



TOWN OF FRONT ROYAL FY 2016-2017 BUDGET RECOMMENDATION

March 21, 2016

The Honorable Mayor Timothy W. Darr
The Honorable Vice Mayor Hollis L. Tharpe
The Honorable Councilman John P. Connolly
The Honorable Councilman Bébhinn C. Egger
The Honorable Councilman Bret W. Hrbek
The Honorable Councilman Jacob L. Meza
The Honorable Councilman Eugene R. Tewalt

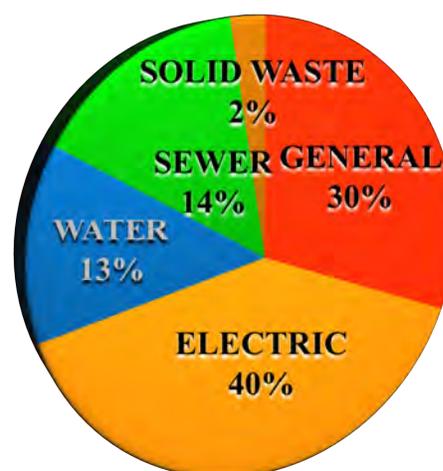
RE: Town Manager Recommended FY 2016-2017 Budget

Mayor Darr and Members of Town Council:

I respectfully present the Fiscal Year (FY) 2016-2017 Budget proposal as a plan for the Town's delivery of services and capital investment in the upcoming fiscal year. The presented, balanced budget conforms to the guidance, goals, and fiscal policies established by Town Council and complies with state law.

The recommended budget for FY 2016-2017 reflects the necessary staffing, operating, and capital investments to ensure that the Town continues to operate in a progressive and fiscally appropriate manner. The Town has balanced the General Fund portion of the recommended budget within the revenues generated from the existing tax revenues. The Enterprise Funds are funded within their current rate structures with the exception of the Solid Waste Fund in which rate adjustments are proposed.

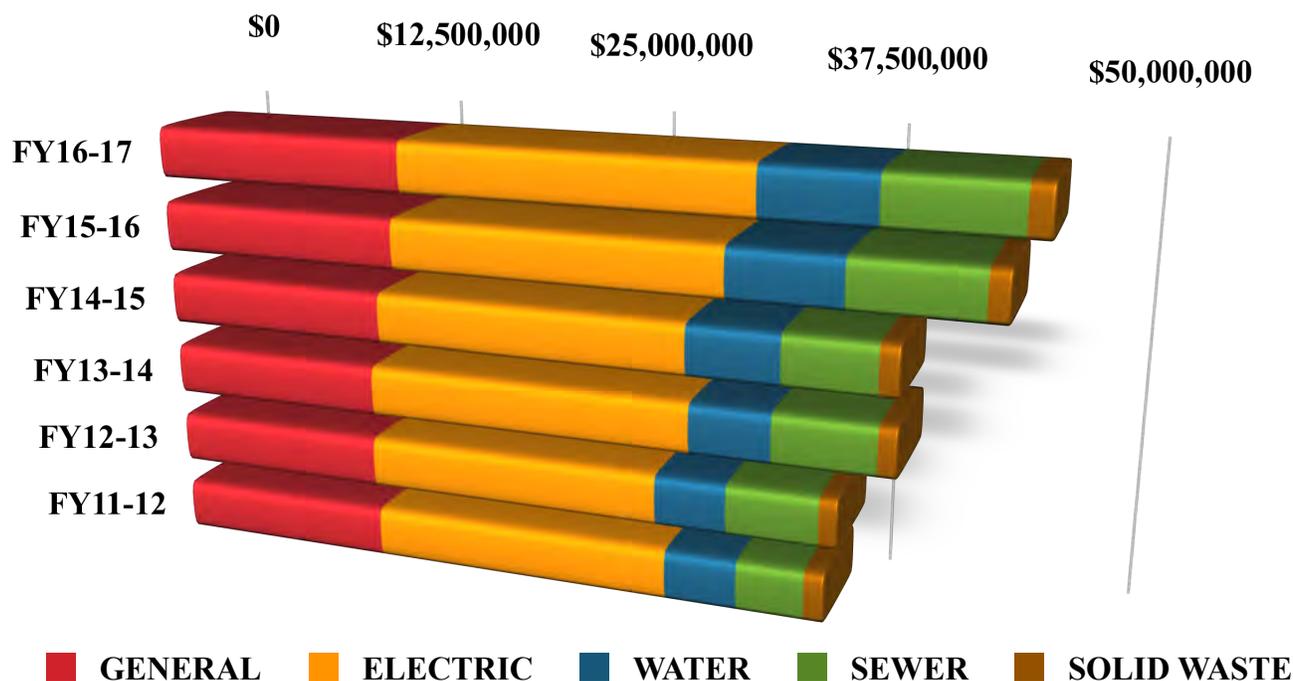
The FY 2016-2017 Budget as presented is **\$45,817,995**, which represents an overall increase of 3.7% from the FY 2015-2016 Budget. The budget is comprised of **\$13,949,810** for the General Fund, **\$18,522,865** for the Electric Fund, **\$5,745,055** for the Water Fund, **\$6,504,130** for the Sewer Fund, and **\$1,096,135** for the Solid Waste Fund.





TOWN OF FRONT ROYAL FY 2016-2017 BUDGET RECOMMENDATION

The following chart represents a five year history of the Town's budgets.



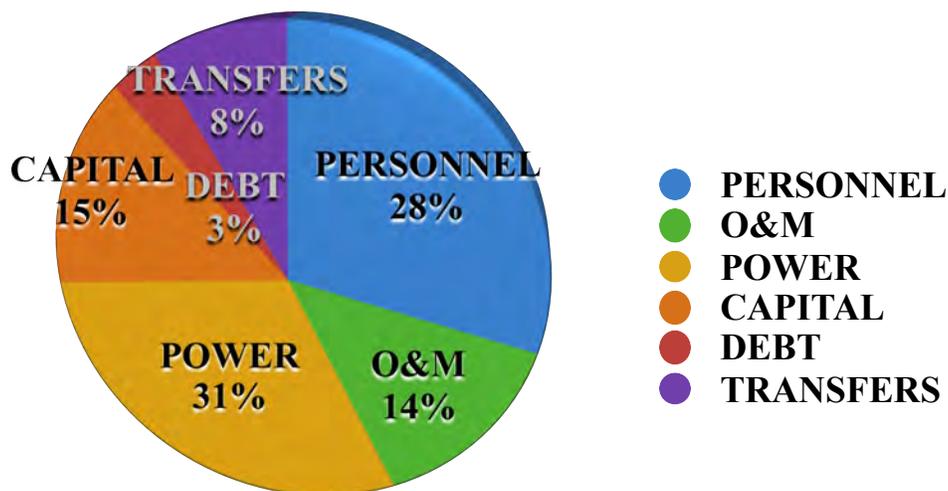
The following table provides a breakdown of the changes in the recommended FY 2016-2017 Budget from the FY 2015-2016 approved budget:

<u>FUND</u>	<u>FY 16-17</u>	<u>FY 15-16</u>	<u>DIFFERENCE</u>	<u>PERCENT</u>
GENERAL	\$13,949,810	\$13,354,935	\$594,875	104.5%
ELECTRIC	\$18,522,865	\$17,615,850	\$907,015	105.1%
WATER	\$5,745,055	\$5,789,500	-\$44,445	99.2%
SEWER	\$6,504,130	\$6,465,000	\$39,130	100.6%
SOLID WASTE	\$1,096,135	\$1,015,500	\$80,635	107.9%
TOTAL	\$45,817,995	\$44,240,785	\$1,577,210	103.6%



TOWN OF FRONT ROYAL FY 2016-2017 BUDGET RECOMMENDATION

The recommended budget is further defined by the classification of expenses: Personnel - **\$13,040,135**; Operations and Maintenance - **\$6,410,095**; Power Acquisition - **\$14,165,000**; Capital Investments - **\$6,741,995**; and Transfers - **\$3,889,845**. The following pie chart demonstrates the distribution of expenditures:



BUDGET HIGHLIGHTS

The recommended FY 2016-2017 Budget is based upon the Town tax rates remaining at their FY 2015-2016 levels with no proposed increases. The Budget also does not propose any adjustment to our current water, sewer, or electric rates. Due to capital investment requirements, there is a proposed adjustment to our solid waste rates, which is detailed in the Solid Waste Fund section.

