 6,976	\$ 4,900	\$ 7,000	\$ 4,000	-22.5%
	Contributions, Other							
	Payments	011010-5600	\$ 20,347	\$ 59,868	\$ 65,900	\$ 65,900	\$ 60,500	-8.2%
	Miscellaneous	011010-5800	\$ 10	\$ 299	\$ 1,000	\$ 600	\$ 1,000	0.0%
	Office Supplies	011010-6001	\$ 517	\$ 445	\$ 600	\$ 400	\$ 500	-16.7%
	<b>Total Other Commodities</b>		\$ 24,519	\$ 67,588	\$ 72,400	\$ 73,900	\$ 66,000	-9.6%
<b>Capital Items</b>								
			\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	<b>Total Capital Items</b>		\$ -	\$ -	\$ -			0.0%
<b>Total Town Council</b>			\$ 51,623	\$ 96,738	\$ 123,472	\$ 133,685	\$ 128,360	4.7%

## Town Council

**1110 Regular Wages**

Included in this line item are the following:

Salaries for Council Members

Mayor	\$750 per month--\$9,000 per year
Members	\$625 per member per month--\$30,000 combined annually
AV Staff	\$2,400

**2100 FICA**

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

**2600 Unemployment Insurance**

Calculated on the basis of .10% of the first \$8,000 earnings of each employee of the Town.

**2700 Worker's Compensation**

Insurance premiums charged by VRSA based on \$0.09 per \$100 of earnings.

**3150 Professional Service**

Line item funds annual subscription costs for Granicus services which allow the Town to broadcast public meetings online and integrate meeting video with minutes and agendas. The National Community Survey that the Town conducts every three years has been delayed until FY2022.

**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.

**5230 Telecommunications**

This item includes wireless service for a cell phone for the Mayor, and mobile devices for Town Council members.

**5500 Travel, Convention & Education**

This item assumes participation by all Council members in the annual VML conference, participation by some members at VML Day at the Capitol, attendance at the new Council member's orientation meetings, and funding for attendance at various other meetings related to the interests of the Town.

**5600 Contributions, Other Payments**

Included within this line item are the following donations:

Downtown Ashland Association	\$36,500
Dominion Energy Innovation Center	\$15,000
Hanover Arts & Activities Center (education programs)	\$9,000

In addition, this line item contains \$347 for the Towns share of the Capital Regional Collaborative Project Manager position.

**5800 Miscellaneous**

This item includes various expenses associated with Town Council including creating plaques, Keys to the Town, and certificates as necessary.

**6001 Office Supplies**

Provides office supplies for Town Council members as necessary.

### Board of Elections Expenditure Detail

	Acct. Code	FY17-18 Actual	FY18-19 Actual	Amended Budget FY19-20	FY19-20 Mid Year Estimate	Adopted Budget FY20-21	% Change
<b>Personnel</b>							
Regular Wages		\$ -		\$ -	\$ -	\$ -	0.0%
FICA		\$ -		\$ -	\$ -	\$ -	0.0%
<b>Total Personnel</b>		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Contract Services</b>							
Temporary Help Service Fees	011030-3200	\$ 3,124	\$ -	\$ 3,200	\$ 3,943	\$ -	-100.0%
<b>Total Contract Services</b>		\$ 3,124	\$ -	\$ 3,200	\$ 3,943	\$ -	-100.0%
<b>Other Commodities</b>							
Office Supplies	011030-6001	\$ 96	\$ -	\$ 100	\$ 100	\$ -	-100.0%
<b>Total Other Commodities</b>		\$ 96	\$ -	\$ 100	\$ 100	\$ -	-100.0%
<b>Capital Items</b>							
		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Total Capital Items</b>		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Total BOE</b>		\$ 3,220	\$ -	\$ 3,300	\$ 4,043	\$ -	-100.0%

### Town Manager Expenditure Detail

		Acct. Code	FY17-18 Actual	FY18-19 Actual	Amended Budget FY19-20	FY19-20 Mid Year Estimate	Adopted Budget FY20-21	% Change
<b>Personnel</b>								
	Regular Wages	012010-1110	\$ 232,806	\$ 253,092	\$ 273,192	\$ 270,079	\$ 269,043	-1.5%
	FICA	012010-2100	\$ 17,490	\$ 18,901	\$ 20,863	\$ 20,105	\$ 20,545	-1.5%
	VRS	012010-2210	\$ 33,021	\$ 34,729	\$ 36,081	\$ 26,461	\$ 37,020	2.6%
	Deferred Comp	012010-2220	\$ 3,889	\$ 3,707	\$ 3,779	\$ 3,761	\$ 3,794	0.4%
	Medical/Hospital	012010-2300	\$ 26,267	\$ 28,813	\$ 31,830	\$ 32,243	\$ 33,264	4.5%
	Group Life Insurance	012010-2400	\$ 2,980	\$ 3,254	\$ 3,524	\$ 3,505	\$ 3,549	0.7%
	Short Term Disability Ins.	012010-2500	\$ 90	\$ 86	\$ 90	\$ 91	\$ 90	0.0%
	Long Term Disability Ins.	012010-2501	\$ 1,114	\$ 1,217	\$ 1,319	\$ 1,311	\$ 1,299	-1.5%
	Unemployment Insurance	012010-2600	\$ 34	\$ 31	\$ 44	\$ 44	\$ 28	-36.4%
	Worker's Compensation	012010-2700	\$ 168	\$ 193	\$ 171	\$ 178	\$ 127	-25.7%
	OPEB	012010-2800	\$ -	\$ 8,187	\$ 8,435	\$ 8,435	\$ 8,691	3.0%
	<b>Total Personnel</b>		\$ 317,859	\$ 352,210	\$ 379,328	\$ 366,213	\$ 377,450	-0.5%
<b>Contract Services</b>								
	Legal and Professional Service	012010-3150	\$ 153,925	\$ 47,726	\$ 100,000	\$ 115,000	\$ 120,000	20.0%
	Repairs & Maintenance	012010-3310	\$ 853		\$ 500	\$ 500	\$ 500	0.0%
	Public Transportation	012010-3410		\$ 5,000	\$ 10,000	\$ 5,000	\$ -	-100.0%
	Advertising	012010-3600	\$ 5,328	\$ 4,643	\$ 1,000	\$ 7,500	\$ 10,200	920.0%
	Postage	012010-5210	\$ 346	\$ 1,541	\$ 1,000	\$ 500	\$ 1,000	0.0%
	Telecommunications	012010-5230	\$ 2,970	\$ 4,063	\$ 4,000	\$ 4,200	\$ 4,500	12.5%
	Motor Vehicle Insurance	012010-5305	\$ 646	\$ 759	\$ 855	\$ 855	\$ 504	-41.1%
	General Liability Insurance	012010-5308	\$ 38,874	\$ 42,551	\$ 53,244	\$ 50,008	\$ 53,423	0.3%
	Lease of Equipment	012010-5410	\$ 5,923	\$ 4,332	\$ 5,000	\$ 5,000	\$ 5,000	0.0%
	<b>Total Contract Services</b>		\$ 208,866	\$ 110,615	\$ 175,599	\$ 188,563	\$ 195,127	11.1%
<b>Other Commodities</b>								
	Travel, Convention, Education	012010-5500	\$ 16,957	\$ 13,456	\$ 23,000	\$ 20,000	\$ 15,000	-34.8%
	Miscellaneous	012010-5800	\$ 24,052	\$ 20,951	\$ 17,000	\$ 15,000	\$ 20,000	17.6%
	Dues & Membership	012010-5810	\$ 18,802	\$ 19,018	\$ 17,000	\$ 17,000	\$ 18,000	5.9%
	Office Supplies	012010-6001	\$ 5,874	\$ 4,641	\$ 6,500	\$ 5,500	\$ 6,500	0.0%
	<b>Total Other Commodities</b>		\$ 65,684	\$ 58,064	\$ 63,500	\$ 57,500	\$ 59,500	-6.3%
<b>Capital Items</b>								
	Capital Outlay	012010-8001	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	<b>Total Capital Items</b>		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Total Town Manager</b>			\$ 592,409	\$ 520,889	\$ 618,427	\$ 612,276	\$ 632,077	2.2%

## **Town Manager**

**1110 Regular Wages**

The line item includes funding for three FTE positions including the Town Manager, Assistant to the Town Manager, and the Assistant Town Manager.

**2100 FICA**

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

**2210 VRS**

VRS is calculated on the basis of 10.39% of the full-time salaries in the regular wages line item. This amount only covers the employer portion of VRS.

**2220 Deferred Compensation**

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

**2300 Medical/Hospital Plan**

Town's contribution for health insurance.

**2400 Group Life Insurance**

This covers the cost of premiums through VRS at 1.34%.

**2500 Short Term Disability Insurance**

To comply with the Virginia Local Disability Plan adopted by the General Assembly in 2013 the Town will provide short term disability insurance to all full time employees. The cost is \$2.49/month per employee.

**2501 Long Term Disability Insurance**

To comply with the Virginia Local Disability Plan adopted by the General Assembly in 2013 the Town will provide long term disability insurance to all full time employees. The cost is .49% of covered payroll for regular employees and .68% of covered payroll for sworn officers.

**2600 Unemployment Insurance**

Calculated on the basis of .115% of the first \$8,000 earnings of each employee of the Town. The rate changes on January 1 of every year.

**2700 Worker's Compensation**

Insurance premiums charged by VRSA based on \$0.09 per \$100 of earnings.

**2800 Other Post-Employment Benefits**

This account is charged proportionally to each department that is assigned eligible fulltime staff. Prior to FY2019 these funds were accounted for in the Non-Departmental Budget.

**3150 Legal and Professional Services**

This represents the cost for the contract with the Town Attorney, including the basic retainer and allowance for additional hours at a total estimated cost of \$96,000, online hosting of the town charter and code, and use of the on-call translation and interpretation service.

**3310 Repairs & Maintenance**

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

**3410 Public Transportation**

Funding for GRTC's 102x Express Service route connecting the City of Richmond, Ashland and Kings Dominion. The pilot was discontinued for FY2021.

**3600 Advertising**

The estimated cost of advertising for positions, certain notices and some procurement related advertising. This account also funds the Town's insert in the three Hanover Review editions published annually, and additional public outreach efforts.

**5210 Postage**

Routine mailing costs for administrative efforts.

**5230 Telecommunications**

This item includes both local and long distance service and three mobile telephones.

**5308 General Liability Insurance**

This line item includes all local government liability insurance, excess liability in the amount of \$4,000,000, public officials insurance, all property coverage and boiler and machinery. LODA coverage for the Police Department is also funded through this line item.

**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 as well as funding for unexpected opportunities to improve efficiency or economic development prospects.

**5810 Dues & Memberships**

Included within this line item are the following memberships:

Virginia Electric Purchasing Group Assoc.	\$49
Richmond Employees Assistance Program	\$1150
Int'l City/County Management Association	\$1100
Va. Local Government Management Assoc.	\$463
PlanRVA	\$4,787
Virginia Municipal League	\$5,368
Virginia Chamber of Commerce	\$825
Richmond Society for Human Resources	\$30
Greater Richmond Chamber of Commerce	\$1500
Va. Citizens Planning Association	\$35
Va. Institute of Government	\$680
Natl. Arbor Day Foundation	\$25
Municipal Clerks Association	\$25
Va. Association of Govt. Purchasing	\$35
Natl. Institute of Govt. Purchasing	\$330
Capital Area Purchasing Association	\$30
Society for Human Resource Managers	\$180
Ashland Museum	\$1000
Virginia Farmer Market Association	\$37
National Recreation & Parks Association	\$110
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	FY17-18 Actual	FY18-19 Actual	Amended Budget FY19-20	FY19-20 Mid Year Estimate	Adopted Budget FY20-21	% Change
<b>Personnel</b>								
	Regular Wages	012100-1110	\$ 57,974	\$ 59,506	\$ 60,326	\$ 62,302	\$ 62,767	4.0%
	FICA	012100-2100	\$ 3,895	\$ 3,954	\$ 4,615	\$ 4,423	\$ 4,802	4.1%
	VRS	012100-2210	\$ 4,599	\$ 4,517	\$ 4,649	\$ 4,626	\$ 4,832	3.9%
	Deferred Comp	012100-2220	\$ 894	\$ 914	\$ 940	\$ 936	\$ 940	0.0%
	Medical/Hospital	012100-2300	\$ 14,726	\$ 16,270	\$ 16,332	\$ 16,425	\$ 17,100	4.7%
	Group Life Insurance	012100-2400	\$ 585	\$ 599	\$ 616	\$ 613	\$ 623	1.1%
	Short Term Disability Ins.	012100-2500	\$ 30	\$ 30	\$ 30	\$ 30	\$ 30	0.0%
	Long Term Disability Ins.	012100-2501	\$ 219	\$ 224	\$ 231	\$ 229	\$ 228	-1.3%
	Unemployment Insurance	012100-2600	\$ 30	\$ 28	\$ 38	\$ 13	\$ 28	-26.3%
	Worker's Compensation	012100-2700	\$ 41	\$ 36	\$ 37	\$ 39	\$ 41	10.8%
	OPEB	012100-2800		\$ 2,219	\$ 2,286	\$ 2,286	\$ 2,355	3.0%
	<b>Total Personnel</b>		<b>\$ 82,992</b>	<b>\$ 88,296</b>	<b>\$ 90,100</b>	<b>\$ 91,922</b>	<b>\$ 93,746</b>	<b>4.0%</b>
<b>Contract Services</b>								
	Professional Service	012100-3150	\$ 8,338	\$ 26,907	\$ 30,000	\$ 27,000	\$ 25,000	-16.7%
	Janitorial Service	012100-3170	\$ -	\$ -	\$ 400		\$ 500	25.0%
	Repairs & Maintenance	012100-3310	\$ 1,184	\$ 400	\$ 2,500	\$ 7,600	\$ 2,500	0.0%
	Repairs & Maintenance - Sign	012100-3311	\$ -	\$ -	\$ 2,000	\$ 1,000	\$ 2,000	0.0%
	Advertising	012100-3600	\$ 22,896	\$ 21,018	\$ 22,000	\$ 25,000	\$ 25,000	13.6%
	Electric Service	012100-5110	\$ 2,182	\$ 2,444	\$ 2,100	\$ 2,215	\$ 2,282	8.7%
	Heating Service	012100-5120	\$ 885	\$ 773	\$ 800	\$ 800	\$ 825	3.1%
	Water & Sewer	012100-5130	\$ 1,178	\$ 809	\$ 1,100	\$ 1,049	\$ 1,080	-1.8%
	Postage	012100-5210	\$ 350	\$ 1,985	\$ 1,500	\$ 1,500	\$ 1,500	0.0%
	Telecommunications	012100-5230	\$ 278	\$ 312	\$ 400	\$ 375	\$ 450	12.5%
	<b>Total Contract Services</b>		<b>\$ 37,290</b>	<b>\$ 54,646</b>	<b>\$ 62,800</b>	<b>\$ 66,539</b>	<b>\$ 61,137</b>	<b>-2.6%</b>
<b>Other Commodities</b>								
	Travel, Convention, Education	012100-5500	\$ 364	\$ 747	\$ 1,000	\$ 800	\$ 1,000	0.0%
	Miscellaneous	012100-5800	\$ -	\$ 386	\$ 2,500	\$ 2,000	\$ 2,000	-20.0%
	Special Events	012100-5801	\$ 13,694	\$ 12,000	\$ 14,000	\$ 13,000	\$ 8,000	-42.9%
	Dues & Membership	012100-5810	\$ 284	\$ 20,443	\$ 30,550	\$ 30,400	\$ 40,000	30.9%
	Office Supplies	012100-6001	\$ 591	\$ 989	\$ 500	\$ 550	\$ 500	0.0%
	Repairs & Maintenance Supplies	012100-6007	\$ 276	\$ 82	\$ 500	\$ 500	\$ 500	0.0%
	<b>Total Other Commodities</b>		<b>\$ 15,209</b>	<b>\$ 34,648</b>	<b>\$ 49,050</b>	<b>\$ 47,250</b>	<b>\$ 52,000</b>	<b>6.0%</b>
<b>Capital Items</b>								
	Capital Outlay	012100-8001	\$ 1,265	\$ -	\$ -	\$ -	\$ -	0.0%
	<b>Total Capital Items</b>		<b>\$ 1,265</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
<b>Total Tourism</b>			<b>\$ 136,756</b>	<b>\$ 177,590</b>	<b>\$ 201,950</b>	<b>\$ 205,711</b>	<b>\$ 206,883</b>	<b>2.4%</b>

## Tourism

**1110 Regular Wages**

This line item includes funding for one FTE position and two part time positions.

**2100 FICA**

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

**2210 VRS**

VRS is calculated on the basis of 10.39% of the full-time salaries in the regular wages line item. This amount only covers the employer portion of VRS.

**2220 Deferred Compensation**

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

**2300 Medical/Hospital Plan**

Town's contribution for health insurance.

**2400 Group Life Insurance**

This covers the cost of premiums through VRS at 1.34%.

**2500 Short Term Disability Insurance**

To comply with the Virginia Local Disability Plan adopted by the General Assembly in 2013 the Town will provide short term disability insurance to all full time employees. The cost is \$2.49/month per employee.

**2501 Long Term Disability Insurance**

To comply with the Virginia Local Disability Plan adopted by the General Assembly in 2013 the Town will provide long term disability insurance to all full time employees. The cost is .49% of covered payroll for regular employees and .68% of covered payroll for sworn officers.

**2600 Unemployment Insurance**

Calculated on the basis of .115% of the first \$8,000 earnings of each employee of the Town. This rate changes on January 1<sup>st</sup> of each year.

**2700 Worker's Compensation**

Insurance premiums charged by VRSA based on \$0.09 per \$100 of earnings.

**2800 Other Post-Employment Benefits**

This account is charged proportionally to each department that is assigned eligible fulltime staff. Prior to FY2019 these funds were accounted for in the Non-Departmental Budget.

**3150 Professional Services – Contractual**

This item includes estimated costs for design and preparation of a variety of promotional brochures. In FY2021 this line item includes funding to continue the branding initiative and implement the FY2021-FY2025 Tourism Marketing Plan.

- 3170 Janitorial Services**  
This item represents the cost of janitorial services for the Visitors Center.
- 3310 Repairs & Maintenance**  
Costs for repairs to the Visitor Center.
- 3311 Repairs & Maintenance – Wayfinding Signs**  
Costs for repairs to the Town’s wayfinding signs.
- 3600 Advertising**  
This item includes promotional advertising costs through print and digital media, and other general promotional opportunities. In FY2021 this line item includes funding to implement the FY2021-FY2025 Tourism Marketing Plan.
- 5110 Electric Service**  
Electrical service for Visitors Center.
- 5120 Heating Service**  
Heating service for Visitors Center.
- 5130 Water & Sewer**  
Water & Sewer service for the 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 and seminars.
- 5800 Miscellaneous**  
This line item is to cover small expenditure requests that arise from citizen groups and organizations, and other miscellaneous expenditures.
- 5801 Special Events**  
This line item pays for the Town’s expenses connected to supporting and participating in special events, such as the traffic control devices for the Holiday Parade. In FY2021 funds are included to incentivize cooperation between multiple special event groups to consolidate their efforts to a single organization.
- 5810 Dues and Membership**  
This line item includes memberships in regional tourism associations. For FY2021, this line item includes a \$40,000 payment to Richmond Region Tourism to continue the step process for the Town to become a full participating member.

**6001 Office Supplies**

This item covers all general 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 to the Visitor Center.

## Finance Expenditure Detail

		Acct. Code	FY17-18 Actual	FY18-19 Actual	Amended Budget FY19-20	FY19-20 Mid Year Estimate	Adopted Budget FY20-21	% Change
<b>Personnel</b>								
	Regular Wages	012410-1110	\$ 108,490	\$ 96,458	\$ 114,719	\$ 109,963	\$ 113,745	-0.8%
	FICA	012410-2100	\$ 7,766	\$ 7,148	\$ 8,776	\$ 8,388	\$ 8,701	-0.9%
	VRS	012410-2210	\$ 11,138	\$ 9,031	\$ 11,321	\$ 13,511	\$ 11,777	4.0%
	Deferred Comp	012410-2220	\$ 1,506	\$ 728	\$ 1,567	\$ -	\$ -	-100.0%
	Medical/Hospital	012410-2300	\$ 15,572	\$ 17,614	\$ 16,536	\$ 15,596	\$ 17,280	4.5%
	Group Life Insurance	012410-2400	\$ 1,418	\$ 1,197	\$ 1,500	\$ 1,790	\$ 1,519	1.3%
	Short Term Disability Ins.	012410-2500	\$ 60	\$ 52	\$ 60	\$ 57	\$ 60	0.0%
	Long Term Disability Ins.	012410-2501	\$ 531	\$ 448	\$ 561	\$ 537	\$ 556	-0.9%
	Unemployment Insurance	012410-2600	\$ 32	\$ 27	\$ 26	\$ 38	\$ 18	-30.8%
	Worker's Compensation	012410-2700	\$ 83	\$ 67	\$ 72	\$ 75	\$ 71	-1.4%
	OPEB	012410-2800		\$ 3,884	\$ 4,002	\$ 4,002	\$ 4,123	3.0%
	<b>Total Personnel</b>		<b>\$ 146,594</b>	<b>\$ 136,654</b>	<b>\$ 159,140</b>	<b>\$ 153,957</b>	<b>\$ 157,850</b>	<b>-0.8%</b>
<b>Contract Services</b>								
	Professional Service	012410-3150	\$ 82,570	\$ 106,428	\$ 68,000	\$ 105,000	\$ 112,000	64.7%
	Bank Service Charges	012410-3160	\$ 9,153	\$ 6,565	\$ 7,500	\$ 6,000	\$ 6,000	-20.0%
	Repairs & Maintenance	012410-3310	\$ 12,033	\$ 11,677	\$ 12,000	\$ 11,000	\$ 12,000	0.0%
	Advertising	012410-3600	\$ 273	\$ 1,331	\$ 100	\$ 100	\$ 100	0.0%
	Purchased Services/Other Gov	012410-3800	\$ 1,745	\$ 250	\$ 2,000	\$ 200	\$ 500	-75.0%
	Postage	012410-5210	\$ 4,326	\$ 6,247	\$ 6,000	\$ 4,500	\$ 4,500	-25.0%
	Telecommunications	012410-5230	\$ 1,774	\$ 1,316	\$ 1,500	\$ 1,500	\$ 1,500	0.0%
	A/R Crime Coverage Insurance	012410-5309	\$ 592	\$ 603	\$ 590	\$ 615	\$ 615	4.2%
	Lease of Equipment	012410-5410	\$ 427	\$ 855	\$ 427	\$ 427	\$ 450	5.4%
	<b>Total Contract Services</b>		<b>\$ 112,894</b>	<b>\$ 135,271</b>	<b>\$ 98,117</b>	<b>\$ 129,342</b>	<b>\$ 137,665</b>	<b>40.3%</b>
<b>Other Commodities</b>								
	Travel, Convention, Education	012410-5500	\$ 165	\$ 1,388	\$ 5,500	\$ 6,000	\$ 6,000	9.1%
	Miscellaneous	012410-5800	\$ 241	\$ 70	\$ 400	\$ 100	\$ 400	0.0%
	Dues & Membership	012410-5810	\$ 1,750	\$ 2,246	\$ 3,000	\$ 3,000	\$ 3,000	0.0%
	Office Supplies	012410-6001	\$ 9,377	\$ 9,248	\$ 5,000	\$ 8,000	\$ 5,000	0.0%
	<b>Total Other Commodities</b>		<b>\$ 11,532</b>	<b>\$ 12,951</b>	<b>\$ 13,900</b>	<b>\$ 17,100</b>	<b>\$ 14,400</b>	<b>32.4%</b>
<b>Capital Items</b>								
	Capital Outlay	012410-8008		\$ -	\$ -	\$ -	\$ -	0.0%
	<b>Total Capital Items</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
<b>Total Finance</b>			<b>\$ 271,020</b>	<b>\$ 284,876</b>	<b>\$ 271,157</b>	<b>\$ 300,399</b>	<b>\$ 309,915</b>	<b>14.3%</b>

## Finance

### **1110 Regular Wages**

Salaries for the 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 10.39% of the full time salaries in the regular wages line item. This amount only covers the employer portion of VRS.

### **2220 Deferred Compensation**

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

### **2300 Medical/Hospital Plan**

Town's contribution for health insurance.

### **2400 Group Life Insurance**

This covers the cost of premiums through VRS at 1.34%.

### **2500 Short Term Disability Insurance**

To comply with the Virginia Local Disability Plan adopted by the General Assembly in 2013 the Town will provide short term disability insurance to all full time employees. The cost is \$2.49/month per employee.

### **2501 Long Term Disability Insurance**

To comply with the Virginia Local Disability Plan adopted by the General Assembly in 2013 the Town will provide long term disability insurance to all full time employees. The cost is .49% of covered payroll for regular employees and .68% of covered payroll for sworn officers.

### **2600 Unemployment Insurance**

Calculated on the basis of .115% of the first \$8,000 earnings of each employee of the Town.

### **2700 Worker's Compensation**

Insurance premiums charged by VRSA based on \$0.09 per \$100 of earnings.

### **2800 Other Post-Employment Benefits**

This account is charged proportionally to each department that is assigned eligible fulltime staff. Prior to FY2019 these funds were accounted for in the Non-Departmental Budget.

- 3150 Professional Services**  
Annual Audit, accounting assistance from accounting consultant, and preparation of Real Estate/Personal Property Tax bills. In addition, annual service for BAI.net online tax collection service and Opengov.com financial data presentation program
- 3160 Bank Service Charges**  
Cost of operating a credit card machine, online tax payment gateway through PayPal, and any miscellaneous fees charged by financial institutions.
- 3310 Repairs & Maintenance**  
Maintenance for IBM I-series accounting server, printer and financial software.
- 3800 Purchased Services from Other Governmental Units**  
Payment to DMV for vehicle registration stops.
- 5210 Postage**  
Tax Bills, business license applications and other correspondence related to Treasurer's Dept.
- 5230 Telecommunications**  
Phone service.
- 5309 A/R Crime Coverage Insurance**  
Bonding insurance for employees who handle monies. Includes cyber crime insurance.
- 5500 Travel, Convention & Education**  
Treasurer's Association of Virginia meetings and convention expenses. Costs include VGFOA trainings and Virginia Associations of Treasurers trainings.
- 5800 Miscellaneous**  
Includes all other minor expenses not included in above categories.
- 5810 Dues & Memberships**  
Cost of membership to GFOA and Treasurer's Association of Virginia.
- 6001 Office Supplies**  
Office supplies, cost of forms, applications and tax bills. Purchase of cigarette tax stamps.

## Information Technology Expenditure Detail

		Acct. Code	FY17-18 Actual	FY18-19 Actual	Amended Budget FY19-20	FY19-20 Mid Year Estimate	Adopted Budget FY20-21	% Change
Personnel								
	Regular Wages		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Overtime		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	<b>Total Personnel</b>		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Contract Services								
	Professional Service	012510-3150	\$ 84,605	\$ 84,398	\$ 78,000	\$ 79,000	\$ 84,000	7.7%
	Telecommunications	012510-5230	\$ 8,435	\$ 8,052	\$ 9,200	\$ 10,000	\$ 18,000	95.7%
	<b>Total Contract Services</b>		\$ 93,040	\$ 92,450	\$ 87,200	\$ 89,000	\$ 102,000	17.0%
Other Commodities								
	Miscellaneous	012510-5800	\$ 662	\$ 2,457	\$ 5,500	\$ 3,500	\$ 2,000	-63.6%
	Licenses	012510-5810	\$ 18,093	\$ 15,222	\$ 17,500	\$ 17,000	\$ 19,000	8.6%
	Repair & Maintenance Supplies	012510-6007	\$ 1,373	\$ 4,536	\$ 5,000	\$ 4,000	\$ 5,000	0.0%
	<b>Total Other Commodities</b>		\$ 20,128	\$ 22,215	\$ 28,000	\$ 24,500	\$ 26,000	-7.1%
Capital Items								
	Scheduled CPU Replacement	012510-6021	\$ 36,707	\$ 43,246	\$ 92,000	\$ 91,500	\$ 68,000	-26.1%
	<b>Total Capital Items</b>		\$ 36,707	\$ 43,246	\$ 92,000	\$ 91,500	\$ 68,000	-26.1%
<b>Total IT</b>			\$ 149,875	\$ 157,911	\$ 207,200	\$ 205,000	\$ 196,000	-5.4%

## Information Technology

There is no separate funding of personnel in this category. The Assistant 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 requested a funding increase. Experis provides the Town with software, hardware and help desk services through four dedicated employees with significant experience in all three of these areas. An increase in expenditures is projected due to the services contract needing to be re-bid during FY2021. A cybersecurity monitoring and training vendor was procured in FY2020 to support all Town network users.

### **5230 Telecommunications**

This item covers the cost of the cable internet service at all Town facilities. The increase in FY2021 is for a fiber internet connection at the new Town Hall, an upgrade to the software for the phone system for Town Hall, Visitor Center, pool and the Public Works Complex, and a change to the phone system vendor.

### **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.

### **5810 Licenses**

This item covers the Town's annual Microsoft and server licenses for all users.

### **6007 Repair and Maintenance Supplies**

This line item covers primary computer supplies, and replacement of bad parts. Additional funds are included in FY2021 to purchase additional items that may be needed once staff move into the new Town Hall.

### **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 Town Manager has coordinated a replacement cycle for all departments. FY2021 includes the replacement of one Town Hall server and two police department servers.

## Municipal Broadband Expenditure Detail

	Acct. Code	FY17-18 Actual	FY18-19 Actual	Amended Budget FY19-20	FY19-20 Mid Year Estimate	Adopted Budget FY20-21	% Change
<b>Personnel</b>							
Regular Wages	012511-1110	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Overtime		\$ -		\$ -	\$ -	\$ -	0.0%
<b>Total Personnel</b>		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Contract Services</b>							
Professional Service	012511-3150	\$ -	\$ 6,269	\$ 15,000	\$ 8,000	\$ 16,000	6.7%
Repairs & Maintenance	012511-3310	\$ -	\$ 6	\$ 10,000	\$ 7,000	\$ 10,000	0.0%
Electrical Service	012511-5110	\$ -	\$ 30	\$ 1,200	\$ 500	\$ 1,200	0.0%
Telecommunications	012511-5230	\$ -	\$ -	\$ 22,188	\$ 7,395	\$ 22,188	0.0%
<b>Total Contract Services</b>		\$ -	\$ 6,306	\$ 48,388	\$ 22,895	\$ 49,388	2.1%
<b>Other Commodities</b>							
Travel, Convention, Education	012511-5500	\$ -	\$ 32	\$ 4,000	\$ 2,000	\$ -	-100.0%
Miscellaneous	012511-5800	\$ -		\$ -	\$ -		0.0%
Dues & Membership	012511-5810	\$ -	\$ -	\$ -	\$ -		0.0%
Repairs & Maintenance Supplies	012511-6007	\$ -	\$ 1,715	\$ 3,000	\$ 2,000	\$ 1,500	-50.0%
<b>Total Other Commodities</b>		\$ -	\$ 1,747	\$ 7,000	\$ 4,000	\$ 1,500	-78.6%
<b>Capital Items</b>							
Capital Outlay		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Total Capital Items</b>		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Total Fiber</b>		\$ -	\$ 8,052	\$ 55,388	\$ 26,895	\$ 50,888	-8.1%

## **Municipal Broadband**

### **3150 Professional Services**

This line item covers the use of WideOpen Networks for monitoring and managing the Town's fiber network, and providing on call services when issues arise that are beyond the staff's time or ability to handle. The contractor also supports Miss Utility requests with support from Public Works staff. Funding is also included for consulting and legal service.

### **3310 Repairs and Maintenance--Contractual**

This item includes funds for the annual maintenance, repairs and other services for the physical fiber network.

### **5110 Electric Service**

Electrical service for the primary backhaul cabinet.

### **5230 Telecommunications**

This item covers the cost of connecting the Town's fiber network to Segra's backbone.

### **5500 Travel, Convention & Education**

This line item includes funds for staff to attend training and miscellaneous topical meetings throughout the year.

### **5810 Dues & Memberships**

Included within this line item are the following memberships: None at this time.

### **6007 Repair and Maintenance Supplies**

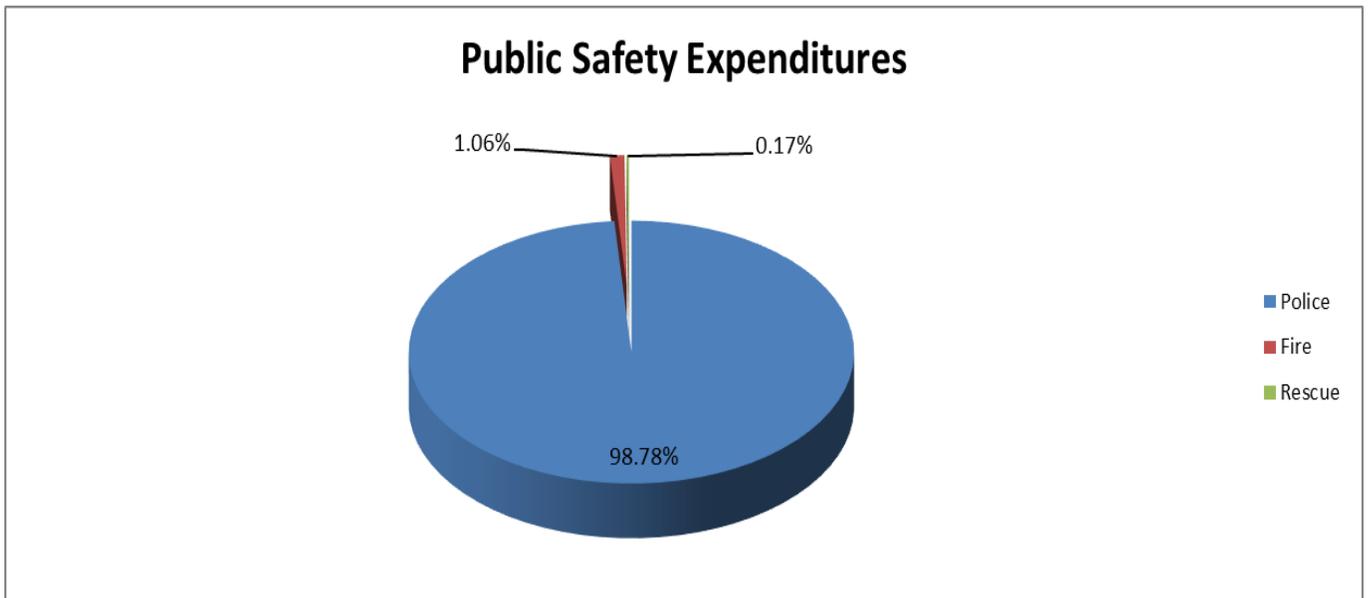
This line item covers supplies, tools, replacement parts, and other unforeseen costs.

## 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 applies for a grant on behalf of the local fire station. The Town historically has provided 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

		FY17-18 Actual	FY18-19 Actual	Amended Budget FY19-20	FY19-20 Mid Year Estimate	Adopted Budget FY20-21	% Change
<b>Personnel</b>							
	Police	\$ 2,302,590	\$ 2,461,275	\$ 2,609,193	\$ 2,567,268	\$ 2,587,130	-0.8%
	Fire	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Ambulance & Rescue	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	<b>Total Personnel</b>	<b>\$ 2,302,590</b>	<b>\$ 2,461,275</b>	<b>\$ 2,609,193</b>	<b>\$ 2,567,268</b>	<b>\$ 2,587,130</b>	<b>-0.8%</b>
<b>Contract Services</b>							
	Police	\$ 105,190	\$ 105,126	\$ 117,602	\$ 114,457	\$ 118,762	1.0%
	Fire	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Ambulance & Rescue	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	<b>Total Contract Services</b>	<b>\$ 105,190</b>	<b>\$ 105,126</b>	<b>\$ 117,602</b>	<b>\$ 114,457</b>	<b>\$ 118,762</b>	<b>1.0%</b>
<b>Other Commodities</b>							
	Police	\$ 216,379	\$ 200,750	\$ 229,668	\$ 231,053	\$ 222,515	-3.1%
	Fire	\$ 31,499	\$ 30,008	\$ 30,200	\$ 31,315	\$ 31,315	3.7%
	Ambulance & Rescue	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	0.0%
	<b>Total Other Commodities</b>	<b>\$ 252,878</b>	<b>\$ 235,758</b>	<b>\$ 264,868</b>	<b>\$ 267,368</b>	<b>\$ 258,830</b>	<b>-2.3%</b>
<b>Capital Items</b>							
	Police	\$ 0	\$ -	\$ -	\$ -	\$ -	0.0%
	Fire	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Ambulance & Rescue	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	<b>Total Capital Items</b>	<b>\$ 0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
<b>Total Public Safety Expenditures</b>		<b>\$ 2,660,658</b>	<b>\$ 2,802,158</b>	<b>\$ 2,991,663</b>	<b>\$ 2,949,093</b>	<b>\$ 2,964,722</b>	<b>-0.9%</b>