The recommended Budget includes a Cost of Living Adjustment (COLA) of \$1.00 per hour. The Budget also includes the Town's portion of the 10% increase in our group health insurance rates. The COLA will exceed the increased contribution from all employees.

Seven new positions are proposed in the recommended Budget. These positions include: Shared Legal Assistant in the Police Department and Town Attorney's Office; an Evidence Technician and Communications Shift Supervisor in the Police Department; an Engineering Technician and Traffic Technician in the Energy Services Department; an



TOWN OF FRONT ROYAL FY 2016-2017 BUDGET RECOMMENDATION

Automotive Technician in the Fleet Maintenance Division; and a Line Technician in the Water and Sewer Maintenance Division. In addition, several position reclassifications and salary adjustments are also proposed. The recommended Budget also includes the funding associated with the Community Development contract position, transition of the Clerk of Council to full-time, and the reorganization of the Finance Department. Details about the personnel changes can be found within the Budget document.

The recommended Budget also includes replacement of numerous vehicles in our Police, Energy Services, and Environmental Services Departments. A new vehicle is also included for our Information Technology Department.

Funding is included for the completion of the new Energy Services facility at the end of Manassas Avenue. Upgrade and repairs to the Manassas Avenue substation is also included. Funding for a new substation at the former Avtex Site is not included, but will be evaluated during FY 2016-2017 to assist with future development of the site.

The recommended Budget includes funding for upgrades and repairs to the Crooked Run Sanitary Sewer Lift Station and replacement of the Water Treatment Plant filter media.

The FY 2016-2017 Budget also increases funding toward the installation of remotely read water meters and rehabilitation of our sanitary sewer lines.

Our Pavement Management Program is also included in the FY 2016-2017 Budget which will include reconstruction of Commerce Avenue from Water Street to South Street, Bel Air Avenue, and Dixie Street.

The Budget also includes matching funding for construction of the Criser Road Trail. The Town will be applying for TAP 21 funding to construction this project.

Funding from the agreement with Warren County for the Corridor Meals and Lodging Taxes was used as the funding source for the Community Development contract position salary and anticipated expenses. The remaining revenue estimated at \$150,000 is unallocated in the Budget. Council could consider utilizing these funds to advance infrastructure enhancements, further economic development programs, acquire derelict structures, or fund other necessary capital expenses.



TOWN OF FRONT ROYAL FY 2016-2017 BUDGET RECOMMENDATION

FUND OVERVIEW

The recommended budget is presented as balanced based upon anticipated revenue sources with the expected expenses to accomplish service and capital improvement delivery in FY 2016-2017. The Town’s budget is composed of five individual Funds: General, Electric, Water, Sewer, and Solid Waste. Each Fund relies on their individual sources for revenue. The Enterprise Funds of Electric, Water, Sewer, and Solid Waste rely on revenue generated by their rates for service delivery. The General Fund receives funding from a number of sources.

GENERAL FUND

The General Fund budget for FY 2016-2017 is **\$13,949,810** which includes funding for the following Departments:

Town Council	Clerk of Council	Town Manager
Town Attorney	Human Resources	Risk & Personnel Manager
Information Technology	Planning & Zoning	Tourism
Finance	Police Department	Environmental Services
Other - EDA, VML Insurance, etc.		

The Town’s General Fund receives funding from a number of sources. The primary tax sources include Real Estate, Personal Property (Machinery & Tools), Sales, BPOL, Lodging, and Meals. Additional significant sources of revenue include PILOT fees, Enterprise Fund transfers, and State funding.

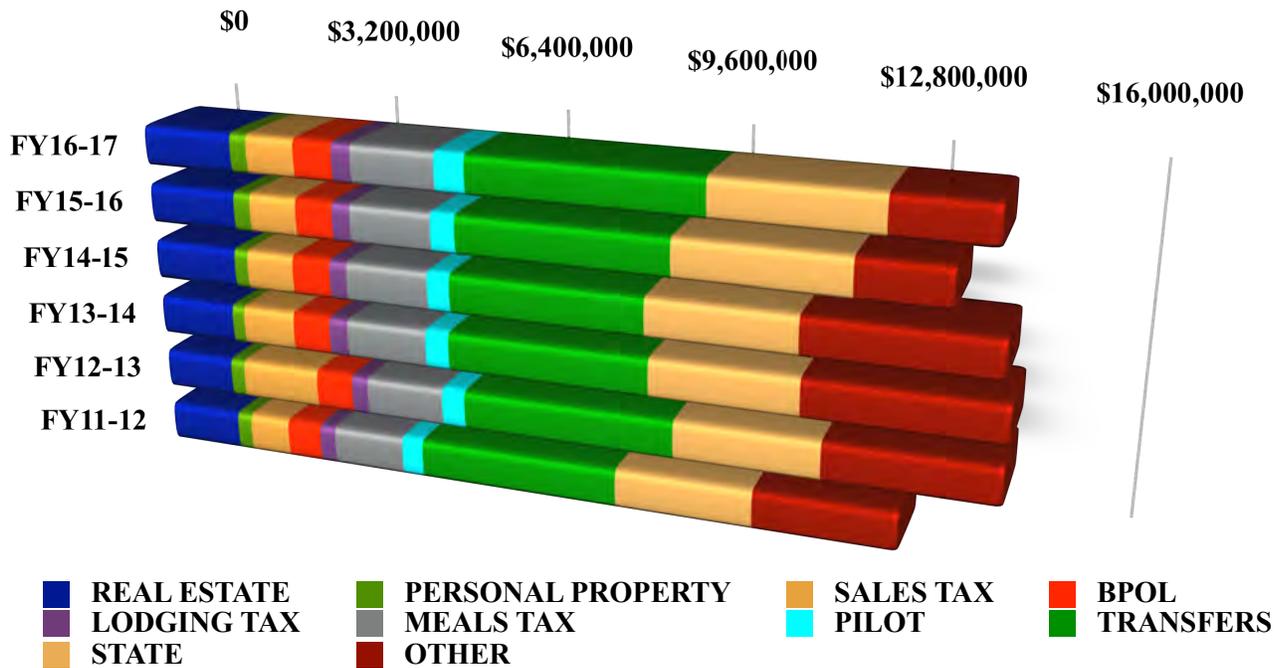
All General Fund tax rates are proposed to remain at the current FY 2015-2016 rates.

Transfers from the Enterprise Funds are based upon a funding formula approved by the Town’s Audit Consultant. The amounts are based upon the typical expenses that an enterprise effort would spend for administration, legal, human resources, and financial services based upon their revenue generated.



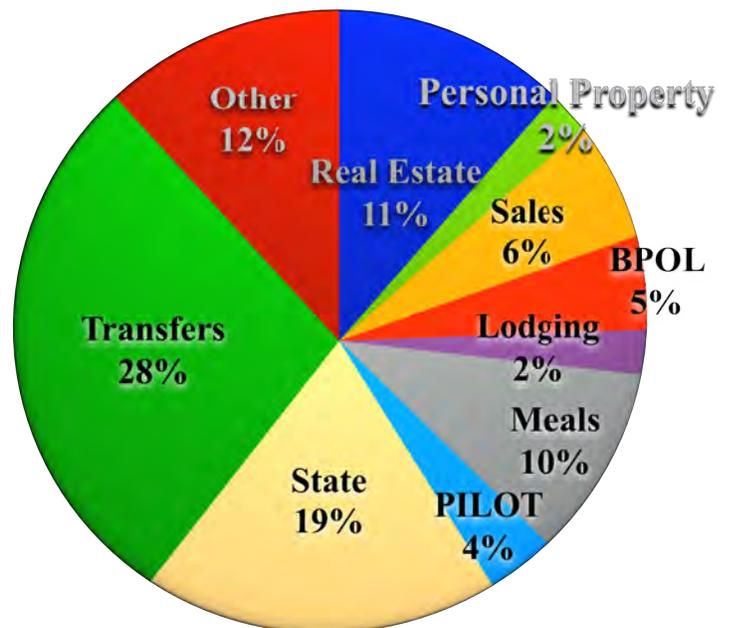
TOWN OF FRONT ROYAL FY 2016-2017 BUDGET RECOMMENDATION

The following graph depicts the five-year history of General Fund revenue sources.