## Police Expenditure Detail

		Acct. Code	FY17-18 Actual	FY18-19 Actual	Amended Budget FY19-20	FY19-20 Mid Year Estimate	Adopted Budget FY20-21	% Change
<b>Personnel</b>								
	Regular Wages	031100-1110	\$ 1,664,155	\$ 1,724,934	\$ 1,819,523	\$ 1,798,523	\$ 1,766,922	-2.9%
	FICA	031100-2100	\$ 121,188	\$ 124,607	\$ 139,193	\$ 130,713	\$ 135,170	-2.9%
	VRS	031100-2210	\$ 157,847	\$ 153,541	\$ 168,553	\$ 166,183	\$ 169,034	0.3%
	Deferred Comp	031100-2220	\$ 16,248	\$ 16,467	\$ 19,043	\$ 17,408	\$ 17,644	-7.3%
	Medical/Hospital	031100-2300	\$ 277,073	\$ 318,705	\$ 332,784	\$ 323,129	\$ 353,736	6.3%
	Group Life Insurance	031100-2400	\$ 20,094	\$ 20,394	\$ 22,334	\$ 21,442	\$ 21,800	-2.4%
	Short Term Disability Ins.	031100-2500	\$ 847	\$ 830	\$ 867	\$ 898	\$ 867	0.0%
	Long Term Disability Ins.	031100-2501	\$ 10,207	\$ 10,361	\$ 11,347	\$ 10,895	\$ 10,816	-4.7%
	Unemployment Insurance	031100-2600	\$ 349	\$ 324	\$ 371	\$ 391	\$ 267	-28.0%
	Worker's Compensation	031100-2700	\$ 34,582	\$ 30,978	\$ 33,223	\$ 35,730	\$ 47,042	41.6%
	OPEB	031100-2800		\$ 60,133	\$ 61,955	\$ 61,956	\$ 63,832	3.0%
	<b>Total Personnel</b>		<b>\$ 2,302,590</b>	<b>\$ 2,461,275</b>	<b>\$ 2,609,193</b>	<b>\$ 2,567,268</b>	<b>\$ 2,587,130</b>	<b>-0.8%</b>
<b>Contract Services</b>								
	Other Professional Service	031100-3110	\$ 4,669	\$ 4,044	\$ 5,000	\$ 5,000	\$ 5,000	0.0%
	Janitorial Services	031100-3170	\$ 4,845	\$ 4,815	\$ 5,200	\$ 5,200	\$ 5,200	0.0%
	Repairs & Maintenance	031100-3310	\$ 33,395	\$ 40,737	\$ 43,995	\$ 43,995	\$ 46,720	6.2%
	Advertising	031100-3600	\$ 894	\$ 710	\$ 1,500	\$ 250	\$ 725	-51.7%
	Electric Service	031100-5110	\$ 9,287	\$ 10,357	\$ 9,300	\$ 9,300	\$ 9,300	0.0%
	Heating Service	031100-5120	\$ 2,336	\$ 1,898	\$ 2,100	\$ 2,100	\$ 2,100	0.0%
	Water & Sewer	031100-5130	\$ 975	\$ 758	\$ 975	\$ 975	\$ 975	0.0%
	Postage	031100-5210	\$ 355	\$ 173	\$ 500	\$ 300	\$ 500	0.0%
	Telecommunications	031100-5230	\$ 25,726	\$ 24,288	\$ 26,500	\$ 26,500	\$ 28,320	6.9%
	Radio Repairs	031100-5240	\$ 2,855	\$ 243	\$ 2,500	\$ 1,500	\$ 1,500	-40.0%
	Motor Vehicle Insurance	031100-5305	\$ 13,637	\$ 11,252	\$ 13,432	\$ 12,537	\$ 11,822	-12.0%
	A/R Crime Coverage Insurance	031100-5309	\$ 680	\$ 680	\$ 700	\$ 700	\$ 700	0.0%
	Lease of Equipment	031100-5410	\$ 5,537	\$ 5,170	\$ 5,900	\$ 6,100	\$ 5,900	0.0%
	<b>Total Contract Services</b>		<b>\$ 105,190</b>	<b>\$ 105,126</b>	<b>\$ 117,602</b>	<b>\$ 114,457</b>	<b>\$ 118,762</b>	<b>1.0%</b>
<b>Other Commodities</b>								
	Travel, Convention, Education	031100-5500	\$ 11,800	\$ 21,054	\$ 16,000	\$ 16,000	\$ 24,000	50.0%
	Miscellaneous	031100-5800	\$ 2,204	\$ 1,386	\$ 4,000	\$ 3,000	\$ 4,000	0.0%
	Attorney Fees	031100-5801	\$ 600	\$ 720	\$ 2,000	\$ 1,000	\$ 1,000	-50.0%
	Dues & Membership	031100-5810	\$ 18,755	\$ 19,224	\$ 19,000	\$ 19,000	\$ 19,000	0.0%
	Office Supplies	031100-6001	\$ 4,650	\$ 5,392	\$ 5,000	\$ 5,000	\$ 5,000	0.0%
	Repair & Maintenance Supplies	031100-6007	\$ 6,051	\$ 13,922	\$ 6,500	\$ 6,500	\$ 6,500	0.0%
	Fuel	031100-6008	\$ 45,911	\$ 45,314	\$ 55,000	\$ 55,000	\$ 55,000	0.0%
	Vehicle/Powered Equipment	031100-6009	\$ 23,033	\$ 23,973	\$ 24,000	\$ 24,000	\$ 24,000	0.0%
	Police Supplies	031100-6010	\$ 81,793	\$ 41,683	\$ 73,668	\$ 74,053	\$ 59,015	-19.9%
	Uniforms and Wearing Apparatus	031100-6011	\$ 19,613	\$ 18,418	\$ 22,000	\$ 25,000	\$ 22,000	0.0%
	Crime Prevention	031100-6021	\$ 1,968	\$ 9,663	\$ 2,500	\$ 2,500	\$ 3,000	20.0%
	<b>Total Other Commodities</b>		<b>\$ 216,379</b>	<b>\$ 200,750</b>	<b>\$ 229,668</b>	<b>\$ 231,053</b>	<b>\$ 222,515</b>	<b>-3.1%</b>
<b>Capital Items</b>								
	Capital Outlay	031100-8000	\$ 0	\$ -	\$ -	\$ -	\$ -	0.0%
	AG Assett Forfeiture Grant	031100-8002	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	<b>Total Capital Items</b>		<b>\$ 0</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
<b>Total Police</b>			<b>\$ 2,624,159</b>	<b>\$ 2,767,150</b>	<b>\$ 2,956,463</b>	<b>\$ 2,912,778</b>	<b>\$ 2,928,407</b>	<b>-0.9%</b>

## Police

### 1110 Personnel Services

This line item accounts for the salaries of all APD personnel. This line reflects for one new police officer position (27 total officers).

### 2100 FICA

Calculated at 7.65% of regular wages line item.

### 2210 VRS Retirement

VRS is calculated on the basis of 10.39% of the full time salaries in the regular wages line item.

### 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 1.34%.

### 2500 Short Term Disability Insurance

To comply with the Virginia Local Disability Plan adopted by the General Assembly in 2013 the Town will provide short term disability insurance to all full time employees. The cost is \$2.49/month per employee.

### 2501 Long Term Disability Insurance

To comply with the Virginia Local Disability Plan adopted by the General Assembly in 2013 the Town will provide long term disability insurance to all full time employees. The cost is .49% of covered payroll for regular employees and .68% of covered payroll for sworn officers.

### 2600 Unemployment Insurance

Calculated on the basis of .115% of the first \$8,000 earnings of each employee.

### 2700 Workers Compensation

Insurance premiums charged by VRSA. The rate for officers is \$3.90 per \$100 of earnings. Office personnel have a rate of \$.09 per \$100 of earnings.

### 2800 Other Post-Employment Benefits

This account is charged proportionally to each department that is assigned eligible fulltime staff. Prior to FY2019 these funds were accounted for in the Non-Departmental Budget.

### 3110 Other Professional Services

This line item pays for associated costs incurred in a selection process for sworn officers and other professional services as needed.

**3170 Janitorial Services**

Regular cleaning of the Police Department building.

**3310 Repairs and Maintenance**

This account covers the service agreement on our Records Management System, the mandated radar calibrations, our generator warranty and the software maintenance of our Mobile Data Terminal program, Body Camera program and other programs. This line reflects an increase of approximately \$3,000 to account for additional storage requirements of our body camera footage as prescribed by the Library of Virginia Records Retention guidelines.

**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. The irrigation system is unfunded at the moment.

**5210 Postage**

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

**5230 Telecommunications**

This account pays for the telephones, data lines in the headquarters building, cell phones, and air cards for 16 Mobile Data Terminals (MDT's).

**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 of the copier in APD.

**5500 Travel, Convention & Education**

This account pays for training to maintain our officer's individual certifications, and mandatory training. This line item also supports our tuition reimbursement requests and our Cadet program.

**5800 Miscellaneous**

This account funds our covert investigations fund and other services not allocated to other line items. Those items may include awards, plaques, minimal refreshment purchases for meetings, patrol bicycle part/accessories and other consumable supplies that do not clearly fall in another line 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. The department is requesting an additional \$8,500 to replace worn and in some cases broken office furniture. The majority of the desk chairs are over twelve years old and are in need of replacement. This increase will also allow for an updating of our Patrol Room workspace to allow for increased officer filing space and one additional workstation for officers to complete reports.

**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. This includes equipment such as a speed measurement sign for traffic safety, training ammunition, evidence collection supplies, and other consumable materials. This line reflects a slight increase due to the replacement of Taser weapons in FY2021 for models that will no longer be supported by the manufacturer.

**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. This line has been level since FY2013, but we are requesting an increase of \$4,500 to support the Town's Neighborhood Investment Program.

### Fire Expenditure Detail

		Acct. Code	FY17-18 Actual	FY18-19 Actual	Amended Budget FY19-20	FY19-20 Mid Year Estimate	Adopted Budget FY20-21	% Change
Personnel								
	Regular Wages		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Overtime		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Total Personnel		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Contract Services								
	Repairs & Maintenance	032100-3310	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Total Contract Services		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Other Commodities								
	Contributions, Other Payment	032100-5600	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	0.0%
	Fire Fund Distribution	032100-5701	\$ 26,499	\$ 25,008	\$ 25,200	\$ 26,315	\$ 26,315	4.4%
	Total Other Commodities		\$ 31,499	\$ 30,008	\$ 30,200	\$ 31,315	\$ 31,315	3.7%
Capital Items								
	Capital Outlay	032100-8001	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Total Capital Items		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Total Fire</b>			<b>\$ 31,499</b>	<b>\$ 30,008</b>	<b>\$ 30,200</b>	<b>\$ 31,315</b>	<b>\$ 31,315</b>	<b>3.7%</b>

### Ambulance Expenditure Detail

		Acct. Code	FY17-18 Actual	FY18-19 Actual	Amended Budget FY19-20	FY19-20 Mid Year Estimate	Adopted Budget FY20-21	% Change
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	032300-5600	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	0.0%
	Total Other Commodities		\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	0.0%
Capital Items								
	Capital Outlay		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Total Capital Items		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Total Ambulance &amp; Rescue</b>			<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>0.0%</b>

## **Fire Department**

### **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.

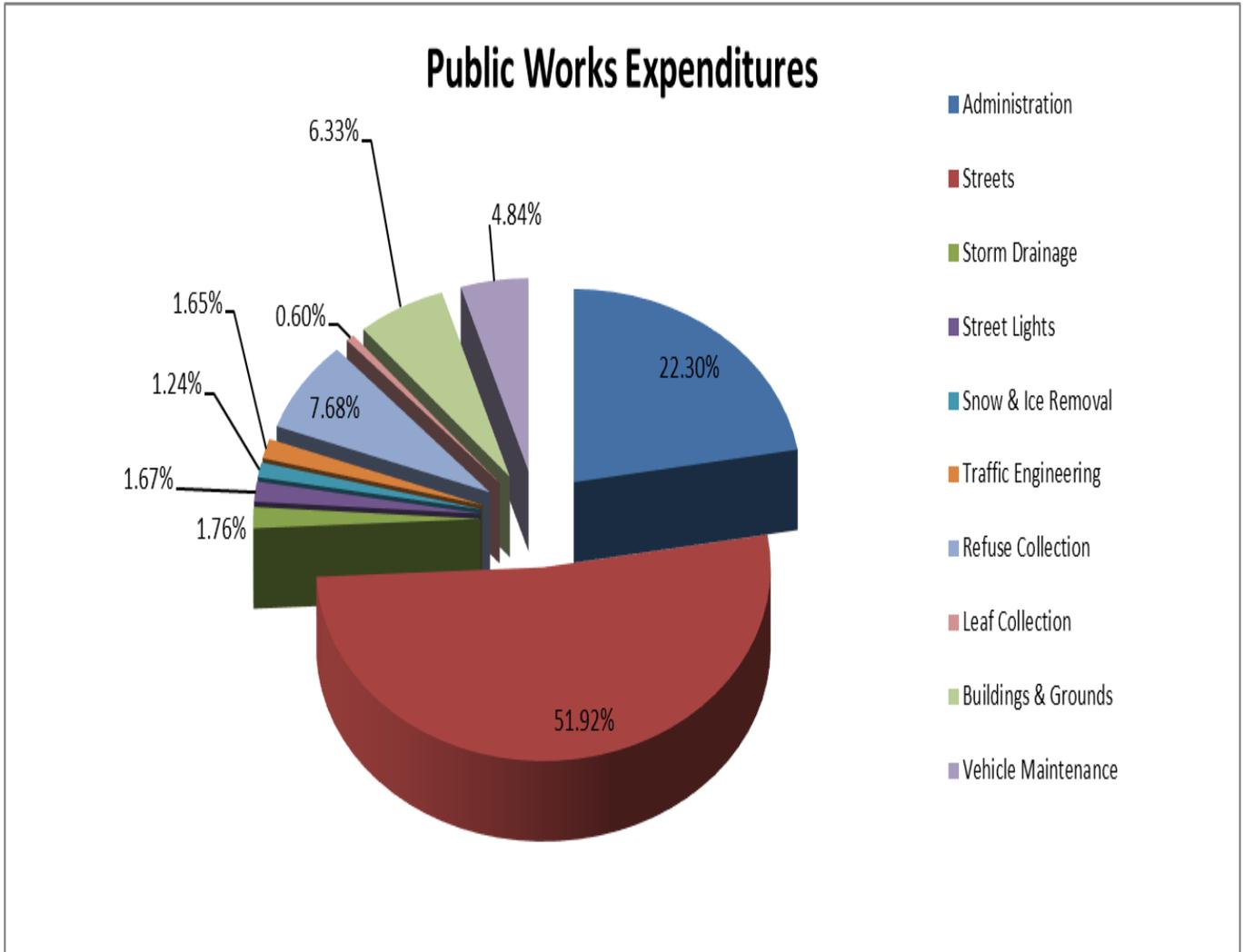
## **Ambulance and Rescue Services**

### **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, Streets 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

		FY17-18 Actual	FY18-19 Actual	Amended Budget FY19-20	FY19-20 Mid Year Estimate	Adopted Budget FY20-21	% Change
<b>Personnel</b>							
	Administration	\$ 670,214	\$ 695,479	\$ 733,275	\$ 737,432	\$ 715,005	-2.5%
	Streets	\$ 754,758	\$ 792,042	\$ 939,493	\$ 869,581	\$ 964,539	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	\$ 129,942	\$ 137,830	\$ 141,296	\$ 139,019	\$ 142,001	0.5%
	Vehicle Maintenance	\$ 110,457	\$ 119,938	\$ 126,780	\$ 128,235	\$ 131,144	3.4%
	<b>Total Personnel</b>	<b>\$ 1,665,371</b>	<b>\$ 1,745,289</b>	<b>\$ 1,940,844</b>	<b>\$ 1,874,267</b>	<b>\$ 1,952,689</b>	<b>0.6%</b>
<b>Contract Services</b>							
	Administration	\$ 21,104	\$ 22,446	\$ 22,974	\$ 20,450	\$ 13,170	-42.7%
	Streets	\$ 713,906	\$ 600,475	\$ 677,564	\$ 675,353	\$ 674,337	-0.5%
	Storm Drainage	\$ 36,090	\$ 32,869	\$ 35,000	\$ 34,909	\$ 35,000	0.0%
	Street Lights	\$ 52,040	\$ 53,505	\$ 56,000	\$ 54,197	\$ 56,000	0.0%
	Snow & Ice Removal	\$ 120	\$ -	\$ 9,000	\$ -	\$ -	-100.0%
	Traffic Engineering	\$ 71,566	\$ 83,367	\$ 40,200	\$ 39,695	\$ 40,200	0.0%
	Refuse Collection	\$ 186,942	\$ 204,672	\$ 255,251	\$ 255,251	\$ 256,767	0.6%
	Leaf Collection	\$ 7,245	\$ 5,088	\$ 20,000	\$ 7,000	\$ 8,000	-60.0%
	Buildings & Grounds	\$ 43,136	\$ 46,409	\$ 59,278	\$ 48,393	\$ 51,278	-13.5%
	Vehicle Maintenance	\$ 19,172	\$ 18,716	\$ 25,047	\$ 21,047	\$ 24,700	-1.4%
	<b>Total Contract Services</b>	<b>\$ 1,151,323</b>	<b>\$ 1,067,548</b>	<b>\$ 1,200,314</b>	<b>\$ 1,156,295</b>	<b>\$ 1,159,452</b>	<b>-3.4%</b>
<b>Other Commodities</b>							
	Administration	\$ 9,467	\$ 10,074	\$ 18,705	\$ 12,800	\$ 17,650	-5.6%
	Streets	\$ 102,683	\$ 114,992	\$ 146,940	\$ 103,140	\$ 97,360	-33.7%
	Storm Drainage	\$ 10,343	\$ 3,304	\$ 21,000	\$ 32,722	\$ 24,000	14.3%
	Street Lights	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Snow & Ice Removal	\$ 18,787	\$ 38,428	\$ 41,500	\$ 1,762	\$ 41,500	0.0%
	Traffic Engineering	\$ 13,118	\$ 15,882	\$ 15,000	\$ 10,000	\$ 15,000	0.0%
	Refuse Collection	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Leaf Collection	\$ 11,885	\$ 9,076	\$ 12,000	\$ 10,500	\$ 12,000	0.0%
	Buildings & Grounds	\$ 9,806	\$ 18,669	\$ 26,500	\$ 18,096	\$ 18,500	-30.2%
	Vehicle Maintenance	\$ 7,289	\$ 4,926	\$ 6,000	\$ 5,800	\$ 6,000	0.0%
	<b>Total Other Commodities</b>	<b>\$ 183,378</b>	<b>\$ 215,351</b>	<b>\$ 287,645</b>	<b>\$ 194,820</b>	<b>\$ 232,010</b>	<b>-19.3%</b>
<b>Capital Items</b>							
	Administration	\$ 9,999	\$ -	\$ -	\$ -	\$ -	0.0%
	Streets	\$ 13,950	\$ -	\$ -	\$ -	\$ -	0.0%
	Storm Drainage	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Street Lights	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Snow & Ice Removal	\$ 5,928	\$ -	\$ -	\$ -	\$ -	0.0%
	Traffic Engineering	\$ 16,250	\$ -	\$ -	\$ -	\$ -	0.0%
	Refuse Collection	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Leaf Collection	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Buildings & Grounds	\$ 25,783	\$ -	\$ -	\$ -	\$ -	0.0%
	Vehicle Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	<b>Total Capital Items</b>	<b>\$ 71,910</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
<b>Total Public Works Expenditures</b>		<b>\$ 3,071,981</b>	<b>\$ 3,028,187</b>	<b>\$ 3,428,803</b>	<b>\$ 3,225,382</b>	<b>\$ 3,344,151</b>	<b>-2.5%</b>