The Town continues to realize slight increases in revenue from BPOL, Lodging Tax, Meals Tax and PILOT Fees. The chart to the right demonstrates the breakdown of General Fund revenue sources for Fiscal Year 2016-2017.

To ensure a conservative estimate of revenue, all revenue predictions are based upon historical trends with no significant new sources included. Development of properties at the former Avtex Site, in our Entrance Corridors, or along Leach Run Parkway were not considered to develop the revenue estimates for FY 2016-2017. Any additional realized revenue will augment our General Fund fund balance.



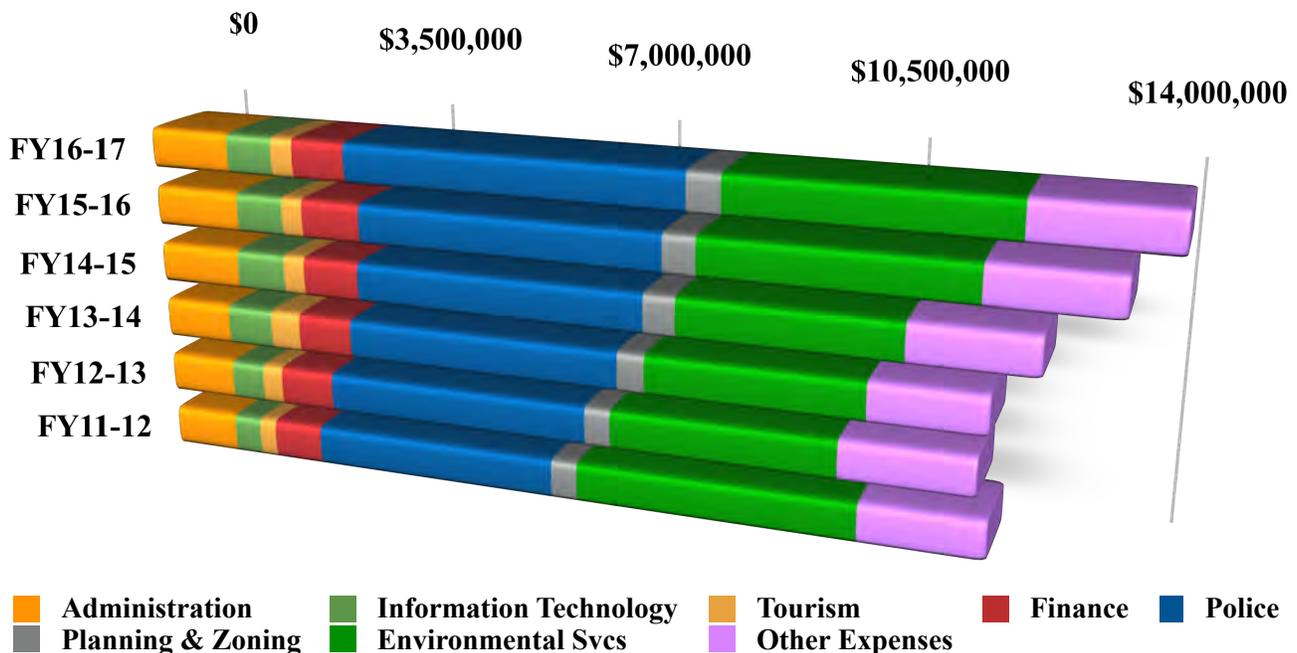


TOWN OF FRONT ROYAL FY 2016-2017 BUDGET RECOMMENDATION

The following chart summarizes the changes in the General Fund budgets from last fiscal year to those recommended in this Budget:

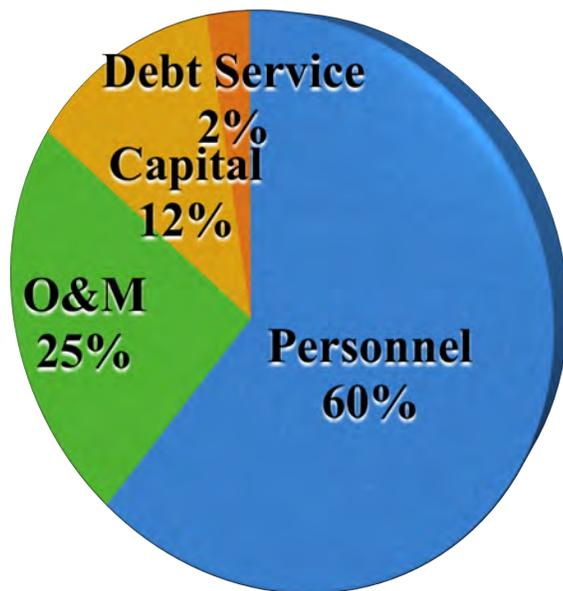
	FY 16-17	FY 15-16	DIFFERENCE	PERCENT
Administration	\$1,202,955	\$1,291,330	-\$88,375	93.2%
Info Tech	\$694,155	\$716,045	-\$21,890	96.9%
Tourism	\$327,895	\$313,310	\$14,585	104.7%
Finance	\$794,000	\$881,410	-\$87,410	90.1%
Police	\$4,874,045	\$4,371,325	\$502,720	111.5%
Planning	\$461,590	\$452,685	\$8,905	102.0%
Environ Svcs	\$3,754,285	\$3,624,850	\$129,435	103.6%
Other Gen Fund	\$1,840,885	\$1,703,980	\$136,905	108.0%

This graph demonstrates the five year history of General Fund expenses:





TOWN OF FRONT ROYAL FY 2016-2017 BUDGET RECOMMENDATION



Expenditures in the General Fund are allocated into four major areas: Personnel; Operating and Maintenance (O&M); Capital; and Debt Service. Personnel includes the salaries and benefits for staff involved in the various work efforts. Operating and Maintenance Expenses are the costs for maintenance contracts, supplies to perform daily tasks, safety equipment, apparel, fuel, and other regular expenditures to fulfill service delivery. Capital includes one-time expenses for replacement of vehicles and equipment; individual project costs; and property acquisition. Debt Service is the expense to finance certain capital projects and acquisitions. The chart to the left summarizes the FY 2016-2017 allocations for the General Fund.

ENTERPRISE FUNDS OVERVIEW

The Town's Enterprise Funds are our business enterprises that operate from the revenue generated from their individual services rates and fees. The Town's business enterprises are our Electric, Water, Sewer, and Solid Waste Funds.

Each Enterprise Fund is managed as an independent business operation. Assistance and oversight from the General Fund operations is provided in the form of management, human resources, risk management, legal services, financial services, and computer/network assistance. Use of these centralized services allows the Enterprise Funds to operate without redundant staffing. In addition, insurance for all operations and capital infrastructure for the Enterprise Fund departments are paid through the General Fund.

All Enterprise Funds provide the equivalent funding for the services provide by the General Fund operations through transfer payments that are reviewed and endorsed each year by the Town's audit consultant.