## Public Works Administration Expenditure Detail

		Acct. Code	FY17-18 Actual	FY18-19 Actual	Amended Budget FY19-20	FY19-20 Mid Year Estimate	Adopted Budget FY20-21	% Change
<b>Personnel</b>								
	Regular Wages	041100-1110	\$ 501,606	\$ 502,269	\$ 535,543	\$ 543,927	\$ 521,687	-2.6%
	FICA	041100-2100	\$ 36,912	\$ 37,145	\$ 40,969	\$ 40,835	\$ 39,909	-2.6%
	VRS	041100-2210	\$ 51,329	\$ 49,623	\$ 52,459	\$ 50,427	\$ 53,528	2.0%
	Deferred Comp	041100-2220	\$ 7,897	\$ 8,011	\$ 8,333	\$ 7,605	\$ 8,106	-2.7%
	Medical/Hospital	041100-2300	\$ 60,766	\$ 69,835	\$ 66,120	\$ 65,055	\$ 60,720	-8.2%
	Group Life Insurance	041100-2400	\$ 6,535	\$ 6,578	\$ 6,950	\$ 6,680	\$ 6,904	-0.7%
	Short Term Disability Ins.	041100-2500	\$ 207	\$ 200	\$ 209	\$ 209	\$ 209	0.0%
	Long Term Disability Ins.	041100-2501	\$ 2,444	\$ 2,426	\$ 2,599	\$ 2,499	\$ 2,524	-2.9%
	Unemployment Insurance	041100-2600	\$ 89	\$ 83	\$ 96	\$ 107	\$ 64	-33.3%
	Worker's Compensation	041100-2700	\$ 2,430	\$ 1,970	\$ 2,133	\$ 2,224	\$ 2,949	38.3%
	OPEB	041100-2800		\$ 17,339	\$ 17,864	\$ 17,864	\$ 18,405	3.0%
	<b>Total Personnel</b>		<b>\$ 670,214</b>	<b>\$ 695,479</b>	<b>\$ 733,275</b>	<b>\$ 737,432</b>	<b>\$ 715,005</b>	<b>-2.5%</b>
<b>Contract Services</b>								
	Professional Service	041100-3150	\$ 4,476	\$ 5,244	\$ 6,400	\$ 6,000	\$ 2,400	-62.5%
	Advertising	041100-3600	\$ 3,485	\$ 4,294	\$ 2,500	\$ 1,500	\$ 1,500	-40.0%
	Postage	041100-5210	\$ 123	\$ 225	\$ 300	\$ 100	\$ 300	0.0%
	Telecommunications	041100-5230	\$ 5,321	\$ 5,135	\$ 5,650	\$ 5,650	\$ 5,650	0.0%
	Motor Vehicle Insurance	041100-5305	\$ 1,055	\$ 1,356	\$ 1,524	\$ 1,400	\$ 1,320	-13.4%
	Lease of Equipment	041100-5410	\$ 6,644	\$ 6,192	\$ 6,600	\$ 5,800	\$ 2,000	-69.7%
	<b>Total Contract Services</b>		<b>\$ 21,104</b>	<b>\$ 22,446</b>	<b>\$ 22,974</b>	<b>\$ 20,450</b>	<b>\$ 13,170</b>	<b>-42.7%</b>
<b>Other Commodities</b>								
	Travel, Convention, Education	041100-5500	\$ 901	\$ 935	\$ 2,000	\$ 1,200	\$ 1,200	-40.0%
	Miscellaneous	041100-5800	\$ 222	\$ 22	\$ 1,500	\$ 500	\$ 750	-50.0%
	Dues & Membership	041100-5810	\$ 2,005	\$ 2,578	\$ 4,005	\$ 3,500	\$ 3,000	-25.1%
	Office Supplies	041100-6001	\$ 1,211	\$ 1,546	\$ 2,500	\$ 2,000	\$ 2,000	-20.0%
	Repair & Maintenance Supplies	041100-6007	\$ 2,968	\$ 2,624	\$ 5,300	\$ 4,000	\$ 7,300	37.7%
	Fuel	041100-6008	\$ 1,234	\$ 1,100	\$ 1,200	\$ 900	\$ 1,200	0.0%
	Vehicle/Powered Equipment	041100-6009	\$ 925	\$ 1,267	\$ 2,200	\$ 700	\$ 2,200	0.0%
	<b>Total Other Commodities</b>		<b>\$ 9,467</b>	<b>\$ 10,074</b>	<b>\$ 18,705</b>	<b>\$ 12,800</b>	<b>\$ 17,650</b>	<b>-5.6%</b>
<b>Capital Items</b>								
	Capital Outlay	041100-8000	\$ 9,999		\$ -	\$ -	\$ -	0.0%
	<b>Total Capital Items</b>		<b>\$ 9,999</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
<b>Total Public Works Administration</b>			<b>\$ 710,784</b>	<b>\$ 728,000</b>	<b>\$ 774,954</b>	<b>\$ 770,682</b>	<b>\$ 745,825</b>	<b>-3.8%</b>

## Public Works Administration

**1110 Regular Wages**

The personnel services line item represents actual salaries for the seven full time employees in Administration and Engineering for FY21.

**2100 FICA**

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

**2210 VRS**

VRS is calculated on the basis of 10.39% of the full time salaries in the regular wages line item. This amount only covers the employer portion of VRS.

**2220 Deferred Compensation**

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

**2300 Medical/Hospital Plan**

Town's contribution for health insurance.

**2400 Group Life Insurance**

This covers the cost of premiums through VRS at 1.34%

**2500 Short Term Disability Insurance**

The item covers the cost at \$2.49/month per employee.

**2501 Long Term Disability Insurance**

The item covers the cost at 0.49% of covered payroll for regular employees.

**2600 Unemployment Insurance**

Calculated on the basis of 0.115% of the first \$8,000 earnings of each employee.

**2700 Worker's Compensation**

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

**2800 Other Post-Employment Benefits**

This account is charged proportionally to each department that is assigned eligible fulltime staff. Prior to FY2019 these funds were accounted for in the Non-Departmental Budget.

**3150 Professional Services**

This line item includes funds for printing and plotting services and administration of the drug testing program for all employees (Town-wide). Also included is half of Public Works costs towards an annual subscription for GIS based Work Order System. The other half of this cost is included in the Public Works Streets department.

**3310 Repairs & Maintenance**

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

- 3600 Advertising**  
This line item includes advertising costs for vacant positions, public notices such as the leaf collection schedule, and 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 the department's share of the land line system and cellular service within Administration.
- 5305 Motor Vehicle Insurance**  
This account pays for our motor vehicle insurance, which is administered through the Virginia Municipal League Insurance Pool.
- 5410 Lease of Equipment**  
This item is for the lease of a printer/scanner to reproduce full size drawings and a photocopier.
- 5500 Travel, Convention & Education**  
This item includes funds for safety training, GIS training, CADD training, SWM and E&S 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, effectively serving as a contingency fund.
- 5810 Dues & Memberships**  
This item includes memberships and costs for maintaining PE certifications, E&S Certifications, SWM Certifications, American Public Works Association, American Society of Civil Engineers, Virginia Municipal Stormwater Association (VAMSA), and the cost of individual fitness benefits within Engineering.
- 6001 Office Supplies**  
This account pays for the miscellaneous office supplies used by the department.
- 6007 Repair & Maintenance Supplies**  
This account includes funding for general engineering supplies, such as testing equipment and materials for stream monitoring and any miscellaneous items needed for the department .
- 6008 Fuel**  
This line item covers fuel costs for Public Works administration & engineering vehicles.
- 6009 Vehicle/Powered Equipment**  
This line item covers the maintenance costs for the engineering vehicles.
- 8000 Capital Outlay**  
No funding requested.

## Public Works Streets Expenditure Detail

		Acct. Code	FY17-18 Actual	FY18-19 Actual	Amended Budget FY19-20	FY19-20 Mid Year Estimate	Adopted Budget FY20-21	% Change
<b>Personnel</b>								
	Regular Wages	041200-1110	\$ 514,094	\$ 538,154	\$ 655,664	\$ 593,642	\$ 670,319	2.2%
	FICA	041200-2100	\$ 36,031	\$ 39,268	\$ 50,158	\$ 43,868	\$ 51,279	2.2%
	VRS	041200-2210	\$ 49,923	\$ 49,618	\$ 55,317	\$ 56,315	\$ 59,446	7.5%
	Deferred Comp	041200-2220	\$ 3,042	\$ 3,311	\$ 3,962	\$ 2,777	\$ 3,540	-10.7%
	Medical/Hospital	041200-2300	\$ 113,503	\$ 103,998	\$ 113,646	\$ 110,046	\$ 118,836	4.6%
	Group Life Insurance	041200-2400	\$ 6,355	\$ 6,645	\$ 7,330	\$ 7,460	\$ 7,667	4.6%
	Short Term Disability Ins.	041200-2500	\$ 345	\$ 343	\$ 418	\$ 392	\$ 418	0.0%
	Long Term Disability Ins.	041200-2501	\$ 2,370	\$ 2,380	\$ 2,742	\$ 2,790	\$ 2,806	2.3%
	Unemployment Insurance	041200-2600	\$ 164	\$ 184	\$ 192	\$ 25	\$ 138	-28.1%
	Worker's Compensation	041200-2700	\$ 28,932	\$ 24,824	\$ 26,042	\$ 28,244	\$ 25,341	-2.7%
	OPEB	041200-2800		\$ 23,316	\$ 24,022	\$ 24,022	\$ 24,749	3.0%
	<b>Total Personnel</b>		<b>\$ 754,758</b>	<b>\$ 792,042</b>	<b>\$ 939,493</b>	<b>\$ 869,581</b>	<b>\$ 964,539</b>	<b>2.7%</b>
<b>Contract Services</b>								
	Contractual Repairs & Maintenance	041200-3150	\$ 29,368	\$ 35,246	\$ 36,000	\$ 39,600	\$ 33,000	-8.3%
	Contractual Repairs & Maintenance	041200-3310	\$ 650,834	\$ 538,735	\$ 600,000	\$ 599,441	\$ 600,000	0.0%
	Repairs & Maintenance - Facilities	041200-3311	\$ 5,588	\$ 6,895	\$ 7,500	\$ 6,500	\$ 7,500	0.0%
	Tree Trimming	041200-3321	\$ 12,750	\$ 4,350	\$ 12,000	\$ 12,000	\$ 13,000	8.3%
	Landscape Replacment - Trees	041200-3322	\$ 1,232	\$ -	\$ 2,500	\$ 2,355	\$ 3,000	20.0%
	Telecommunications	041200-5230	\$ 3,921	\$ 3,862	\$ 4,600	\$ 4,600	\$ 4,600	0.0%
	Motor Vehicle Insurance	041200-5305	\$ 10,214	\$ 11,387	\$ 11,964	\$ 10,857	\$ 10,237	-14.4%
	Rental Equipment	041200-5431	\$ -	\$ -	\$ 3,000	\$ -	\$ 3,000	0.0%
	<b>Total Contract Services</b>		<b>\$ 713,906</b>	<b>\$ 600,475</b>	<b>\$ 677,564</b>	<b>\$ 675,353</b>	<b>\$ 674,337</b>	<b>-0.5%</b>
<b>Other Commodities</b>								
	Travel, Convention, Education	041200-5500	\$ 5,281	\$ 2,425	\$ 3,500	\$ 2,400	\$ 2,400	-31.4%
	Dues & Memberships	041200-5810	\$ 259	\$ 282	\$ 1,440	\$ 240	\$ 960	-33.3%
	Repair & Maintenance Supplies	041200-6007	\$ 33,111	\$ 35,212	\$ 55,000	\$ 25,000	\$ 30,000	-45.5%
	Fuel	041200-6008	\$ 30,552	\$ 29,963	\$ 30,000	\$ 29,500	\$ 30,000	0.0%
	Vehicle/Powered Equipment	041200-6009	\$ 24,355	\$ 32,718	\$ 34,000	\$ 34,000	\$ 20,000	-41.2%
	Uniforms	041200-6011	\$ 7,871	\$ 10,349	\$ 12,000	\$ 10,000	\$ 10,000	-16.7%
	Repair & Maintenance Supplies - Facilities	041200-6022	\$ 1,254	\$ 4,043	\$ 11,000	\$ 2,000	\$ 4,000	-63.6%
	<b>Total Other Commodities</b>		<b>\$ 102,683</b>	<b>\$ 114,992</b>	<b>\$ 146,940</b>	<b>\$ 103,140</b>	<b>\$ 97,360</b>	<b>-33.7%</b>
<b>Capital Items</b>								
	Capital Outlay	041200-8000	\$ 13,950	\$ -	\$ -	\$ -	\$ -	0.0%
	<b>Total Capital Items</b>		<b>\$ 13,950</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
<b>Total Public Works Streets</b>			<b>\$ 1,585,297</b>	<b>\$ 1,507,509</b>	<b>\$ 1,763,997</b>	<b>\$ 1,648,074</b>	<b>\$ 1,736,236</b>	<b>-1.6%</b>

## Streets Maintenance

### **1110 Regular Wages**

The personnel services line item represents actual salaries for twelve full time positions, including the Operations Manager, plus two half positions. One of the positions is shared with Buildings and Grounds for 6 months per year, the other is split between Streets and the Vehicle Maintenance department. It also includes funding for two part-time/seasonal positions, on-call personnel, funding for the Career Development Program and overtime.

### **2100 FICA**

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

### **2210 VRS**

VRS is calculated on the basis of 10.39% of the full time salaries in the regular wages line item. This amount only covers the employer portion of VRS.

### **2220 Deferred Compensation**

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

### **2300 Medical/Hospital Plan**

Town's contribution for health insurance.

### **2400 Group Life Insurance**

This covers the cost of premiums through VRS at 1.34%.

### **2500 Short Term Disability Insurance**

The item covers the cost at \$2.49/month per employee.

### **2501 Long Term Disability Insurance**

The item covers the cost at 0.49% of covered payroll for regular employees.

### **2600 Unemployment Insurance**

Calculated on the basis of 0.115% of the first \$8,000 earnings of each.

### **2700 Worker's Compensation**

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

### **2800 Other Post-Employment Benefits**

This account is charged proportionally to each department that is assigned eligible fulltime staff. Prior to FY2019 these funds were accounted for in the Non-Departmental Budget.

### **3150 Professional Services**

This line item includes funds for landscape contractor services for the Town's downtown and rights-of-way of England Street east of Route 1 and Hill Carter Parkway (\$24,436), subscription to Equipment Watch (\$3600), and half of Public Works costs towards an annual subscription for GIS based Work Order System. The other half of this cost is included in the Public Works Administration.

- 3310 Repairs and Maintenance – Contractual Services**  
This line item includes funds for repaving and re-striping various roadways utilizing the Town’s annual contractor. Also included are funds for routine sidewalk repair.
- 3311 Repairs and Maintenance – Contractual - Facilities**  
This line item includes funds for contractual repairs to all facilities at the Town Shop Complex except Buildings and Grounds’ office and Vehicle Maintenance’s office. Expenditures for FY21 also include funds to maintain and repair erosion and settling at the old brush dump.
- 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.
- 5230 Telecommunications**  
This line item includes the cost for two Wi-Fi connections to the traffic signal cabinets. Through this connection, VDOTs traffic center can download signal timing logs and then make programming adjustments when appropriate. Also included are the costs for the field division’s cellular plan for phones and tablets.
- 5305 Motor Vehicle Insurance**  
This account pays for our motor vehicle insurance, which is administered through the Virginia Municipal League Insurance Pool.
- 5431 Rental Equipment**  
This item allows for the rental of equipment not owned by the Town in the event the need arises.
- 5500 Travel, Convention & Education**  
This item includes funds for safety training, including proper work zone set-up, training on specific pieces of equipment, and general professional development.
- 5810 Dues & Membership**  
This item includes funds for maintaining appropriate certifications, along with the field division’s share of individual fitness benefits.
- 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, miscellaneous hand tools and safety equipment.
- 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.

**6011 Uniforms**

This account pays for uniforms and safety shoes for all field operations employees.

**6022 Repair & Maintenance Supplies - Facilities**

This line item represents repair and cleaning supplies for all facilities at the Town Shop Complex except Buildings and Grounds' office and Vehicle Maintenance's office. Expenditures for FY21 include funds to maintain and repair erosion and settling at the old brush dump.

**8000 Capital Outlay**

No funding requested.

### Storm Drainage Expenditure Detail

	Acct. Code	FY17-18 Actual	FY18-19 Actual	Amended Budget FY19-20	FY19-20 Mid Year Estimate	Adopted Budget FY20-21	% Change
<b>Personnel</b>							
Regular Wages		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Total Personnel		\$ -	\$ -	\$ -			0.0%
<b>Contract Services</b>							
Repairs & Maintenance	041310-3310	\$ 36,090	\$ 32,869	\$ 35,000	\$ 34,909	\$ 35,000	0.0%
Total Contract Services		\$ 36,090	\$ 32,869	\$ 35,000	\$ 34,909	\$ 35,000	0.0%
<b>Other Commodities</b>							
Permits and Fees	041310-5810	\$ 3,000	\$ 3,000	\$ 4,000	\$ 3,000	\$ 4,000	0.0%
Repair & Maintenance Supplies	041310-6007	\$ 7,343	\$ 304	\$ 17,000	\$ 29,722	\$ 20,000	17.6%
Total Other Commodities		\$ 10,343	\$ 3,304	\$ 21,000	\$ 32,722	\$ 24,000	14.3%
<b>Capital Items</b>							
Capital Outlay		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Total Capital Items		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Total Public Works Storm Drainage</b>		<b>\$ 46,433</b>	<b>\$ 36,173</b>	<b>\$ 56,000</b>	<b>\$ 67,631</b>	<b>\$ 59,000</b>	<b>5.4%</b>

**3150 Professional Services**  
No funding requested.

**3310 Repairs and Maintenance—Contract Services**  
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 drainage inlets as needed. Funding is also provided for storm sewer flushing/cleaning and TV inspection services and maintenance of Town-owned BMPs.

**5810 Permits and Fees**  
Funding is provided for Stormwater MS4 annual permit fee.

**6007 Repair and Maintenance Supplies**  
This item provides for an inventory of supplies necessary to complete drainage maintenance projects, including pipe, inlet grates, and stone.

## Street Light Expenditure Detail

	Acct. Code	FY17-18 Actual	FY18-19 Actual	Amended Budget FY19-20	FY19-20 Mid Year Estimate	Adopted Budget FY20-21	% Change
Personnel							
Regular Wages		\$ -		\$ -	\$ -	\$ -	0.0%
Total Personnel		\$ -	\$ -	\$ -			0.0%
Contract Services							
Repairs & Maintenance	041320-3310	\$ 930	\$ 1,037	\$ 3,000	\$ 1,197	\$ 3,000	0.0%
Electric Service	041320-5110	\$ 51,110	\$ 52,468	\$ 53,000	\$ 53,000	\$ 53,000	0.0%
Total Contract Services		\$ 52,040	\$ 53,505	\$ 56,000	\$ 54,197	\$ 56,000	0.0%
Other Commodities							
Repair & Maintenance Supplies		\$ -		\$ -	\$ -	\$ -	0.0%
Total Other Commodities		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Capital Items							
Capital Outlay		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Total Capital Items		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Total Public Works Street Lights</b>		<b>\$ 52,040</b>	<b>\$ 53,505</b>	<b>\$ 56,000</b>	<b>\$ 54,197</b>	<b>\$ 56,000</b>	<b>0.0%</b>

### 3310 Repairs & Maintenance

This line item covers the cost for installation of new Dominion street lights in Town. This item also includes funds to maintain the Town-owned street lights on Railroad Avenue and Robinson Street.

### 5110 Electrical Services

This line item covers the cost for electricity for street lights and traffic signals in Town rights of way.

### Snow Removal Expenditure Detail

	Acct. Code	FY17-18 Actual	FY18-19 Actual	Amended Budget FY19-20	FY19-20 Mid Year Estimate	Adopted Budget FY20-21	% Change
Personnel							
	Regular Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Overtime Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	<b>Total Personnel</b>	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Contract Services							
	Professional Services	041330-3150 \$ 120	\$ -	\$ 9,000	\$ -	\$ -	-100.0%
	<b>Total Contract Services</b>	\$ 120	\$ -	\$ 9,000	\$ -	\$ -	-100.0%
Other Commodities							
	Repair & Maintenance Supplies	041330-6007 \$ 18,787	\$ 38,428	\$ 41,500	\$ 1,762	\$ 41,500	0.0%
	<b>Total Other Commodities</b>	\$ 18,787	\$ 38,428	\$ 41,500	\$ 1,762	\$ 41,500	0.0%
Capital Items							
	Capital Outlay	041330-8000 \$ 5,928	\$ -	\$ -	\$ -	\$ -	0.0%
	<b>Total Capital Items</b>	\$ 5,928	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Total Public Works Snow &amp; Ice Removal</b>		\$ 24,835	\$ 38,428	\$ 50,500	\$ 1,762	\$ 41,500	-17.8%

**3150 Rental Equipment**

Funding is provided for the Town’s annual contractor to supplement the Town crew on major snow events, if needed.

**6007 Repair and Maintenance Supplies**

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

**8000 Capital Outlay**

No funding requested.