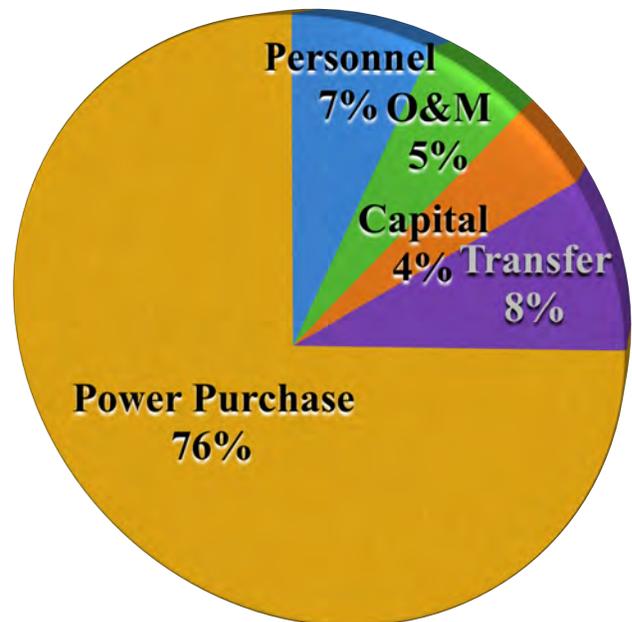


TOWN OF FRONT ROYAL FY 2016-2017 BUDGET RECOMMENDATION

ELECTRIC FUND

The Town's Department of Energy Services is responsible for the acquisition and distribution of electricity to our customers. The Town has been providing reliable and cost effective energy to our customers since 1894. The Town is a member of American Municipal Power, Inc. (AMP) and participates in several power generation facilities to ensure a stable power cost to our customers. The proposed budget for FY 2016-2017 is **\$18,522,865**. This represents an increase of \$907,015 from last fiscal year with the majority of the increase found in the additional \$705,000 anticipated in additional demand for electricity by our customers next year.

Expenditures in the Electric Fund are allocated to five major areas of expense: Personnel; Operating and Maintenance (O&M); Capital; Power Purchase; and Transfer to the General Fund. The Town purchases power from a number of sources including those generation facilities of which the Town owns a share through AMP. The chart to the right summarizes the allocation for the recommended FY 2016-2017 Budget.

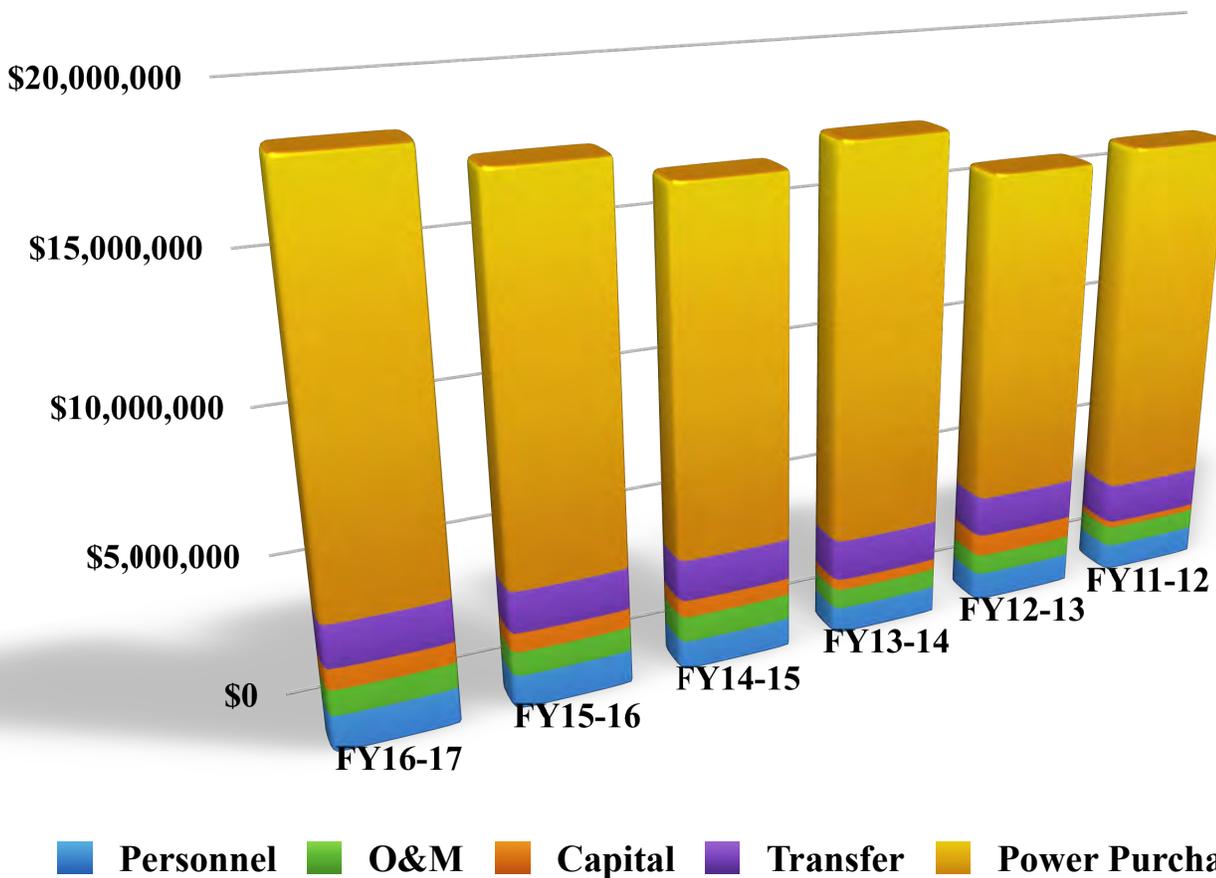


The Town has developed a power purchase program whereby the Town diversifies our power acquisition needs among a number of sources with various power generation fuels (ie coal, natural gas, hydroelectric, wind, etc.) so that any disruption of field source will not pose a significant threat to our costs. The program has resulted in stable power purchase expense for the Town that have been recognized as the lowest residential electric rates in the Commonwealth of Virginia. In addition, the Town will be adding solar generation from a field to be constructed in Front Royal in FY 2016-2017.



TOWN OF FRONT ROYAL FY 2016-2017 BUDGET RECOMMENDATION

The following graph presents the historical expenses for the Electric Fund:



In addition to providing electric service to the Town, the Department of Energy Services is responsible for maintenance of all street lights and traffic signals located within the Town. In addition, the Department maintains the flashing devices for school zones and trail crossing. The Department has recently completed the installation of a new substation to serve the Riverton area of Town. The Department also services the DC Fast Charging Station for electric vehicles located at the Tourist Center. The Department is also responsible for hanging the banners on North Royal Avenue and John Marshall Highway.

The Department was recently recognized by the American Public Power Association for exceptionally reliable electric service to our community.