### Traffic Engineering Expenditure Detail

	Acct. Code	FY17-18 Actual	FY18-19 Actual	Amended Budget FY19-20	FY19-20 Mid Year Estimate	Adopted Budget FY20-21	% Change
Personnel							
		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Regular Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Overtime Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Total Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Contract Services							
	Professional Services	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Repairs & Maintenance 041400-3310	\$ 71,566	\$ 83,367	\$ 40,200	\$ 39,695	\$ 40,200	0.0%
	Total Contract Services	\$ 71,566	\$ 83,367	\$ 40,200	\$ 39,695	\$ 40,200	0.0%
Other Commodities							
	Repair & Maintenance Supplies: 041400-6007	\$ 13,118	\$ 15,882	\$ 15,000	\$ 10,000	\$ 15,000	0.0%
	Total Other Commodities	\$ 13,118	\$ 15,882	\$ 15,000	\$ 10,000	\$ 15,000	0.0%
Capital Items							
	Capital Outlay 041400-8000	\$ 16,250	\$ -	\$ -	\$ -	\$ -	0.0%
	Total Capital Items	\$ 16,250	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Total Public Works Traffic Engineering</b>		<b>\$ 100,934</b>	<b>\$ 99,249</b>	<b>\$ 55,200</b>	<b>\$ 49,695</b>	<b>\$ 55,200</b>	<b>0.0%</b>

**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, as well as system repairs of various traffic signal issues as needed.

**6007 Materials and Supplies**

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

**8000 Capital Outlay**

No funding requested.

## Refuse Collection Expenditure Detail

	Acct. Code	FY17-18 Actual	FY18-19 Actual	Amended Budget FY19-20	FY19-20 Mid Year Estimate	Adopted Budget FY20-21	% Change	
<b>Personnel</b>								
	Regular Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	
	Overtime Wages	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	
	<b>Total Personnel</b>	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%	
<b>Contract Services</b>								
	Refuse Collection	042000-3180	\$ 145,588	\$ 153,774	\$ 186,530	\$ 186,530	\$ 187,677	0.6%
	Recycling	042000-3181	\$ 41,353	\$ 50,898	\$ 68,721	\$ 68,721	\$ 69,090	0.5%
	Community Clean-Ups	042000-xxxx	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	<b>Total Contract Services</b>		\$ 186,942	\$ 204,672	\$ 255,251	\$ 255,251	\$ 256,767	0.6%
<b>Other Commodities</b>								
	Repair & Maintenance Supplies		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	<b>Total Other Commodities</b>		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Capital Items</b>								
	Capital Outlay		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	<b>Total Capital Items</b>		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Total Public Works Refuse Collection</b>			\$ 186,942	\$ 204,672	\$ 255,251	\$ 255,251	\$ 256,767	0.6%

### 3180 Refuse Collection

This is the annual contract cost for residential waste collection under the CVWMA regional program. Funding is provided for curbside trash collection with contractor provided carts. It also includes servicing the downtown trash cans, along with two dumpsters.

### 3181 Recycling

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

### Leaf Collection Expenditure Detail

	Acct. Code	FY17-18 Actual	FY18-19 Actual	Amended Budget FY19-20	FY19-20 Mid Year Estimate	Adopted Budget FY20-21	% Change
<b>Personnel</b>							
Regular Wages		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Overtime Wages		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Temporary Help Service Fees		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Total Personnel</b>		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Contract Services</b>							
Repairs & Maintenance	042600-3310	\$ 7,245	\$ 5,088	\$ 20,000	\$ 7,000	\$ 8,000	-60.0%
<b>Total Contract Services</b>		\$ 7,245	\$ 5,088	\$ 20,000	\$ 7,000	\$ 8,000	-60.0%
<b>Other Commodities</b>							
Repair & Maintenance Supplies	042600-6007	\$ 11,885	\$ 9,076	\$ 12,000	\$ 10,500	\$ 12,000	0.0%
<b>Total Other Commodities</b>		\$ 11,885	\$ 9,076	\$ 12,000	\$ 10,500	\$ 12,000	0.0%
<b>Capital Items</b>							
Capital Outlay	042600-8000	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Total Capital Items</b>		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Total Public Works Leaf Collection</b>		\$ 19,131	\$ 14,164	\$ 32,000	\$ 17,500	\$ 20,000	-37.5%

**3310 Repairs and Maintenance—Contractual**

This line item is the estimated cost for chipping of brush and leaves by an outside contractor through an agreement with CVWMA. This service is performed on an as-needed basis, typically once per year.

**6007 Repairs and Maintenance Supplies**

This item includes funds for equipment and tools used in the leaf collection process, as well as funds for parts for the leaf vacuums, and other items necessary for the operation of the equipment.

**8000 Capital Outlay**

No funding requested.

### Buildings & Grounds Expenditure Detail

	Acct. Code	FY17-18 Actual	FY18-19 Actual	Amended Budget FY19-20	FY19-20 Mid Year Estimate	Adopted Budget FY20-21	% Change
<b>Personnel</b>							
Regular Wages	043100-1110	\$ 94,828	\$ 99,292	\$ 103,736	\$ 101,396	\$ 103,386	-0.3%
FICA	043100-2100	\$ 7,038	\$ 7,519	\$ 7,936	\$ 7,821	\$ 7,909	-0.3%
VRS	043100-2210	\$ 9,612	\$ 10,111	\$ 9,889	\$ 9,877	\$ 10,368	4.8%
Deferred Comp	043100-2220	\$ 586	\$ 594	\$ 622	\$ 626	\$ 634	1.9%
Medical/Hospital	043100-2300	\$ 14,587	\$ 13,832	\$ 12,402	\$ 12,535	\$ 12,960	4.5%
Group Life Insurance	043100-2400	\$ 1,224	\$ 1,272	\$ 1,310	\$ 1,308	\$ 1,337	2.1%
Short Term Disability Ins.	043100-2500	\$ 76	\$ 75	\$ 75	\$ 76	\$ 75	0.0%
Long Term Disability Ins.	043100-2501	\$ 457	\$ 476	\$ 490	\$ 489	\$ 489	-0.2%
Unemployment Insurance	043100-2600	\$ 33	\$ 26	\$ 36	\$ 36	\$ 23	-36.1%
Worker's Compensation	043100-2700	\$ 1,501	\$ 1,223	\$ 1,287	\$ 1,342	\$ 1,201	-6.7%
OPEB	043100-2800		\$ 3,410	\$ 3,513	\$ 3,513	\$ 3,619	3.0%
<b>Total Personnel</b>		<b>\$ 129,942</b>	<b>\$ 137,830</b>	<b>\$ 141,296</b>	<b>\$ 139,019</b>	<b>\$ 142,001</b>	<b>0.5%</b>
<b>Contract Services</b>							
Professional Services	043100-3150	\$ 15,282	\$ 15,079	\$ 17,000	\$ 17,000	\$ 17,000	0.0%
Janitorial Services	043100-3170	\$ 9,690	\$ 9,690	\$ 10,500	\$ 10,000	\$ 10,500	0.0%
Repairs & Maintenance	043100-3310	\$ 7,127	\$ 9,495	\$ 18,000	\$ 10,000	\$ 10,000	-44.4%
Repairs & Maintenance - Facili	043100-3311	\$ 893	\$ 370	\$ 1,000	\$ 500	\$ 1,000	0.0%
Electric Service	043100-5110	\$ 8,046	\$ 9,012	\$ 9,500	\$ 8,000	\$ 9,500	0.0%
Heating Service	043100-5120	\$ 1,038	\$ 1,131	\$ 1,050	\$ 950	\$ 1,050	0.0%
Water & Sewer Bills	043100-5130	\$ 206	\$ 99	\$ 500	\$ 110	\$ 500	0.0%
Motor Vehicle Insurance	043100-5305	\$ 854	\$ 1,534	\$ 1,728	\$ 1,833	\$ 1,728	0.0%
<b>Total Contract Services</b>		<b>\$ 43,136</b>	<b>\$ 46,409</b>	<b>\$ 59,278</b>	<b>\$ 48,393</b>	<b>\$ 51,278</b>	<b>-13.5%</b>
<b>Other Commodities</b>							
Repair & Maintenance Supplies	043100-6007	\$ 4,521	\$ 9,699	\$ 18,000	\$ 10,000	\$ 10,000	-44.4%
Fuel	043100-6008	\$ 4,055	\$ 4,554	\$ 5,000	\$ 4,596	\$ 5,000	0.0%
Vehicle/Powered Equipment	043100-6009	\$ 1,218	\$ 4,189	\$ 2,500	\$ 2,500	\$ 2,500	0.0%
Repair & Maintenance Supplies	043100-6022	\$ 12	\$ 227	\$ 1,000	\$ 1,000	\$ 1,000	0.0%
<b>Total Other Commodities</b>		<b>\$ 9,806</b>	<b>\$ 18,669</b>	<b>\$ 26,500</b>	<b>\$ 18,096</b>	<b>\$ 18,500</b>	<b>-30.2%</b>
<b>Capital Items</b>							
Capital Outlay	043100-8000	\$ 25,783	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Total Capital Items</b>		<b>\$ 25,783</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
<b>Total Public Works Buildings &amp; Grounds</b>		<b>\$ 208,667</b>	<b>\$ 202,908</b>	<b>\$ 227,074</b>	<b>\$ 205,508</b>	<b>\$ 211,779</b>	<b>-6.7%</b>

## Buildings & Grounds

### 1110 Regular Wages

The personnel services line item represents actual salaries for FY 21, which includes 2.5 full time employees. The other half of one position is funded in and shared with Streets.

### 2100 FICA

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

### 2210 VRS

VRS is calculated on the basis of 10.39% of the full time salaries in the regular wages line item. This amount only covers the employer portion of VRS.

### 2220 Deferred Compensation

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

### 2300 Medical/Hospital Plan

Town's contribution for health insurance.

### 2400 Group Life Insurance

This covers the cost of premiums through VRS at 1.34%.

### 2500 Short Term Disability Insurance

The item covers the cost at \$2.49/month per employee.

### 2501 Long Term Disability Insurance

The item covers the cost at 0.49% of covered payroll for regular employees.

### 2600 Unemployment Insurance

Calculated on the basis of 0.115% of the first \$8,000 earnings of each employee.

### 2700 Worker's Compensation

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

### 2800 Other Post-Employment Benefits

This account is charged proportionally to each department that is assigned eligible fulltime staff. Prior to FY2019 these funds were accounted for in the Non-Departmental Budget.

### 3150 Professional Services

Funding provided for landscaping contractor on annual contract to provide full-service contracted landscape services for Town Hall, Farmer's Market lot, municipal parking lot, and APD, and pest control services for Town Hall, Visitor's Center and Public Works facilities.

### 3310 Repairs and Maintenance – Contractual

Included in this line item are repair costs for plumbing, heating and electrical services as needed for Town Hall and the Public Works annex.

- 3311 Repairs and Maintenance – Contractual - Facilities**  
Included in this line item are repair costs for plumbing, heating and electrical services as needed for Buildings and Grounds' office.
- 5110 Electric Service**  
Electrical service for Town Hall and the Public Works annex.
- 5120 Heating Service**  
Heating service for Town Hall and Public Works annex.
- 5130 Water & Sewer**  
Water & sewer service for Town Hall and the Public Works annex.
- 5305 Motor Vehicle Insurance**  
This account pays for our motor vehicle insurance, which is administered through the Virginia Municipal League Insurance Pool.
- 6007 Repair & Maintenance Supplies**  
Included within this item is funding for general repair and 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.
- 6022 Repair & Maintenance Supplies - Facilities**  
Included within this item is funding for general repair and cleaning supplies for Buildings and Grounds' office.
- 8000 Capital Outlay**  
No funding requested.

### Vehicle Maintenance Expenditure Detail

		Acct. Code	FY17-18 Actual	FY18-19 Actual	Amended Budget FY19-20	FY19-20 Mid Year Estimate	Adopted Budget FY20-21	% Change
<b>Personnel</b>								
	Regular Wages	064500-1110	\$ 76,085	\$ 80,560	\$ 85,409	\$ 86,752	\$ 87,674	2.7%
	FICA	064500-2100	\$ 5,078	\$ 5,338	\$ 6,534	\$ 6,102	\$ 6,707	2.6%
	VRS	064500-2210	\$ 7,339	\$ 7,389	\$ 7,802	\$ 8,040	\$ 8,408	7.8%
	Deferred Comp	064500-2220	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Medical/Hospital	064500-2300	\$ 19,221	\$ 21,160	\$ 21,186	\$ 21,396	\$ 22,140	4.5%
	Group Life Insurance	064500-2400	\$ 934	\$ 979	\$ 1,034	\$ 1,059	\$ 1,084	4.8%
	Short Term Disability Ins.	064500-2500	\$ 45	\$ 45	\$ 45	\$ 45	\$ 45	0.0%
	Long Term Disability Ins.	064500-2501	\$ 350	\$ 366	\$ 386	\$ 396	\$ 397	2.8%
	Unemployment Insurance	064500-2600	\$ 17	\$ 17	\$ 19	\$ 15	\$ 14	-26.3%
	Worker's Compensation	064500-2700	\$ 1,388	\$ 1,320	\$ 1,517	\$ 1,582	\$ 1,741	14.8%
	OPEB	064500-2800		\$ 2,764	\$ 2,848	\$ 2,848	\$ 2,934	3.0%
	<b>Total Personnel</b>		\$ 110,457	\$ 119,938	\$ 126,780	\$ 128,235	\$ 131,144	3.4%
<b>Contract Services</b>								
	Repairs & Maintenance	064500-3310	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Repairs & Maintenance - Town Shop Facilities	064500-3311	\$ 4,602	\$ 1,829	\$ 3,500	\$ 3,500	\$ 3,500	0.0%
	Electric Service	064500-5110	\$ 6,707	\$ 7,487	\$ 8,400	\$ 7,500	\$ 8,400	0.0%
	Heating Service	064500-5120	\$ 1,703	\$ 1,776	\$ 2,300	\$ 1,700	\$ 2,300	0.0%
	Water & Sewer Bills	064500-5130	\$ 5,845	\$ 7,315	\$ 10,500	\$ 8,000	\$ 10,500	0.0%
	Telecommunications	064500-5230	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Motor Vehicle Insurance	064500-5305	\$ 315	\$ 309	\$ 347	\$ 347	\$ -	-100.0%
	<b>Total Contract Services</b>		\$ 19,172	\$ 18,716	\$ 25,047	\$ 21,047	\$ 24,700	-1.4%
<b>Other Commodities</b>								
	Repair & Maintenance Supplies	064500-6007	\$ 5,554	\$ 4,017	\$ 5,000	\$ 5,000	\$ 5,000	0.0%
	Fuel	064500-6008	\$ 490	\$ 154	\$ -	\$ -	\$ -	0.0%
	Vehicle/Powered Equipment	064500-6009	\$ 363	\$ 644	\$ -	\$ -	\$ -	0.0%
	Town Shop Facilities Maintenance Supplies	064500-6022	\$ 882	\$ 112	\$ 1,000	\$ 800	\$ 1,000	0.0%
	<b>Total Other Commodities</b>		\$ 7,289	\$ 4,926	\$ 6,000	\$ 5,800	\$ 6,000	0.0%
<b>Capital Items</b>								
	Capital Outlay	064500-8000	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	<b>Total Capital Items</b>		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Total Public Works Vehicle Maintenance</b>			\$ 136,919	\$ 143,581	\$ 157,827	\$ 155,082	\$ 161,844	2.5%

## Vehicle Maintenance

### **1110 Regular Wages**

The personnel services line item represents actual salaries for FY 21 for 1.5 full time employees. The other half of one position is funded in and shared with Streets.

### **2100 FICA**

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

### **2210 VRS**

VRS is calculated on the basis of 10.39% of the full time salaries in the regular wages line item. This amount only covers the employer portion of VRS.

### **2220 Deferred Compensation**

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

### **2300 Medical/Hospital Plan**

Town's contribution for health insurance.

### **2400 Group Life Insurance**

This covers the cost of premiums through VRS at 1.34%.

### **2500 Short Term Disability Insurance**

The item covers the cost at \$2.49/month per employee.

### **2501 Long Term Disability Insurance**

The item covers the cost at 0.49% of covered payroll for regular employees.

### **2600 Unemployment Insurance**

Calculated on the basis of 0.115% of the first \$8,000 earnings.

### **2700 Worker's Compensation**

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

### **2800 Other Post-Employment Benefits**

This account is charged proportionally to each department that is assigned eligible fulltime staff. Prior to FY2019 these funds were accounted for in the Non-Departmental Budget.

### **3311 Repairs & Maintenance – Contract Services**

This covers any costs that might be involved in repair or maintenance of the mechanic's shop and office.

### **5110 Electric Service**

Electric service for Public Works complex.

### **5120 Heating Service**

Heating service for mechanic's shop.

**5130 Water & Sewer**

Water & sewer service for Public Works complex, including the vehicle wash facility.

**5230 Telecommunications**

No funding proposed for this year.

**5305 Motor Vehicle Insurance**

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

**6007 Repair & Maintenance Supplies**

This item includes automotive supplies for the shop, miscellaneous tools and safety equipment.

**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.

**6022 Repair & Maintenance Supplies - Facilities**

This item includes general repair and cleaning supplies for the mechanic's shop and office.

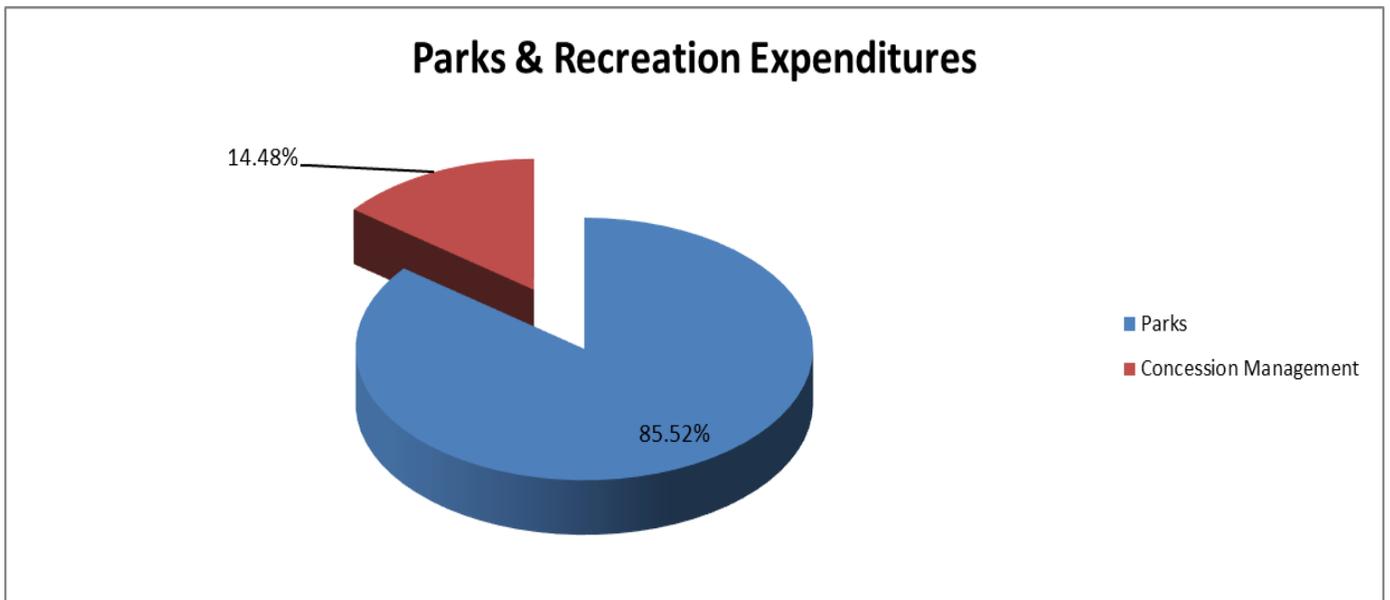
**8000 Capital Outlay**

No funding requested.

## Parks & Recreation

The day to day parks & recreation and municipal pool functions of the Town are labeled Parks & Recreation in the budget. This section is broken out into the separate budgets for Parks and Concession Management. Individual budget sheets and narratives are provided for each of these functions.

The Town of Ashland provides parks & recreation services through the provision of a number of neighborhood parks, a trail network, and the municipal pool at Carter Park. Hanover County also provides both parks and recreation services in the form of regional parks, along with a substantial offering of cultural and recreation programs.



## Parks & Recreation Expenditure Summary

				Amended	FY19-20 Mid	Adopted	
		FY17-18 Actual	FY18-19 Actual	Budget FY19-20	Year Estimate	Budget FY20-21	% Change
Personnel							
	Parks & Recreation	\$ 79,587	\$ 81,651	\$ 99,734	\$ 74,836	\$ 104,369	4.6%
	Concession Management	\$ 3,709	\$ 15,995	\$ 19,617	\$ 13,842	\$ 21,250	8.3%
	<b>Total Personnel</b>	<b>\$ 83,296</b>	<b>\$ 97,646</b>	<b>\$ 119,351</b>	<b>\$ 88,678</b>	<b>\$ 125,619</b>	<b>5.3%</b>
Contract Services							
	Parks & Recreation	\$ 58,432	\$ 51,568	\$ 64,900	\$ 57,300	\$ 66,900	3.1%
	Concession Management	\$ 124	\$ 1,257	\$ 6,000	\$ 4,000	\$ 3,500	-41.7%
	<b>Total Contract Services</b>	<b>\$ 58,556</b>	<b>\$ 52,826</b>	<b>\$ 70,900</b>	<b>\$ 61,300</b>	<b>\$ 70,400</b>	<b>-0.7%</b>
Other Commodities							
	Parks & Recreation	\$ 5,268	\$ 27,986	\$ 32,500	\$ 29,000	\$ 28,000	-13.8%
	Concession Management	\$ 2,679	\$ 3,465	\$ 10,000	\$ 10,000	\$ 9,000	-10.0%
	<b>Total Other Commodities</b>	<b>\$ 7,947</b>	<b>\$ 31,451</b>	<b>\$ 42,500</b>	<b>\$ 39,000</b>	<b>\$ 37,000</b>	<b>-12.9%</b>
Capital Items							
	Parks & Recreation	\$ -	\$ 14,095	\$ -	\$ -	\$ -	0.0%
	Concession Management	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	<b>Total Capital Items</b>	<b>\$ -</b>	<b>\$ 14,095</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
<b>Total Parks &amp; Recreation Expenditu</b>		<b>\$ 149,799</b>	<b>\$ 196,018</b>	<b>\$ 232,751</b>	<b>\$ 188,978</b>	<b>\$ 233,019</b>	<b>0.1%</b>

### Parks & Recreation Expenditure Detail

		Acct. Code	FY17-18 Actual	FY18-19 Actual	Amended Budget FY19-20	FY19-20 Mid Year Estimate	Adopted Budget FY20-21	% Change
<b>Personnel</b>								
	Regular Wages	071100-1110	\$ 72,364	\$ 74,346	\$ 90,680	\$ 67,574	\$ 95,251	5.0%
	FICA	071100-2100	\$ 5,536	\$ 5,696	\$ 6,937	\$ 5,169	\$ 7,287	5.0%
	Unemployment Insurance	071100-2600	\$ 101	\$ 87	\$ 393	\$ 87	\$ 442	12.5%
	Worker's Compensation	071100-2700	\$ 1,586	\$ 1,522	\$ 1,724	\$ 2,006	\$ 1,389	-19.4%
	<b>Total Personnel</b>		\$ 79,587	\$ 81,651	\$ 99,734	\$ 74,836	\$ 104,369	4.6%
<b>Contract Services</b>								
	Professional Services	071100-3150	\$ 3,910	\$ 3,610	\$ 13,000	\$ 11,000	\$ 12,000	-7.7%
	Repairs & Maintenance - Parks	071100-3160	\$ 5,619	\$ 8,205	\$ 11,000	\$ 5,000	\$ 11,000	0.0%
	Repairs & Maintenance - Pool	071100-3161	\$ 30,600	\$ 18,241	\$ 21,000	\$ 21,000	\$ 22,000	4.8%
	Tree Replacement	071100-3322	\$ 2,592	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	0.0%
	Advertising	071100-3600	\$ 45	\$ -	\$ -			0.0%
	Electric Service - Pool	071100-5110	\$ 5,031	\$ 7,592	\$ 7,000	\$ 9,000	\$ 9,000	28.6%
	Water & Sewer Bills	071100-5130	\$ 1,693	\$ 3,090	\$ 400	\$ 300	\$ 400	0.0%
	Water & Sewer Bills - Pool	071100-5131	\$ 8,942	\$ 8,330	\$ 10,000	\$ 8,500	\$ 10,000	0.0%
	<b>Total Contract Services</b>		\$ 58,432	\$ 51,568	\$ 64,900	\$ 57,300	\$ 66,900	3.1%
<b>Other Commodities</b>								
	Miscellaneous	071100-5800	\$ 144	\$ 276	\$ 2,500	\$ 2,000	\$ 2,000	-20.0%
	Repairs & Maintenance Supplies - Parks	071100-6007	\$ 1,132	\$ 7,179	\$ 12,000	\$ 7,000	\$ 10,000	-16.7%
	Pool Supplies	071100-6022	\$ 3,992	\$ 20,531	\$ 18,000	\$ 20,000	\$ 16,000	-11.1%
	<b>Total Other Commodities</b>		\$ 5,268	\$ 27,986	\$ 32,500	\$ 29,000	\$ 28,000	-13.8%
<b>Capital Items</b>								
	Capital Outlay	071100-8000		\$ 14,095	\$ -	\$ -	\$ -	0.0%
	<b>Total Capital Items</b>		\$ -	\$ 14,095	\$ -	\$ -	\$ -	0.0%
<b>Total Parks &amp; Recreation</b>			\$ 143,287	\$ 175,301	\$ 197,134	\$ 161,136	\$ 199,269	1.1%

## Parks & Recreation

### **1110 Regular Wages**

This line item covers the salaries of the Pool staff including the Pool Manager and Assistant Pool Managers as well as the Farmers Market Staff. In FY2020 additional lifeguards were hired to support the larger pool.

### **2100 FICA**

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

### **2600 Unemployment Insurance**

Calculated on the basis of .115% of the first \$8,000 earnings of each employee of the Town.

### **2700 Worker's Compensation**

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

### **3150 Professional Services**

This line item is for program costs. This line item includes continued certification and training of pool staff and the increased cost of portable bathrooms. Funding for ongoing support of the membership software used at the pool and concession stand was added in FY2020.

### **3160 Repairs & Maintenance - Parks**

This line item covers any required expenditures that might be incurred during the course of the year such as plumbing, electrical work, excessive dead tree removal cost, and other unforeseen expenditures as related to parks. Major additions or upgrades are included in the Capital Projects Fund.

### **3161 Repairs & Maintenance – Pool**

This line item covers the maintenance contract with Pool Crafters and any required/unforeseen expenditures that might be incurred during the course of the year such as plumbing, electrical, and structural work as related to the pool and common areas.

### **3322 Tree Replacement**

This item covers all dead/new tree replacement for park facilities.

### **5110 Electric Service – Pool**

This item covers cost of electric service at Pool. This line item was added and funded in order to track electric expense for the pool only.

### **5130 Water and Sewer Bills**

This item covers water and sewer service at park facilities other than Carter Park.

**5131 Water and Sewer Bills—Pool**

This item covers the cost of water and sewer for the pool operation.

**5800 Miscellaneous**

This item covers general, small expense items for parks & pool. New for FY2021 funds are included to cover the expense of Parks and Recreation Committee members' attendance at regional meetings and conferences.

**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 and at the playgrounds.

**6022 Pool Supplies**

This item covers all expenses related to the daily operation and major upgrades associated with the pool. A major effort for FY2020 and the next two fiscal years will be to replace and add to the pool deck furniture eventually developing a replacement schedule.

### Concession Management Expenditure Detail

		Acct. Code	FY17-18 Actual	FY18-19 Actual	Amended Budget FY19-20	FY19-20 Mid Year Estimate	Adopted Budget FY20-21	% Change
Personnel								
	Regular Wages	071200-1110	\$ 3,443	\$ 14,840	\$ 18,000	\$ 12,656	\$ 19,440	8.0%
	FICA	071200-2100	\$ 263	\$ 1,135	\$ 1,377	\$ 968	\$ 1,487	8.0%
	Unemployment Insurance	071200-2600	\$ 3	\$ 20	\$ 40	\$ 18	\$ 40	0.0%
	Worker's Compensation	071200-2700	\$ -	\$ -	\$ 200	\$ 200	\$ 283	41.5%
	<b>Total Personnel</b>		\$ 3,709	\$ 15,995	\$ 19,617	\$ 13,842	\$ 21,250	8.3%
Contract Services								
	Professional Services	071200-3150	\$ 124	\$ 240	\$ 1,000	\$ 1,000	\$ 1,000	0.0%
	Repairs & Maintenance	071200-3310	\$ -	\$ 1,017	\$ 5,000	\$ 3,000	\$ 2,500	-50.0%
	Electric Service	071200-5110	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Water & Sewer Bills	071200-5130	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	<b>Total Contract Services</b>		\$ 124	\$ 1,257	\$ 6,000	\$ 4,000	\$ 3,500	-41.7%
Other Commodities								
	Miscellaneous	071200-5800	\$ -	\$ 341	\$ 1,000	\$ 1,000	\$ 1,000	0.0%
	Concession Supplies	071200-6022	\$ 2,679	\$ 3,124	\$ 9,000	\$ 9,000	\$ 8,000	-11.1%
	<b>Total Other Commodities</b>		\$ 2,679	\$ 3,465	\$ 10,000	\$ 10,000	\$ 9,000	-10.0%
Capital Items								
	Capital Outlay	071200-8001	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	<b>Total Capital Items</b>		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Total Parks &amp; Recreation</b>			\$ 6,512	\$ 20,717	\$ 35,617	\$ 27,842	\$ 33,750	-5.2%

## **Parks & Recreation – Concession Management**

### **1110 Regular Wages**

This line item covers the salaries of the concession staff who also manage the access control for Carter Park Pool.

### **2100 FICA**

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

### **2600 Unemployment Insurance**

Calculated on the basis of .115% of the first \$8,000 earnings of each employee of the Town.

### **2700 Worker's Compensation**

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

### **3150 Professional Services**

This line item is for training costs associated with the concession building

### **3161 Repairs & Maintenance**

This line item covers any required/unforeseen expenditures that might be incurred during the course of the year such as plumbing, electrical, and structural work as related to the concession building and concession appliances.

### **5110 Electric Service**

This item is included with the pool.

### **5131 Water and Sewer Bills**

This item is included with the pool.

### **5800 Miscellaneous**

This item is covers general, small expense items for concession building.

### **6022 Food Concessions and Supplies**

This item covers all expenses related to the daily operation and major upgrades associated with the concession building.

## Planning & Community Development Department

### Community Development Expenditures



### Community Development Expenditure Summary

		FY17-18 Actual	FY18-19 Actual	Amended Budget FY19-20	FY19-20 Mid Year Estimate	Adopted Budget FY20-21	% Change
<b>Personnel</b>							
	Planning	\$ 330,330	\$ 318,864	\$ 349,879	\$ 347,936	\$ 352,609	0.8%
	Economic Development	\$ 85,918	\$ 90,592	\$ 94,370	\$ 93,735	\$ 94,835	0.5%
	<b>Total Personnel</b>	<b>\$ 416,248</b>	<b>\$ 409,456</b>	<b>\$ 444,249</b>	<b>\$ 441,671</b>	<b>\$ 447,444</b>	<b>0.7%</b>
<b>Contract Services</b>							
	Planning	\$ 8,783	\$ 15,883	\$ 55,550	\$ 32,000	\$ 106,100	91.0%
	Economic Development	\$ 75,729	\$ 5,751	\$ 27,050	\$ 27,000	\$ 19,500	-27.9%
	<b>Total Contract Services</b>	<b>\$ 84,512</b>	<b>\$ 21,635</b>	<b>\$ 82,600</b>	<b>\$ 59,000</b>	<b>\$ 125,600</b>	<b>52.1%</b>
<b>Other Commodities</b>							
	Planning	\$ 49,831	\$ 58,608	\$ 14,250	\$ 12,300	\$ 14,400	1.1%
	Economic Development	\$ 18,038	\$ 16,882	\$ 18,050	\$ 16,000	\$ 13,000	-28.0%
	<b>Total Other Commodities</b>	<b>\$ 67,869</b>	<b>\$ 75,490</b>	<b>\$ 32,300</b>	<b>\$ 28,300</b>	<b>\$ 27,400</b>	<b>-15.2%</b>
<b>Capital Items</b>							
	Planning	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Economic Development	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	<b>Total Capital Items</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
<b>Total Community Development Exp</b>		<b>\$ 568,629</b>	<b>\$ 506,581</b>	<b>\$ 559,149</b>	<b>\$ 528,971</b>	<b>\$ 600,444</b>	<b>7.4%</b>

### Planning Expenditure Detail

		Acct. Code	FY17-18 Actual	FY18-19 Actual	Amended Budget FY19-20	FY19-20 Mid Year Estimate	Adopted Budget FY20-21	% Change
<b>Personnel</b>								
	Regular Wages	081100-1110	\$ 244,085	\$ 225,889	\$ 249,199	\$ 248,076	\$ 248,635	-0.2%
	FICA	081100-2100	\$ 17,444	\$ 16,158	\$ 19,064	\$ 18,022	\$ 19,021	-0.2%
	VRS	081100-2210	\$ 23,451	\$ 21,479	\$ 23,544	\$ 23,581	\$ 24,633	4.6%
	Deferred Comp	081100-2220	\$ 3,575	\$ 2,598	\$ 3,236	\$ 3,198	\$ 3,220	-0.5%
	Medical/Hospital	081100-2300	\$ 36,977	\$ 39,759	\$ 41,136	\$ 41,370	\$ 43,020	4.6%
	Group Life Insurance	081100-2400	\$ 2,986	\$ 2,847	\$ 3,120	\$ 3,123	\$ 3,177	1.8%
	Short Term Disability Ins.	081100-2500	\$ 113	\$ 106	\$ 120	\$ 121	\$ 149	24.2%
	Long Term Disability Ins.	081100-2501	\$ 1,117	\$ 1,011	\$ 1,167	\$ 1,168	\$ 1,162	-0.4%
	Unemployment Insurance	081100-2600	\$ 54	\$ 57	\$ 51	\$ 15	\$ 37	-27.5%
	Worker's Compensation	081100-2700	\$ 529	\$ 452	\$ 476	\$ 496	\$ 523	9.9%
	OPEB	081100-2800		\$ 8,508	\$ 8,766	\$ 8,766	\$ 9,032	3.0%
	<b>Total Personnel</b>		<b>\$ 330,330</b>	<b>\$ 318,864</b>	<b>\$ 349,879</b>	<b>\$ 347,936</b>	<b>\$ 352,609</b>	<b>0.8%</b>
<b>Contract Services</b>								
	Professional Services	081100-3150	\$ 654	\$ 5,565	\$ 30,000	\$ 10,000	\$ 80,000	166.7%
	Housing Rehab & Demo	081100-3160	\$ (3,146)	\$ 2,000	\$ 4,000	\$ 7,000	\$ 10,000	150.0%
	Repairs & Maintenance	081100-3310	\$ 1,600	\$ 1,600	\$ 2,100	\$ 2,100	\$ 3,000	42.9%
	Printing & Binding	081100-3500	\$ 600	\$ 944	\$ 2,000	\$ 4,500	\$ 4,500	125.0%
	Advertising	081100-3600	\$ 6,092	\$ 2,974	\$ 13,500	\$ 5,000	\$ 5,000	-63.0%
	Purchased Services/Other Gov	081100-3800	\$ -	\$ -	\$ 500	\$ -	\$ -	-100.0%
	Postage	081100-5210	\$ 885	\$ 320	\$ 750	\$ 500	\$ 700	-6.7%
	Telecommunications	081100-5230	\$ 2,098	\$ 2,481	\$ 2,700	\$ 2,900	\$ 2,900	7.4%
	<b>Total Contract Services</b>		<b>\$ 8,783</b>	<b>\$ 15,883</b>	<b>\$ 55,550</b>	<b>\$ 32,000</b>	<b>\$ 106,100</b>	<b>91.0%</b>
<b>Other Commodities</b>								
	Travel, Convention & Education	081100-5500	\$ 5,782	\$ 11,056	\$ 9,000	\$ 8,000	\$ 9,000	0.0%
	Contributions, Other Payment	081100-5600	\$ 39,667	\$ 43,000	\$ -	\$ -	\$ -	0.0%
	Dues & Membership	081100-5810	\$ 1,116	\$ 1,983	\$ 1,250	\$ 1,400	\$ 1,400	12.0%
	Office Supplies	081100-6001	\$ 2,756	\$ 2,007	\$ 3,000	\$ 2,000	\$ 3,000	0.0%
	Fuel	081100-6008	\$ 482	\$ 377	\$ 500	\$ 400	\$ 500	0.0%
	Vehicle Maintenance	081100-6009	\$ 28	\$ 185	\$ 500	\$ 500	\$ 500	0.0%
	<b>Total Other Commodities</b>		<b>\$ 49,831</b>	<b>\$ 58,608</b>	<b>\$ 14,250</b>	<b>\$ 12,300</b>	<b>\$ 14,400</b>	<b>1.1%</b>
<b>Capital Items</b>								
	Capital Outlay	081100-8000	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	<b>Total Capital Items</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0.0%</b>
<b>Total Planning</b>			<b>\$ 388,943</b>	<b>\$ 393,355</b>	<b>\$ 419,679</b>	<b>\$ 392,236</b>	<b>\$ 473,109</b>	<b>12.7%</b>

## Planning

### **1110 Regular Wages**

The personnel services line item represents salaries for the Director of Planning & Community Development, a 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 10.39% of the full-time salaries in the regular wages line item.

### **2220 Deferred Compensation**

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

### **2300 Medical/Hospital Plan**

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

### **2400 Group Life Insurance**

This item covers the cost of premiums through VRS at 1.34%

### **2500 Short Term Disability Insurance**

To comply with the Virginia Local Disability Plan adopted by the General Assembly in 2013 the Town will provide short term disability insurance to all full time employees. The cost is \$2.49/month per employee.

### **2501 Long Term Disability Insurance**

To comply with the Virginia Local Disability Plan adopted by the General Assembly in 2013 the Town will provide long term disability insurance to all full time employees. The cost is .49% of covered payroll for regular employees and .68% of covered payroll for sworn officers.

### **2600 Unemployment Insurance**

Calculated on the basis of 0.115% of the first \$8,000 earnings of each employee of the Town

### **2700 Worker's Compensation**

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

### **2800 Other Post-Employment Benefits**

This account is charged proportionally to each department that is assigned eligible fulltime staff. Prior to FY2019 these funds were accounted for in the Non-Departmental Budget.

### **3150 Professional Services – Contractual**

This item represents the cost for the employment of 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. In FY21 funds could be used for historic district update , Comprehensive Plan update, neighborhood study for investment program, and Community Business Launch.