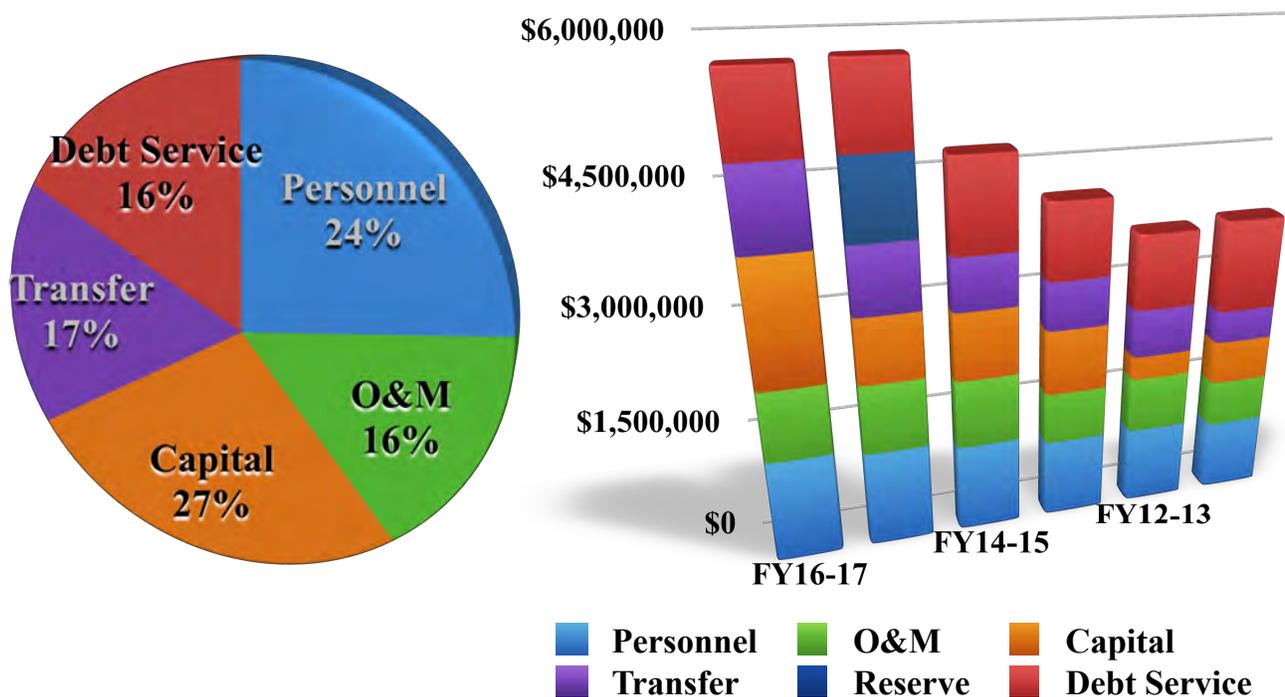


TOWN OF FRONT ROYAL FY 2016-2017 BUDGET RECOMMENDATION

WATER FUND

The Town’s Department of Environmental Services is responsible for the treatment and distribution of potable water to our customers. The Town has been providing treated water since the construction of the “water filtration plant on the Blue Ridge mountainside” in 1914. Recent upgrades to the Water Treatment Plant have increased the plant’s treatment capacity to 6.0 million gallons per day and introduced ultraviolet treatment to further improve the quality of water provided. The majority of the Town’s water is obtained from the South Fork of the Shenandoah River with additional water coming from Happy Creek and Sloan Creek. The proposed budget for FY 2016-2017 is **\$5,745,055**. This represents a decrease of \$44,445 from last fiscal year. The equivalent amount that was reserved in the FY 2015-2016 for fund balance is proposed to advance the installation of “smart” water meters as part of our automated meter program.

Expenditures in the Water Fund are allocated to five major areas of expense: Personnel; Operating and Maintenance (O&M); Capital; Transfer to General Fund; and Debt Service. There is no amount proposed to be reserved with the recommended budget this year. The following charts present the allocations and history for the Water Fund.



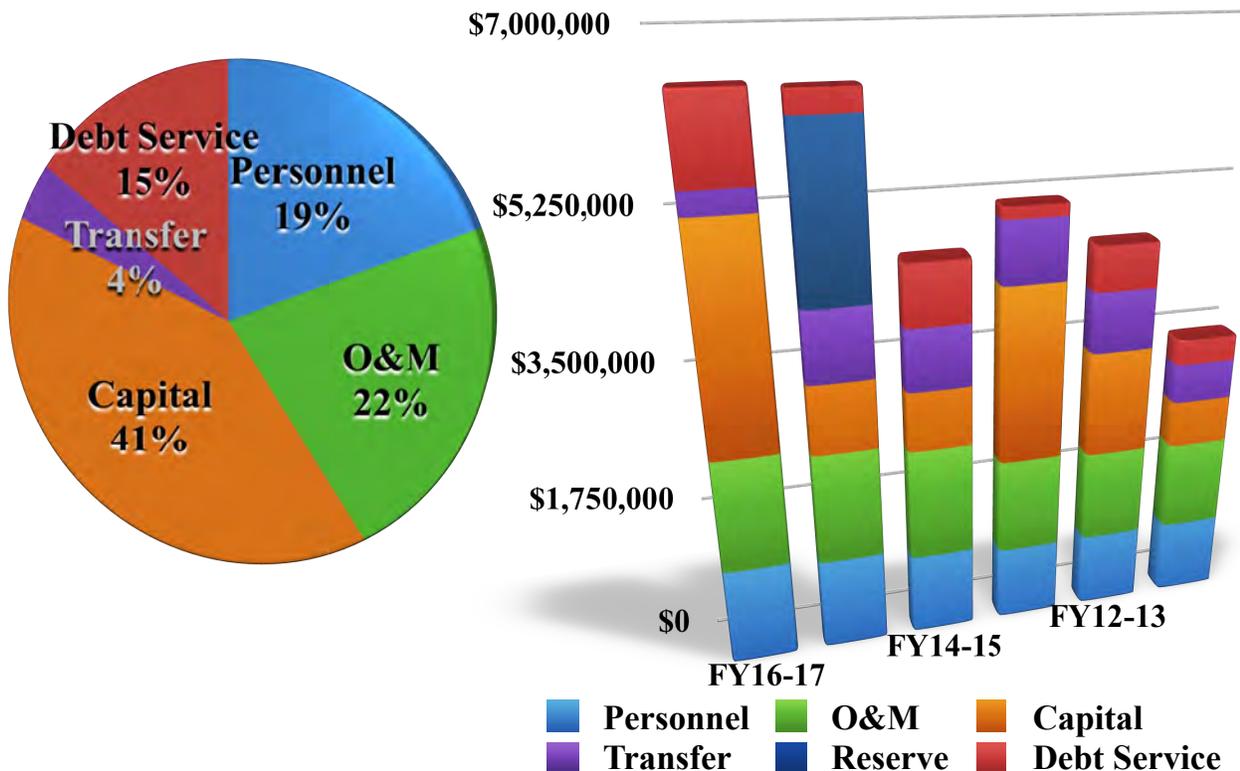


TOWN OF FRONT ROYAL FY 2016-2017 BUDGET RECOMMENDATION

SEWER FUND

The Town's Department of Environmental Services is responsible for the collection and treatment of wastewater from our customers. The Town has been treating wastewater since the construction of the original treatment plant in 1959, with the current plant originally constructed in 1980. Upgrades to the Wastewater Treatment Plant are anticipated to be completed in 2017 to increase the treatment capacity to 5.3 million gallons per day and meet the nutrient removal requirements for the Chesapeake Bay Act. The proposed budget for FY 2016-2017 is **\$6,504,130**. This represents an increase of \$39,130 from last fiscal year. The equivalent amount that was reserved in the FY 2015-2016 for fund balance is proposed to advance the sewer line rehabilitation effort to address our inflow and infiltration issues with the collection system.

Expenditures in the Water Fund are allocated to five major areas of expense: Personnel; Operating and Maintenance (O&M); Capital; Transfer to General Fund; and Debt Service. There is no amount proposed to be reserved with the recommended budget this year. The following charts present the allocations and history for the Sewer Fund.