**3160 Housing Rehabilitation and Demolition**

This item includes the estimated cost of demolishing 1-2 abandoned/condemned structures during the fiscal year. The funds will also be used to coordinate with organizations and property owners to assist in neighborhood rehab and revitalization.

**3310 Repairs and Maintenance**

This item represents the cost of maintaining software and equipment specific to the operation of the GIS system (Town Hall and Public Works Annex), including the Town Hall plotter/scanner. Replace tracking system with ESRI program in FY21.

**3500 Printing and Binding**

This item covers the cost of preparation of major documents for public circulation, including but not limited to the Comprehensive Plan, Zoning and Subdivision codes, Development Guidelines Handbook and maps. It covers the cost town hall copier printing expenses (not paper.)

**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. This also covers the cost of advertising for items such as vacant positions.

**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 eligible 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 the Board of Zoning Appeals. (See list of organizations providing training under membership.)

**5810 Dues and Membership**

This item includes the cost of memberships for Departmental employees, Planning Commission and Board of Zoning Appeals members to various community development 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 and online resources as needed.

**6001 Office Supplies**

This item represents the estimated cost of routine office material needs. This item includes the cost of printing in town hall.

**6009 Vehicle Maintenance**

This item covers maintenance and fuel costs for Departmental vehicles (3), which share use with Administration staff.

**8000 Capital Outlay**

This account pays for long-term capital expenditures.

## Economic Development Expenditure Detail

		Acct. Code	FY17-18 Actual	FY18-19 Actual	Amended Budget FY19-20	FY19-20 Mid Year Estimate	Adopted Budget FY20-21	% Change
<b>Personnel</b>								
	Regular Wages	081700-1110	\$ 60,574	\$ 61,598	\$ 64,313	\$ 64,151	\$ 63,794	-0.8%
	FICA	081700-2100	\$ 4,137	\$ 4,183	\$ 4,920	\$ 4,373	\$ 4,880	-0.8%
	VRS	081700-2210	\$ 6,233	\$ 6,087	\$ 6,259	\$ 6,246	\$ 6,524	4.2%
	Deferred Comp	081700-2220	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	Medical/Hospital	081700-2300	\$ 13,798	\$ 15,236	\$ 15,294	\$ 15,381	\$ 15,984	4.5%
	Group Life Insurance	081700-2400	\$ 793	\$ 807	\$ 829	\$ 827	\$ 841	1.4%
	Short Term Disability Ins.	081700-2500	\$ 30	\$ 30	\$ 30	\$ 30	\$ 30	0.0%
	Long Term Disability Ins.	081700-2501	\$ 297	\$ 302	\$ 311	\$ 309	\$ 308	-1.0%
	Unemployment Insurance	081700-2600	\$ 11	\$ 10	\$ 15	\$ 15	\$ 9	-40.0%
	Worker's Compensation	081700-2700	\$ 46	\$ 99	\$ 91	\$ 95	\$ 87	-4.4%
	OPEB	081700-2800		\$ 2,240	\$ 2,308	\$ 2,308	\$ 2,378	3.0%
	<b>Total Personnel</b>		\$ 85,918	\$ 90,592	\$ 94,370	\$ 93,735	\$ 94,835	0.5%
<b>Contract Services</b>								
	Professional Services	081700-3150	\$ 60,082	\$ 925	\$ 10,000	\$ 10,000	\$ 10,000	0.0%
	Printing & Binding	081700-3500	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	0.0%
	Advertising	081700-3600	\$ 8,518	\$ 2,048	\$ 15,000	\$ 15,000	\$ 7,500	-50.0%
	Electric Service	081700-5110	\$ 4,456	\$ 2,055	\$ -	\$ -	\$ -	0.0%
	Heating Service	081700-5120	\$ 1,640	\$ 23	\$ -	\$ -	\$ -	0.0%
	Water & Sewer Service	081700-5130	\$ 278	\$ 58	\$ -	\$ -	\$ -	0.0%
	Postage	081700-5210	\$ -	\$ -	\$ 50	\$ -	\$ -	-100.0%
	Telecommunications	081700-5230	\$ 754	\$ 642	\$ 1,000	\$ 1,000	\$ 1,000	0.0%
	<b>Total Contract Services</b>		\$ 75,729	\$ 5,751	\$ 27,050	\$ 27,000	\$ 19,500	-27.9%
<b>Other Commodities</b>								
	Travel, Convention & Education	081700-5500	\$ 5,750	\$ 5,063	\$ 6,000	\$ 4,000	\$ 6,000	0.0%
	Contributions, Other Payment	081700-5600	\$ 10,000	\$ 10,000	\$ -	\$ -	\$ -	0.0%
	Façade/Landscaping Grants	081700-5714	\$ 750	\$ -	\$ 10,000	\$ 10,000	\$ 5,000	-50.0%
	Dues & Membership	081700-5810	\$ 1,430	\$ 1,700	\$ 1,500	\$ 1,500	\$ 1,500	0.0%
	Office Supplies	081700-6001	\$ 108	\$ 120	\$ 500	\$ 500	\$ 500	0.0%
	Fuel	081700-6008	\$ -	\$ -	\$ 50	\$ -	\$ -	-100.0%
	<b>Total Other Commodities</b>		\$ 18,038	\$ 16,882	\$ 18,050	\$ 16,000	\$ 13,000	-28.0%
<b>Capital Items</b>								
	Capital Outlay		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
	<b>Total Capital Items</b>		\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Total Economic Development</b>			\$ 179,686	\$ 113,225	\$ 139,470	\$ 136,735	\$ 127,335	-8.7%

## Economic Development

**1110 Regular Wages**

The personnel services line item represents actual salaries for FY21 for the Business Retention and Expansion Manager.

**2100 FICA**

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

**2210 VRS**

VRS is calculated on the basis of 10.39% of the full time salaries in the regular wages line item.

**2220 Deferred Compensation**

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

**2300 Medical/Hospital Plan**

Town's contribution for health insurance.

**2400 Group Life Insurance**

This covers the cost of premiums through VRS at 1.34%.

**2500 Short Term Disability Insurance**

To comply with the Virginia Local Disability Plan adopted by the General Assembly in 2013 the Town will provide short term disability insurance to all full time employees. The cost is \$2.49/month per employee.

**2501 Long Term Disability Insurance**

To comply with the Virginia Local Disability Plan adopted by the General Assembly in 2013 the Town will provide long term disability insurance to all full time employees. The cost is .49% of covered payroll for regular employees and .68% of covered payroll for sworn officers.

**2600 Unemployment Insurance**

Insurance premiums charged by VRSA; premiums vary according to employee classification

**2700 Worker's Compensation**

This item includes insurance premiums charged by VRSA based on \$0.25 per \$100 of earnings.

**2800 Other Post-Employment Benefits**

This account is charged proportionally to each department that is assigned eligible fulltime staff. Prior to FY19 these funds were accounted for in the Non-Departmental Budget.

**3150 Professional Services – Contractual**

This item represents the cost for the employment of consultants for various requests for proposals. It also covers legal fees for the Economic Development Authority. FY-21 funds may be used for various land planning initiatives to prepare sites for marketing.

**3500 Printing & Binding**

This item covers the cost of preparation of major documents for public circulation, including promotional materials, business assistance publications, relocation/welcome packages, downtown maps and other plans and documents.

**3600 Advertising**

This item covers the cost of advertising in local and regional publications, trade journals, and other promotional venues. The town works with Market Ashland Partnership on co-op advertising opportunities to leverage limited funds. This item also covers the cost of advertising public meetings related to the Economic Development Authority. This item assists in providing information to the public regarding major community projects.

**5210 Postage**

This item covers the cost of regular and certified mailings and departmental correspondence.

**5230 Telecommunications**

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

**5500 Travel, Convention and Education**

This line item provides funds for attendance at conferences, training and certification events. (See membership list below for other education providers.)

**5714 Façade/Landscaping Grants**

This item provides matching funds for façade/landscaping improvements to private commercial property, in accordance with adopted policies and guidelines.

**5810 Dues and Membership**

This item includes the cost of town hall memberships for various business and professional organizations, including but not limited to Market Ashland Partnership, Hanover Chamber of Commerce, International Economic Development Council and the Virginia Economic Developers Association.

**6001 Office Supplies**

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

## Non-Departmental Expenditure Detail

	Acct. Code	FY17-18 Actual	FY18-19 Actual	Amended Budget FY19-20	FY19-20 Mid Year Estimate	Adopted Budget FY20-21	% Change
<b>Non-Department</b>	90000						
Contingency							
OPEB Trust Payment	090000-9200	\$ 115,200	\$ -	\$ -	\$ -		0.0%
Retiree Health Premiums	090000-9210	\$ 39,105	\$ 42,381	\$ 47,600	\$ 55,854	\$ 53,532	12.5%
Debt Service Interest (Pool)	090000-9080	\$ -	\$ 25,872	\$ 53,258	\$ 25,872	\$ 27,336	-48.7%
Debt Service Principal (Pool)	090000-9081	\$ -	\$ 78,708	\$ 51,309	\$ 78,671	\$ 65,562	27.8%
Debt Service Interest (Town Hall)	090000-9082	\$ -	\$ 127,634	\$ 262,742	\$ 127,623	\$ 134,859	-48.7%
Debt Service Principal (Town Hall)	090000-9083	\$ -	\$ 388,292	\$ 253,123	\$ 388,266	\$ 323,438	27.8%
Transfer to Capital Projects	090000-9900	\$ 1,414,276	\$ 1,482,700	\$ 858,094	\$ 858,094	\$ 511,446	-40.4%
<b>Total Non-Departmental Payments</b>		<b>\$ 1,568,581</b>	<b>\$ 2,145,586</b>	<b>\$ 1,526,126</b>	<b>\$ 1,534,380</b>	<b>\$ 1,116,173</b>	<b>-26.9%</b>

### Non-Departmental

**9200 OPEB Trust Payment**

Annual payment to the VML/VACO Finance Trust for Other Post Employment Benefits due to GASB 45. This number is actuarially determined. In FY2019 this payment was reassigned proportionally to departments that are assigned eligible fulltime staff.

**9210 Retiree Health Premiums**

This line item covers the cost of retiree health premiums.

**9080 Debt Service Interest (Pool)**

This line item covers the interest portion of debt service for the municipal pool construction project (FY19).

**9081 Debt Service Principal (Pool)**

This line item covers the principal portion of debt service for the municipal pool construction project (FY19).

**9082 Debt Service Interest (Town Hall)**

This line item covers the interest portion of debt service for the Town Hall construction project (FY19).

**9082 Debt Service Interest (Town Hall)**

This line item covers the principal portion of debt service for the municipal Town Hall construction project (FY19).

**9900 Transfer to Capital Projects Fund**

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

**Debt Service Schedule – 2019 Refinance Series Bonds – Town Hall and Municipal Pool**

<b>Fiscal Year</b>	<b>Period Ending</b>	<b>Principal</b>	<b>Coupon</b>	<b>Interest</b>	<b>Debt Service</b>
2020	12/1/2019	\$ 278,000.00	1.990%	\$ 38,609.48	\$ 316,609.48
2020	6/1/2020			\$ 83,032.75	\$ 83,032.75
2021	12/1/2020	\$ 389,000.00	1.990%	\$ 83,032.75	\$ 472,032.75
2021	6/1/2021			\$ 79,162.20	\$ 79,162.20
2022	12/1/2021	\$ 397,000.00	1.990%	\$ 79,162.20	\$ 476,162.20
2022	6/1/2022			\$ 75,212.05	\$ 75,212.05
2023	12/1/2022	\$ 406,000.00	1.990%	\$ 75,212.05	\$ 481,212.05
2023	6/1/2023			\$ 71,172.35	\$ 71,172.35
2024	12/1/2023	\$ 413,000.00	1.990%	\$ 71,172.35	\$ 484,172.35
2024	6/1/2024			\$ 67,063.00	\$ 67,063.00
2025	12/1/2024	\$ 422,000.00	1.990%	\$ 67,063.00	\$ 489,063.00
2025	6/1/2025			\$ 62,864.10	\$ 62,864.10
2026	12/1/2025	\$ 430,000.00	1.990%	\$ 62,864.10	\$ 492,864.10
2026	6/1/2026			\$ 58,585.60	\$ 58,585.60
2027	12/1/2026	\$ 439,000.00	1.990%	\$ 58,585.60	\$ 497,585.60
2027	6/1/2027			\$ 54,217.55	\$ 54,217.55
2028	12/1/2027	\$ 447,000.00	1.990%	\$ 54,217.55	\$ 501,217.55
2028	6/1/2028			\$ 49,769.90	\$ 49,769.90
2029	12/1/2028	\$ 456,000.00	1.990%	\$ 49,769.90	\$ 505,769.90
2029	6/1/2029			\$ 45,232.70	\$ 45,232.70
2030	12/1/2029	\$ 466,000.00	1.990%	\$ 45,232.70	\$ 511,232.70
2030	6/1/2030			\$ 40,596.00	\$ 40,596.00
2031	12/1/2030	\$ 475,000.00	1.990%	\$ 40,596.00	\$ 515,596.00
2031	6/1/2031			\$ 35,869.75	\$ 35,869.75
2032	12/1/2031	\$ 485,000.00	1.990%	\$ 35,869.75	\$ 520,869.75
2032	6/1/2032			\$ 31,044.00	\$ 31,044.00
2033	12/1/2032	\$ 494,000.00	1.990%	\$ 31,044.00	\$ 525,044.00
2033	6/1/2033			\$ 26,128.70	\$ 26,128.70
2034	12/1/2033	\$ 505,000.00	1.990%	\$ 26,128.70	\$ 531,128.70
2034	6/1/2034			\$ 21,103.95	\$ 21,103.95
2035	12/1/2034	\$ 515,000.00	1.990%	\$ 21,103.95	\$ 536,103.95
2035	6/1/2035			\$ 15,979.70	\$ 15,979.70
2036	12/1/2035	\$ 524,000.00	1.990%	\$ 15,979.70	\$ 539,979.70
2036	6/1/2036			\$ 10,765.90	\$ 10,765.90
2037	12/1/2036	\$ 536,000.00	1.990%	\$ 10,765.90	\$ 546,765.90
2037	6/1/2037			\$ 5,432.70	\$ 5,432.70
2038	12/1/2037	\$ 546,000.00	1.990%	\$ 5,432.70	\$ 551,432.70
		\$ 8,623,000		\$ 1,705,075.28	\$ 10,328,075.28

## Capital Projects Fund

Account Name	GL Code	CIP ID	Actual	Actual	Amended	Amended	Estimated	Estimated	Adopted	Adopted
			Balance 6/30/2018	Balance 6/30/2019	FY2020 Appropriation	Budget FY2020	Expenditures FY2020	Balance 6/30/2020	FY2021 Appropriation	Budget FY2021
<b>APPROPRIATIONS - Local</b>										
<b>PUBLIC WORKS - STREETS</b>										
<i>Town Council's CIP Top 10 Projects</i>	VDOT eligible exp.									
Residential Improvement Program	4-300-041000-8112	TR 2	125,199	150,199	25,000	175,199	0	175,199.00	0	175,199
Sidewalks, curb and gutter	4-300-041000-8113	TR 1	316,096	196,005	50,000	246,005	216,671	29,334.34	100,000	129,334
Intersection Improvements - Rt. 1/Ashcake Rd.	4-300-041000-8129	TR 6	0	0	0	-	0	-	0	-
Intersection Improvements - Rt. 1/Route 54	4-300-041000-8124	TR 5	450,000	0	0	-	0	-	0	-
Traffic System Improvements (NEW)	4-300-041000-8133		0		42,433	42,433	21,920	20,513.00	55,000	75,513
Route 1 Improvements - Pleasant to Ashcake		TR 4	0	0	0	-	0	-	0	-
Vaughan Road Extension & Overpass	4-300-041000-8xxx	TR 10	0	0	0	-	0	-	0	-
<i>TR-20 Grade Separated Crossing connected to TR-10</i>		TR 20								
RR Crossing Improvements	4-300-041000-8130	TR 19	0	0		-	0	-	0	-
Transportation 2040 Plan	4-300-041000-8132		110,488	13,038	-2,433	10,605	9,026	1,578.75	-1,579	(0)
<b>STORMWATER MANAGEMENT PROGRAM</b>										
Drainage Improvements	4-300-041000-8128	SW 1	-1,867	73,133	75,000	148,133	71,908	76,224.88	75,000	151,225
Stormwater Management Program (TMDL)	4-300-041310-8111	8111	128,955	187,681	60,000	247,681	0	247,680.59	120,000	367,681
Mechumps Creek Restoration Phase II	4-300-041310-8115		289,291	3,093	0	3,093	0	3,092.87	0	-
<b>PUBLIC FACILITIES</b>										
Town Hall Construction	4-300-010602-8111	PF 2	111,153	7,624,239	159,556	7,783,795	4,261,797	3,521,997.71	0	3,521,998
Downtown Campus Maintenance Fund	4-300-010602-8114		20,000	18,290	5,000	23,290	0	23,290.00	0	23,290
Public Works Facilities	4-300-064500-8111	PF 1	95,202	93,837	50,000	143,837	74,955	68,881.97	0	68,882
Public Works Facilities Maintenance	4-300-064500-8112		15,004	25,004	10,000	35,004	2,000	33,004.11	0	33,004
Police Department Building Maintenance	4-300-031100-8003		11,944	7,354	10,000	17,354	4,500	12,854.43	0	12,854
Strategic Property Acquisition	4-300-010602-8118	PF 6	0	0	0	-	0	-	0	-
Ashland Theatre (Maintenance)	4-300-010602-8115		19,060	26,851	25,000	51,851	0	51,850.85	0	51,851
Ashland Theatre Equipment	4-300-081150-6007		451,010	451,010	-451,010	0	0	0.36	0	0
Ashland Theatre Building & Construction	4-300-081150-8010		-249,142	-450,923	450,923	0	0	0.37	0	0
Visitor Center/Train Station ADA Project	4-300-010602-8116		25,000	24,212	0	24,212	2,663	21,549.00	0	21,549