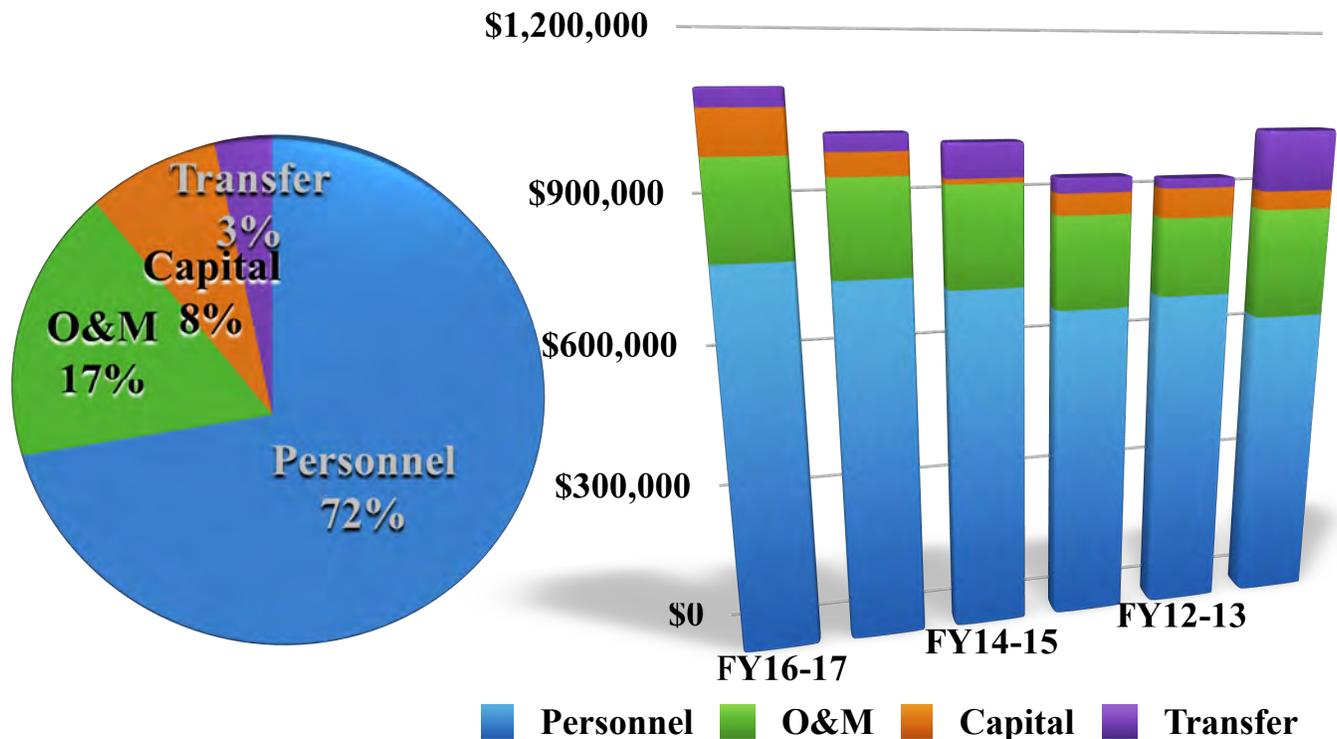


TOWN OF FRONT ROYAL FY 2016-2017 BUDGET RECOMMENDATION

SOLID WASTE FUND

The Town's Department of Environmental Services is responsible for the collection of yard waste, recycling and garbage from our customers. The Town is currently evaluating of collection processes to improve our collection methodology to improve efficiency and cost effectiveness. The proposed budget for FY 2016-2017 is **\$1,096,135**. This represents a increase of \$80,635 from last fiscal year. The increase is associated with the proposed COLA adjustment for staff and acquisition of a replacement collection vehicle as recommended by the consultant.

Expenditures in the Water Fund are allocated to five major areas of expense: Personnel; Operating and Maintenance (O&M); Capital; and Transfer to General Fund;. There is no debt service as the trucks are leased to purchase. The following charts present the allocations and history for the Sewer Fund.





TOWN OF FRONT ROYAL
FY 2016-2017 BUDGET RECOMMENDATION
RECOMMENDED RATES

Tax Rates

Real Estate	\$0.13 per \$100	No Change
Mobile Homes	\$0.13 per \$100	No Change
Personal Property	\$0.64 per \$100	No Change
Machinery & Tools	\$0.64 per \$100	No Change
Emergency Services	\$0.32 per \$100	No Change
Meals	4% of Net Sales	No Change
Lodging	6% of Net Sales	No Change

Electric Rates

Residential Facility Charge	\$6.24	No Change
Residential Usage Charge	\$0.8490 per KWH	No Change
Commercial Facility Charge	\$6.40	No Change
Comm Usage ≤ 700 KWH	\$0.1151 per KWH	No Change
Comm Usage > 700 KWH	\$0.0756 per KWH	No Change

Water Rates

First 3,000 gallons	\$9.92	No Change
Per Add'l 1,000 gallons	\$8.51	No Change

Sewer Rates

First 3,000 gallons	\$16.17	No Change
Per Add'l 1,000 gallons	\$13.91	No Change



TOWN OF FRONT ROYAL FY 2016-2017 BUDGET RECOMMENDATION

Solid Waste Rates

Residential - 32 gal Can	\$12.00 per month	No Change
Residential - 96 gal Can	\$14.75 per month	Increase \$1.00 per month
Residential Private Entry	\$5.00 per month	No Change
Commercial - 96 gal Can	\$26.00 per month	Increase \$3.00 per month
Commercial - Dumpster	\$215.00 per month	Increase \$25.00 per month
Commercial - Dumpster (2x)	\$300.00 per month	Increase \$60.00 per month
Comm Dumpster Tipping Fee	\$58.00 per month	Increase \$21.00 per month

ACKNOWLEDGEMENTS

This budget proposal is the result of months of effort by staff. I would like to thank each of our Department Heads and their staff who have work to present budgets that represent the needs and goals of Front Royal. I would specifically like to thank Kim Gilkey-Breeden, our Finance Director, for her assistance in preparation of this document. I would finally like to thank Town Council for the guidance provided in advance of the development and presentation of the recommended FY 2016-2017 Budget.

CONCLUSION

The Town of Front Royal is a progressive community that is advancing a number of initiatives and projects to ensure our future is strong. The recommended budget for Fiscal Year 2016-2017 reflects our community's desire to provide services in an efficient and cost-effective manner. The realization of the goals included in this Budget will ensure Front Royal remains an extraordinary place to live, work, and visit.

I look forward to working with you as Council considers adoption of the Budget for Fiscal Year 2016-2017.

Sincerely,

Steven M. Burke, PE - Town Manager

**Town of Front Royal
Proposed
Annual Budget**

2016-2017

Town of Front Royal

Fiscal Policies

TOWN OF FRONT ROYAL
FISCAL POLICIES

POLICY PURPOSE

The Town of Front Royal (Town) through its governing body, the Town Council (Council), is responsible to the Town's citizens to carefully account for all public funds, to manage Town finances wisely and to plan for the adequate funding of services desired by the public, including the provision and maintenance of facilities. The following financial policies and guidelines establish the framework for the Town's overall fiscal planning and management.

Policy Goals

This fiscal policy is a statement of the guidelines and goals that will influence and guide the financial management practices of the Town. A fiscal policy that is adopted, adhered to, and regularly reviewed is recognized as the cornerstone of sound financial management. Effective fiscal policy:

- Contributes significantly to the Town's ability to insulate itself from fiscal crisis,
- Enhances short term and long term financial credit ability by helping to achieve the highest credit and bond ratings possible,
- Promotes long term financial stability by establishing clear and consistent guidelines,
- Directs attention to the total financial picture of the Town rather than single issue areas,
- Promotes the view of linking long term financial planning with day to day operations, and
- Provides the Council and the citizens a framework for measuring the fiscal impact of government services against established fiscal parameters and guidelines.

Policy Implementation and Coordination

The Town has established a Finance Committee that meets to collectively review financial matters of the Town. In addition, staff provides monthly written financial reports and quarterly fiscal presentations to Town Council to allow monitoring of financial activity cash and investment management, and compliance with certain policies outlined herein.

Review and Revision

These policies will be reviewed for appropriateness and comparability with other jurisdictions every year or more frequently if a need for review is identified.

REVENUES

Revenue Diversification

The Town will strive to maintain diversified and stable revenue streams to protect the government from problematic fluctuations in any single revenue source and provide stability to ongoing services. Current revenues will fund current expenditures and a diversified and stable revenue system will be maintained to protect programs.

TOWN OF FRONT ROYAL
FISCAL POLICIES

Fees and Charges

All fees established by the Town for licenses, permits, fines, services, applications, enterprise services, and other miscellaneous charges shall be set to recover all or a portion of the Town's expense in providing the attendant service. These fees shall be reviewed annually with the development of the annual operating budget.

Revenue Collections

The Town will strive to achieve an overall property tax collection rate of 100%. The Town shall evaluate all means to achieve the desired tax collection rate.

Use of Fund Balance

The Town's General Fund equity balance will be utilized to provide sufficient working capital in anticipation of current budgeted revenues and to finance unforeseen emergencies without borrowing. The General Fund equity of the Town (Undesignated Fund Balance) will not be used to finance current operations.

Restricted Revenue

Restricted revenue (such as Asset Forfeiture funds) shall only be used for the purpose intended and in a fiscally responsible manner.

BUDGET

Balanced Budget

The provisions of the Code of Virginia shall control the preparation, consideration, adoption and execution of the budget of the Town. In addition, the Town Charter requires the budget to be balanced with planned expenditures equal to estimated revenues.

The Town will annually adopt and execute a budget for such funds as may be required by law or by sound financial practices and generally accepted accounting principles. The budget shall be based upon the tax rates and utility rates set by the Town Council and the expenditure of money for all Town purposes during the ensuing fiscal year. The Town budget shall be balanced within all available operating revenues when presented and adopted by the Town Council.

Use of Current Revenues to Support Current Expenditures

Ongoing and stable revenues will be used to support ongoing operating costs.

Use of One-time Revenue and One-time Expenditure Savings

The use of one-time revenues and one-time expenditure savings (excess cash balances) can be used for non-recurring expenditures at the decision of the Town Council.

TOWN OF FRONT ROYAL
FISCAL POLICIES

Review of Fees and Charges

Fees established by the Town for licenses, permits, fines, services, applications, enterprise services, and other miscellaneous charges shall be set to recover all or a portion of the Town's expense in providing the attendant service and reviewed annually with the development of the annual operating budget.

Budget Performance Monitoring

The Town Manager and Finance Director will maintain ongoing contact with the Departmental Directors during the process of the budget execution. Expenditure and revenue projections will be developed monthly and reviewed with Departmental Directors, the Town Manager, and the Town Council. The Town Manager through the Finance Department will exercise appropriate fiscal management as necessary to live within the limits of the adopted budget.

Maintenance of Capital Assets

The budget should provide sufficient funds for regular repair and maintenance of capital assets.

Fund Balance Levels

The Town will employ sound financial management principles to include the establishment of an undesignated fund balance sufficient to maintain required working capital and provide a reserve for unanticipated expenditures or emergencies, revenue shortfalls, and other non-recurring uses.

A. General Policy

The Town shall maintain reserves required by law, ordinance and/or bond covenants.

If reserves and/or fund balances fall below required levels as set by this policy, the Town shall include within its annual budget a plan to restore reserves and/or fund balance to the required levels.

All reserves will be presented in the Town's annual budget.

B. Contingency Fund

The Town will maintain a Contingency Fund and shall maintain a reserve equal to \$1,000,000 to provide a financial cushion to cover revenue shortfalls resulting from unexpected economic changes or recessionary periods or to provide funds in the event of major unplanned expenditures the Town could face as a result of landslides, earthquake or other natural disaster. The Contingency Fund can be comprised of General & Enterprise Fund Balance Reserves.

C. General & Enterprise Fund Balance Reserves

The Town will maintain a General & Enterprise Fund Balance Reserves to provide for adequate cash flow, budget contingencies, and insurance reserves. The General & Enterprise Fund Balance Reserves will maintain a cash flow reserve within each Fund in an amount no less than three months of budgeted operating expenditures. The Town will review annually the required cash flow reserve level that is necessary to meet the Town's cash flow needs. If it is determined that the three months

TOWN OF FRONT ROYAL
FISCAL POLICIES

of operating expenditure reserves is not adequate, the Finance Director shall propose an amendment to these policies.

CAPITAL IMPROVEMENTS PLANNING

Capital Improvement Program

In order to prepare and plan for upcoming capital needs, comply with debt ratio targets, schedule debt issuance, and systematically improve capital infrastructure, the Town will annually prepare and adopt a minimum five-year Capital Improvement Plan. The adopted Capital Improvement Plan will include major capital improvements and identify estimated revenue sources and annual operational costs for facilities to include anticipated debt service requirements.

Capital improvements do not include routine maintenance on existing capital assets.

DEBT

The Town Council generally follows the guidelines listed below in making financial decisions on debt issuance. Adherence to these guidelines allows the Town to plan for the necessary financing of capital projects while maintaining credit worthiness. In addition, continued adherence to these policies will ensure the Town's strong financial position.

The Town shall use an objective analytical approach to determine whether it can afford new or additional general purpose debt. This process shall use the Town's standards of affordability. These standards include the measures of debt service payments as a percent of current expenditures and debt as a percent of taxable real estate value.

Letters of Credit

The Town may enter into a letter-of-credit (LOC) agreement when such an agreement is deemed prudent and advantageous. The Town will prepare and distribute a request for proposals to qualified banks which includes terms and conditions that are acceptable to the Town.

Lease Purchase Obligations

Lease purchase and master lease obligations, including certificates of participation or lease revenue bonds, shall be considered as an alternative to long-term vendor leases. Such debt shall be subject to annual appropriation.

Compliance with Legal Requirements

Pursuant to the Code of Virginia and the Town's Charter, the Town is authorized to issue bonds secured by a pledge of its full faith and credit and unlimited taxing power.

Long Term Debt Policy

The Town will use debt financing for capital improvement projects and unusual equipment purchases under the following circumstances:

TOWN OF FRONT ROYAL
FISCAL POLICIES

- A. When the project is included in the Town's capital improvement program and/or is generally in conformance with the Town's Comprehensive Plan.
- B. When the project is not included in the Town's Capital Improvement Program, but it is an emerging critical need whose timing was not anticipated in the Capital Improvement Program, or it is a project mandated immediately by state or federal requirements.
- C. When the project's useful life, or the projected service life of the equipment, will be equal to or exceed the term of the financing.
- D. When there are designated revenues sufficient to service the debt, whether from project revenues, other specified and reserved resources, or infrastructure cost sharing revenues.

The following criteria will be used to evaluate funding options for capital improvements:

A. Factors that favor pay-as-you-go:

1. Current revenues and adequate fund balances are available.
2. Project phasing is feasible.
3. Debt levels would adversely affect the Town's credit rating.
4. Financial market conditions are unstable or present difficulties in marketing the sale of long-term financing investments.

B. Factors that favor long-term financing:

1. Revenues available for debt service are considered sufficient and reliable so that long-term financing can be marketed with the highest possible credit rating.
2. The project for which financing is being considered is of the type that will allow the Town to maintain the highest possible credit rating.
3. Market conditions present favorable interest rates and demand for municipal financings.
4. A project is mandated by state or federal requirements and current revenues and fund balances are insufficient to pay project costs.
5. A project is immediately required to meet or relieve Town needs.

There are many different types of long-term debt instruments available. Depending on the specific circumstances, the Town will consider using the following types of financing instruments:

- General Obligation Bonds
- Revenue Bonds
- Certificates of Participation
- Lease Revenue Bonds
- Selected State Pooled-Borrowing Programs for Utility Revenue Bonds, Including Those of the Virginia Resources Authority.

Refinanced Outstanding Debt

The Director of Finance with assistance from the Town's Financial Advisor will have the responsibility to analyze outstanding bond issues for refunding opportunities. The Town will consider the following issues when analyzing possible refunding opportunities:

1. Refunding Policy. The Town establishes a minimum aggregate present value savings threshold of 3% of the refunding bond principal amount. The present value savings will be net of all costs related to the refinancing. Debt service savings may be taken in equal amounts over time or on an upfront or deferred basis, at the Town's discretion.
2. Restructuring. The Town will refund debt when it is in the best financial interest of the Town to do so. Such refunding will be limited to restructuring to meet unanticipated revenue

TOWN OF FRONT ROYAL
FISCAL POLICIES

expectations, achieve costs savings, mitigate irregular debt service payments release reserve funds or remove unduly restrictive bond covenants.

3. Term of Refunding Issues. The Town will refund bonds within the term of the originally issued debt. However, the Town may consider maturity extension, when necessary to achieve a desired outcome, provided that such extension is legally permissible. The Town may also consider shortening the term of the originally issued debt to realize greater savings. The remaining useful life of the financed facility and the concept of inter-generational equity should guide this decision.
4. Escrow Structuring. The Town shall utilize the least costly securities available in structuring refunding escrows. A certificate will be provided by a third party agent stating that the securities were procured through an arms-length, competitive bid process (in the case of open market securities), and that the price paid for the securities was reasonable within Federal guidelines. Under no circumstances shall an underwriter, agent or financial advisor sell escrow securities to the Town from its own account.
5. Arbitrage. The Town shall take all necessary steps to optimize escrows and to avoid negative arbitrage in its refunding. Any resulting positive arbitrage will be rebated as necessary according to Federal guidelines.

Bond Insurance

The Town may purchase bond insurance when such purchase is deemed prudent and advantageous. Use of bond insurance shall be based on such insurance being less costly than the present value of the difference between the interest on insured bonds versus uninsured bonds.