## Capital Projects Fund

Account Name	GL Code	CIP ID	Actual Balance 6/30/2018	Actual Balance 6/30/2019	Amended FY2020 Appropriation	Amended Budget FY2020	Estimated Expenditures FY2020	Estimated Balance 6/30/2020	Adopted FY2021 Appropriation	Adopted Budget FY2021
<b>VEHICLE MAINTENANCE</b>										
Public Works Vehicle Replacement Fund	4-300-041000-8126		173,452	78,644	160,000	238,644	184,520	54,123.84	140,000	194,124
APD Capital Expenditures	4-300-031100-8002		10,000	0	40,000	40,000	40,000	-	36,082	36,082
Police Vehicle Replacement Fund	4-300-031100-8001		25,085	2,018	126,086	128,104	99,501	28,602.68	100,000	128,603
<b>PARKS &amp; RECREATION</b>										
Town Farm Park (N. Ashland Park)	4-300-071100-8112	PR 1	0	0		-	0	-	0	-
Property Acquisition			0	0		-	0	-	0	-
Pufferbelly Park Maintenance	4-300-071100-8120	PR 15	16,591	-4,346	8,409	4,063	0	4,063.00	0	4,063
DeJarnette Park Maintenance	4-300-071100-8115	PR 15	5,000	5,000	0	5,000	0	5,000.00	0	5,000
Trails	4-300-071100-8114	PR 6	40,000	60,000	10,000	70,000	0	70,000.00	0	70,000
Carter Park Maintenance	4-300-071100-8116	PR 15	20,707	20,707	0	20,707	16,998	3,709.04	0	3,709
Carter Park Pool Renovation/Expansion Project	4-300-071100-8122	PR 2	32,985	-165,841	168,036	2,195	2,195	(0.11)		(0)
S. Taylor Street Park Maintenance	4-300-071100-8121	PR 15	7,033	7,033	0	7,033	0	7,033.00	0	7,033
Skateboard Park Maintenance	4-300-071100-8118	PR 15	7,499	7,499	0	7,499	0	7,498.94	0	7,499
8 Year Park Equipment Replacement Fund	4-300-071100-8125	PR 15	27,500	55,000	26,591	81,591	81,591	-	0	-
Entertainment Facility	4-300-071100-8124	PR 5	8,000	8,000	0	8,000	0	8,000.00	0	8,000
Trolley Line Trail	4-300-071100-8123	PR 10	1,073,397	1,116,130	0	1,116,130	1,285,801	-	424,355	424,355
<b>ECONOMIC DEVELOPMENT</b>										
Relocation of overhead utilities	4-300-080000-8001	ED 1	0	0	0	-	0	-	0	-
Downtown Parking	4-300-080000-8004	ED 4	0	0	0	-	0	-	0	-
Downtown Streetscape	4-300-080000-8005	ED 5	155,673	162,565	75,000	237,565	27,553	210,011.85	0	210,012
I-95 Interchange Landscape/Enhancement	4-300-080000-8006	ED 6	0	20,000	0	20,000	0	20,000.00	-20,000	-
Gateway & Wayfinding Signage	4-300-080000-8007	ED 7	4,261	4,261	0	4,261	0	4,260.55	0	4,261
Economic Development Fund	4-300-080000-8008		125,000	125,000	0	125,000	0	125,000.00	0	125,000
Broadband/Fiber Optics	4-300-080000-8009	ED 9	439,000	193,592	75,000	268,592	250,000	18,592.00	50,000	68,592
Public Art		ED 8	0	0	5,000	5,000	0	5,000.00	5,000	10,000
<b>NON DEPARTMENTAL</b>										
Interest					181,642	181,642	0	181,642.00		181,642
Debt Issuance Costs	4-300-091400-8112			-149,960	0	(149,960)	71,265	(221,225.00)	71,265	
Specific Contingency			115,000	115,000	236,729	351,729		351,729.00	-71,265	280,464
<b>Total Contingency</b>	4-300-091400-8111		269,459	319,459	55,087	374,546	0	374,546.00	0	374,546
<b>Inter-CPF Transfer</b>								-		
<b>TOTAL APPROPRIATIONS</b>			4,068,743	10,457,743	1,258,678	11,566,461	6,653,599	5,229,400.00	1,083,858	6,313,258
<b>Less Revenue Directly into CPF</b>					400,584				572,412	
<b>TRANSFER FROM GENERAL FUND</b>					<b>858,094</b>				<b>511,446</b>	

## Capital Project Fund

### Public Works – Streets

#### **041000-8112 Residential Improvement Program – TR 2**

Program concentrates improvements in various residential areas on a block-by-block basis. These improvements include landscaping, road reconstruction and minor drainage, lighting, curbing, and sidewalks or trails. No specific projects are targeted for FY2021, but the Town has implemented the Neighborhood Investment Program which may result in such projects. Also, since projects of this nature tend to be quite expensive, systematic funding is requested to increase the balance to a suitable level.

#### **041000-8113 Sidewalks, curb & gutter – TR 1**

Project includes extending existing sidewalks, construction of bicycle and pedestrian pathways, and construction of curb and gutter along with these facilities where appropriate.

#### **041000-8133 Traffic System Improvements**

This Capital Project Fund item is to provide for the more significant improvements and upgrades to the traffic signals and system. VDOT is beginning to upgrade their system statewide to have high speed internet connections to all of the system to enhance communication to the Traffic Operations Center (TOC). It is also to allow for the growth of Intelligent Traffic Systems (ITS) as technologies continue to develop in the field. The Town will need to provide upgrades as well to keep our system up to date and in compliance with VDOT requirements. Expenditures will be eligible to utilize the maintenance funding received from the state.

#### **041000-81xx Vaughan Road Extension and Overpass – TR 10**

Project is for construction of a grade separated crossing at Vaughan Road and the railroad tracks as well as the extension of Vaughan Road from North James Street to Chapman Street.

#### **041000-8130 RR Crossing Improvements – TR 19**

Project is for installation of new rail crossing signals and guards (arms). No funding provided, but CSX is pursuing funding in the VDOT Six Year Improvement Plan.

#### **041000-8132 Transportation 2040 Plan**

The Town completed the Transportation 2040 Plan in FY2020.

### Stormwater Management

#### **041000-8128 Drainage Improvements – SW 1**

The item is to provide site or neighborhood specific drainage projects. Since projects of this nature tend to be quite expensive, systematic funding is requested to increase the balance to a suitable level. Likely projects for FY2021 include Yowell Road culvert replacement near Town limits for approximately \$40,000 and Beverly Road culvert replacement at the Stony Run crossing for approximately \$60,000.

#### **041310-8111 Stormwater Management Program (TMDL) – SW 2**

This item is for water quality improvement projects necessary to meet MS4 permit obligations, especially the Chesapeake Bay TMDL Action Plan.

**041310-8115 Mechumps Creek Restoration Phase II**

Project completed in FY19.

**Public Facilities**

**010602-8111 Town Hall Construction**

This item is for construction of the new Town Hall across the street from the current structure. The project was funded through debt financing in FY2019, construction began at the beginning of FY2020 and construction will be completed in FY2021.

**010602-8114 Downtown Campus Maintenance Fund**

This item is for major maintenance projects at Town Hall, Public Works Annex, Visitor Center and downtown public spaces. No specific projects are targeted for FY2021, but since projects of this nature tend to be quite expensive, systematic funding is requested to increase the balance to a suitable level.

**010602-8115 Ashland Theatre (Maintenance)**

This item is for major repairs and maintenance projects at the Ashland Theatre in the role as landlord for the property. Projects of this nature tend to be quite expensive, systematic funding is requested to increase the balance to a suitable level.

**064500-8111 Public Works Facilities - PF 1**

This item is for improvements to the Public Works field operations facilities on Vaughan Road. Systematic funding to this line item allows for accumulation of necessary funds to provide for these improvements.

**064500-8112 Public Works Facilities Maintenance**

This item is for major repairs to existing facilities of the Public Works field operations on Vaughan Road. Systematic funding to this line item allows for accumulation of necessary funds to provide for facility maintenance.

**031100-8003 Police Department Facilities Maintenance**

This item is for major repairs to existing facilities of the Police Department on England Street. Systematic funding to this line item allows for accumulation of necessary funds to provide for facility maintenance.

**010602-8116 Visitor Center/Train Station ADA Project**

Amtrak and the Federal Rail Administration are in the process of upgrading the platforms at the Ashland Visitor Center to make them ADA compliant. Funds are accumulated in the event a local match is required to complete this project. The project is scheduled to be complete in FY2021.

**010602-8XXX Strategic Property Acquisition – PF 6**

This project provides the Town a mechanism to accumulate funds for property acquisition in the furtherance of the Town's mission.

**081150-3150, 6007, and 8101 Ashland Theatre Renovation**

These line items account for the various aspects of renovation of the historic Ashland Theatre. The project is substantially complete in fiscal year 2019.

## Vehicle Maintenance

### **041000-8126 Public Works Vehicle Replacement Fund**

This item provides for the vehicles and equipment for the Public Works field operations, such as dump trucks, backhoes, tractors, and a street sweeper. The department has an eight-year equipment upgrade plan which is updated annually. Systematic funding is necessary to maintain the balance to a suitable level to purchase such expensive equipment.

### **031100-8002 APD Capital Expenditures**

This line item funds upgrades to the Police Departments radio system in coordination with Richmond Region Public Safety agencies.

### **031100-8001 Police Vehicle Replacement Fund**

This item provides for the vehicles police department. Systematic funding is necessary to maintain the balance to a suitable level to purchase such expensive equipment.

## Parks & Recreation

### **071100-8112 North Ashland Park – Fitness Park**

The Parks and Recreation Master Plan identifies three areas in town most in need of a park. The area north of the intersection of Thompson St. & Dewey St, south of the intersection of Wales Way & Hillsway Dr., east of the intersection of Thompson St. & Wesley St., and west of N Center St. is one of the three areas in town most in need of a park. Constructing North Ashland Park in this area will help accomplish multiple guiding objectives and initiatives in the Parks and Recreation Master Plan. It is planned to incorporate a fitness component for residents and visitors of all ages at North Ashland Park.

### **071100-8xxx Property Acquisition**

The Parks and Recreation Master Plan recommends constructing three new parks in areas of Ashland that were identified as most in need of a park facility. In order to construct these three park land must first be acquired.

### **071100-8120 Kiwanis Pufferbelly Park Maintenance**

Regular maintenance and replacement of park equipment and facilities is necessary to ensure safety and enjoyment of the facilities. In FY2019 the Town provided funding to match funds donated by the Kiwanians for the construction of four new playground structures.

### **071100-8114 Trails**

Construction of multiuse trail facilities is a high priority in the Parks & Recreation Master Plan. Due to the high cost of trail construction this account is intended to accumulate funds over time to allow for regular construction and rehabilitation of trails.

### **071100-8115 DeJarnette Park Maintenance**

Regular maintenance and replacement of park equipment and facilities is necessary to ensure safety and enjoyment of the facilities.

**071100-8116 Carter Park Maintenance**

Regular maintenance and replacement of park equipment and facilities is necessary to ensure safety and enjoyment of the facilities.

**071100-8122 Carter Park Pool Renovation/Expansion Project**

The Carter Park pool facility upgrades were completed in May 2019. These included renovations of the bathhouse, rebuilding the pool and kiddie pool, and constructing the snack bar. Future improvements include the addition of a slide, play structures and shade structures.

**071100-8121 S. Taylor Street Park Maintenance**

Regular maintenance and replacement of park equipment and facilities is necessary to ensure safety and enjoyment of the facilities.

**071100-8118 Skateboard Park Maintenance**

Regular maintenance and replacement of park equipment and facilities is necessary to ensure safety and enjoyment of the facilities.

**071100-8125 8 Year Park Equipment Replacement Fund**

Regular maintenance and replacement of playground equipment is necessary to ensure safety and enjoyment of the facilities. This fund, started in FY2018, is intended to accumulate funds over time to allow for regular, scheduled replacement of large park equipment, including playground equipment, across all Town parks. In FY2020 Carter Park's playground was replaced.

**071100-8124 Entertainment Facility**

An "Entertainment Facility" would consist of a gazebo or amphitheater and gathering area located at one of the Town parks or the downtown campus. A tourism grant was received in FY2016 to begin funding construction. This facility may be included in the development of a new Town Hall.

**071100-8123 Trolley Line Trail – PR 10**

The Trolley Line Trail is within the Richmond-Ashland Trolley Line right-of-way, which was designated as part of the East Coast Greenway (ECG). For this project, the Town will construct an asphalt trail plus a low maintenance boardwalk facility, consisting of precast concrete, adjacent to existing Walder Lane. The construction plans and specifications have been completed. The construction phase began in FY19 and will be completed in FY21. Future phases may include improvements to the trail south of Walder Lane and north of Ashcake Road.

## **Economic Development**

**080000-8001 Relocation of Overhead Utilities - ED 1**

Relocation or burying of overhead utilities along England Street from Route 1 to Duncan St. Systematic funding to this line item allows for accumulation of necessary funds to provide for such an expensive undertaking.

**080000-8004 Downtown Parking – ED 4**

Downtown parking is a broad subject, but coordinated improvements throughout the district would improve business operations and customer experience.

**080000-8005 Downtown Streetscape - ED 5**

Master Planning for England St. from Railroad Ave. toward Route 1 will be completed in FY2020. Engineering for an initial phase of the England St. improvements is anticipated for FY2021.

**080000-8006 I-95 Interchange Landscape Enhancements**

VDOT currently maintains the landscape around exit 92 of I-95. Town staff are reviewing opportunities to work with VDOT and the private sector to improve the aesthetics of the interchange in an effort to encourage travelers to visit Ashland.

**080000-8007 Gateway & Wayfinding Signage - ED 7**

Planning for wayfinding signage was completed in FY2011. Wayfinding construction was completed in FY2017. Gateway signage will require additional funding in out years. This account may also be used to accumulate sufficient funds for a gateway feature on Route 54.

**080000-8008 Economic Development Fund**

Funds are accumulated in this line item to allow for Town Council discretionary funding of economic development incentives.

**080000-8009 Broadband - ED 9**

Construction of broadband infrastructure to key high priority locations in Town to encourage economic development prospects. In FY2019 the Municipal Broadband Master Plan and Phase 1 were completed. Phase 2 construction began in FY2020. For FY2021 funding is requested to refill the account for a future phase as well as fund opportunity projects, such as the conduit along the Amtrak platform project.

**080000-8010 Public Art - ED 8**

The Town has identified itself as a community welcoming to arts and culture businesses and projects. Development of a public art program to encourage location of art projects throughout the community is encouraged. The Downtown Ashland Association has proposed the Train Park concept for this line item.

**091400-8111 Contingency**

This line item allows for the possibility of cost over runs in the very large construction projects in the Capital Projects Fund.

**091400-8112 Debt Issuance Costs**

This line item funded the costs to obtain a loan in FY2019, and refinance the loan in FY2020.

## Personnel Summary and Recommendations

### A. STAFFING LEVELS

The budget maintains current staffing levels.

### B. PAY AND CLASSIFICATION PLAN ADJUSTMENTS AND PERSONNEL POLICIES

#### 1.) Compensation Plan

The fiscal year 2021 budget includes pauses the compensation plan due to reductions in available funding due to COVID-19.

<b>Pay Bands</b>	<b>FY20</b>	<b>FY21</b>	<b>% Change</b>
Operator	\$ 31,747	\$ 31,747	0.00%
Technician	\$ 44,821	\$ 44,821	0.00%
Specialist	\$ 57,088	\$ 57,088	0.00%
Senior Professional	\$ 67,364	\$ 67,364	0.00%
Director	\$ 77,058	\$ 77,058	0.00%

#### 2) Performance Adjustments

The fiscal year 2021 budget does not include funding for merit based increases to compensation.

#### 3) Health Insurance

The proposed budget contains funding for continued coverage of two existing plans. There is a 4.52% increase in the Town's Health Insurance premiums for FY21.

## Compensation Plan – Fiscal Year 2021

	Operator	Technician	Specialist	Senior Professional	Director
<b>Minimum</b>	\$ 31,747	\$ 44,821	\$ 57,088	\$ 67,364	\$ 77,058
<b>Mid Point</b>	\$ 47,621	\$ 67,232	\$ 85,632	\$ 101,046	\$ 115,587
<b>Maximum</b>	\$ 63,494	\$ 89,642	\$ 114,176	\$ 134,728	\$ 154,116
	<u>Positions Included in Band</u>	<u>Positions Included in Band</u>	<u>Positions Included in Band</u>	<u>Positions Included in Band</u>	<u>Positions Included in Band</u>
	Account Clerk	B&G Supervisor	Assistant to the Town Manager*	Captain*	Finance Director*
	Admin Assistant	Lead Equipment Mechanic	Senior Planner/GIS Technician*	Major* - \$70,732.20 (5%)	Director of Planning & Community Development*
	Maintenance Operator - B&G	Street Maintenance Supervisor	Economic Development Coordinator*	Civil Engineer* - \$70,732.20 (5%)	Police Chief*
	Maintenance Operator - Streets	Investigator	Operations Manager*	Town Engineer* - \$74,100.40 (10%)	Director of Public Works*
	Equipment Mechanic	Police Officer	Project Manager		Assistant Town Manager*
	Support Services Officer	Visitor Center Manager	Sergeant		
	Senior Support Services Officer - \$33,969.29 (7%)	Deputy Zoning Administrator*	Lieutenant* - \$61,655.04 (8%)		
			Police Business Manager		
	<u>Career Development</u>	<u>Career Development</u>	<b>Operator</b>	<-----Tied to Richmond Region Minimum for Account Clerk plus 10%	
	PW Entry - \$31,747	Officer Entry - \$44,821	<b>Technician</b>	<-----Tied to Richmond Region Minimum for Police Officer	
	PW L1 - \$33,175.62 (4.5%)	Officer L1 - \$46,837.95 (4.5%)	<b>Specialist</b>	<-----Tied to Richmond Region Minimum Senior Planner/GIS Technician	
	PW L2 - \$34,668.52 (4.5%)	Officer L2 - \$48,945.65 (4.5%)	<b>Sr. Professional</b>	<-----Tied to 'Specialist' plus 18.0%	
	PW L3 - \$36,228.60 (4.5%)	Officer L3 - \$51,148.21 (4.5%)	<b>Director</b>	<-----The average of the first three bands.	
	PW L4 - \$37,858.89 (4.5%)	Officer L4 - \$53,194.14 (4.0%)	* Denotes FLSA Exempt Positions		

# Pay and Classification Plan

Effective July 1, 2020

POSITION TITLE ADMINISTRATION	FY20 Band	FY21 Band	Authorized No. Emp.
Account Clerk	Operator	Operator	1
Visitors' Center Manager	Technician	Technician	1
Assistant Town Manager*	Director	Director	1
Assistant to the Town Manager*	Specialist	Specialist	1
Community Engagement Manager*		Specialist	0
Finance Director*	Director	Director	1
<b>PLANNING &amp; COMMUNITY DEVELOPMENT</b>			
Administrative Assistant A	Operator	Operator	1
Senior Planner/GIS Technician*	Specialist	Specialist	1
Deputy Zoning Administrator*	Technician	Technician	1
Business Retention and Expansion Manager*	Specialist	Specialist	1
Director of Planning*	Director	Director	1
<b>POLICE</b>			
Police Officer Trainee	NA	NA	0
Police Officer	Technician	Technician	14
Police Corporal	NA	NA	0
Police Sergeant	Specialist	Specialist	4
Police Lieutenant*	Specialist	Specialist	2
Police Captain*	Senior Professional	Senior Professional	1
Police Major*	Senior Professional	Senior Professional	1
Chief of Police*	Director	Director	1
Investigator	Technician	Technician	3
Support Services Officer	Operator	Operator	1
Senior Support Services Officer	Operator	Operator	1
Police Business Manager	Specialist	Specialist	1

<b>PUBLIC WORKS</b>				
<b>Administrative Assistant A</b>		<b>Operator</b>	<b>Operator</b>	<b>1</b>
<b>Project Manager</b>		<b>Specialist</b>	<b>Specialist</b>	<b>3</b>
<b>Civil Engineer*</b>		<b>Senior Professional</b>	<b>Senior Professional</b>	<b>1</b>
<b>Town Engineer*</b>		<b>Senior Professional</b>	<b>Senior Professional</b>	<b>1</b>
<b>Director of Public Works*</b>		<b>Director</b>	<b>Director</b>	<b>1</b>
<b>Maintenance Operator - Streets</b>		<b>Operator</b>	<b>Operator</b>	<b>10.5+0.5</b>
<b>Street Maintenance Supervisor</b>		<b>Technician</b>	<b>Technician</b>	<b>1</b>
<b>Maintenance Operator - Buildings &amp; Grounds</b>		<b>Operator</b>	<b>Operator</b>	<b>1.5</b>
<b>Building &amp; Grounds Maintenance Supervisor</b>		<b>Technician</b>	<b>Technician</b>	<b>1</b>
<b>Equipment Mechanic</b>		<b>Operator</b>	<b>Operator</b>	<b>0.5</b>
<b>Lead Equipment Mechanic</b>		<b>Technician</b>	<b>Technician</b>	<b>1</b>
<b>Operations Manager*</b>		<b>Specialist</b>	<b>Specialist</b>	<b>1</b>

\* Denotes FLSA Exempt position.

# Town of Ashland Organizational Structure