In the case of a competitive sale, the Town may permit bidders for its bonds to purchase bond insurance if such insurance will enhance the market reception and lower the interest rate on the Town's bonds. The Town will submit an application for pre-qualification for insurance to facilitate bidders' ability to purchase bond insurance. The winning bidder in a competitive sale will bear any associated cost with such enhancement.

In the instance of a negotiated sale, the Town will solicit quotes for bond insurance from interested providers. The Town will select a provider whose bid is most cost effective and whose terms and conditions governing the guarantee are satisfactory to the Town.

Debt Service Reserves

If necessary, the Town may establish a reserve fund funded from bond proceeds, subject to federal tax regulations and in accordance with the requirements of credit enhancement providers and/or rating agencies. The Town may purchase reserve equivalents (i.e., a reserve fund surety or letter of credit) when such purchase is deemed prudent and advantageous. Such equivalents shall be evaluated in comparison to cash funding of reserves on a net present value basis.

ENTERPRISE FUNDS

It is the intent to reflect the financial policies of the Enterprise Funds to provide for adequate cash management and bond coverage for the operation of the systems.

TOWN OF FRONT ROYAL
FISCAL POLICIES

Independence

The Enterprise Funds will maintain financial independence from the General Fund by:

- a. Continuing the funding of all Enterprise Fund revenue requirements from the Enterprise Fund thereby receiving no financial support from the General Fund.
- b. Issuing self-supporting debt payable solely from the Enterprise Fund.

Enterprise Fund Operating Reserve

The Town will maintain an Enterprise Fund Balance Reserve to provide for adequate cash flow, budget contingencies, and insurance reserves. The Enterprise Fund Balance Reserves will maintain a cash flow reserve within the Enterprise Fund in an amount equal to three months of budgeted operating expenditures and debt service payment. The Town will review annually the required cash flow reserve level that is necessary to meet the Town's cash flow needs. If it is determined that the three months of operating expenditure reserves is not adequate, the Finance Director shall propose an amendment to these policies.

Debt Service Coverage Ratio

Net Revenues should be at least 1.30 times the annual debt service requirement. Net Revenues shall be defined as operating revenues plus availability charges plus interest income less operating expenses plus depreciation and amortization. Excess revenues will be available to first build and maintain the Enterprise Cash and Cash Equivalents plus Long Term Investments then secondly to provide equity funding for future capital projects. Over time adherence to this policy will reduce the overall amount of debt issued by the Town for various Enterprise projects.

Asset Replacement and System Extension

Enterprise Funds shall annually assess asset replacement needs and system improvements necessary to continue to provide service at an acceptable level of service. The Capital Improvement Plan shall include all capital investments, and the Department Director shall review the amount of funds being set aside for replacement and/or extension of all Enterprise assets such that new assets will not be 100 percent debt financed.

SPECIAL GIFT CONTRIBUTIONS

The Town Manager may authorize the Purchasing Agent to purchase gifts or flowers for the following events with available funds from the affected Department's budget:

- Up to \$75 for the purchase of flowers for the death of an active full-time employee or retired employee
- Up to \$75 for the purchase of flowers for the death of an active or former Mayor or member of Town Council
- Up to \$50 for the purchase of flowers for the death of an immediate family member of an active full-time employee
- Up to \$35 for the purchase of flowers for an active employee in the hospital for an extended period or diagnosed with a serious illness

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- Up to \$150 for the purchase of a gift or gift card from a local Town business for an employee retiring from the Town

FLEET ACQUISITIONS

The Town shall make all efforts to reduce fuel costs associated with the operation of Town vehicles. To this end, the Town shall evaluate selection of the smallest, most fuel efficient vehicle that can satisfactorily perform the intended use of the vehicle.

Future vehicle acquisitions shall purchase compact or mid-size vehicles for daily operations. Large pickup and heavy-duty trucks shall be equipped with diesel engines unless otherwise approved. Fuel economy shall be specified in all vehicle bid specifications and shall be identified in all recommendations for purchase to Town Council.

The Town shall consider alternative fuel vehicles as technology and operating/maintenance costs allow.

ENTERPRISE SERVICES

The Town of Front Royal attempts to maintain very reliable, high quality water, wastewater, and electric services. However, continuous and uninterrupted service cannot be guaranteed. Variations in service characteristics and temporary loss of service can result from weather and other natural events, accidents, fires, orders of public authorities, and necessity for making repairs or replacements of the Utility's facilities. The Utility shall not be liable to customer for damages or losses resulting from such interruption or variation in service, unless due to the gross negligence of the Utility. Neither shall such interruptions or variations constitute a breach of any obligations of the Utility under any contract for service with the customer. Interruption of service caused by failure of equipment installed by the customer on the customer's side of service connection shall be the responsibility of the customer.

Meter reading cycles are established to allow for proper collection and processing of Utility consumption information for billing purposes. All residential customer accounts have their meters read and bills rendered monthly, as do all industrial customers, and commercial customers. Normally, a customer's meter is read on or about the same day of each monthly billing cycle; however, reading dates may vary as much as five days due to holidays, or other circumstances beyond the Utility's control. Estimated meter readings are used only in the event that the meter cannot be read directly due to obstruction, or when a meter malfunctions. In which case, the consumption recorded on the bill will indicate an estimated consumption was used, if the software system allows such messages.

If an outstanding Utility bill has not been paid by the specified date, a notice of delinquency will be sent alerting the customer of the delinquency and specifying the date by which all outstanding amounts and penalties must be paid to avoid disconnection of services.

The utility will not knowingly disconnect any service where the loss of service would constitute a threat to life for an individual on life support equipment. Each customer seeking life support status shall provide the appropriate certification by a physician and/or medical equipment provider of the equipment used. This certification/notification should also include the account holder name, patient name (if different from the account holder), account number, customer number, service location, and mailing address as well as the service location telephone number. Notification must be presented

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annually to the Utility documenting that such condition still exists. Life support designation does not guarantee there will be no interruption in electric service. Storms, accidents, and other emergencies are beyond the Utility's control therefore the customer should have a plan of action or alternative procedures in case of loss of electric service. Accounts with life support designation are not exempt from payments. Accounts with life support designation that become delinquent are subject to the assessment of penalties, late fees, and overdue collections up to and including restricted power until sufficient payment is made to bring the account current and full power is restored.

Generally speaking, the line of demarcation between the customer's responsibility and that of the Utility for installation and upkeep of pipes, cables, and fixtures is the applicable service delivery point, which may be the service meter. For sewer service, the customer's responsibility begins at the property line. For electric and water service, the Utility installs and maintains lines to, or near, the meter.

The Utility will respond promptly to high consumption and billing complaints. If examination of historical Utility consumption information for a customer location suggests the possibility of a meter deficiency or an erroneous meter reading, the Utility will reread the meter and conduct a field investigation at no charge to the customer. If the examination indicates no appreciable chance that the meter was misread or that it malfunctioned, the customer will be not charged for rereading the meter and conducting a field investigation. This fee will be waived if rereading and/or investigating the meter verifies an error or malfunction. Unless the Utility has good reason to believe a meter to be faulty, it is not required to replace it.

PAY-FOR-PERFORMANCE

The Town of Front Royal encourages the maximum performance from our employees in the completion of their job assignments. Under the current pay plan, job performance is not the basis for salary adjustments. Therefore, there is limited incentive for our staff to excel in their job responsibilities.

The Town has recently updated our Performance Appraisal Forms to simplify the review process for our supervisors and to better communicate job goals and expectations to our staff.

The Town shall investigate an alternative pay program that relates salary adjustments to performance. In addition, a Pay-for-Performance program can include one-time bonus, one-time reward for immediate recognition of exceptional performance, and pay increases based upon performance.

Adoption of a Pay-for-Performance program has been demonstrated to accomplish improved efficiency and productivity, improved constituent services, and creation of a new organizational culture.

The Town's Police Department has developed a program that falls into the Pay-for-Performance umbrella through their "Master Police Officer" program. Details of the program are included in the budget document.

Consideration of the Pay-for-Performance program will better allow the Town to prepare future budgets by allotting a specified amount funds for the three pay options. The budgeted funds are then allocated to staff based upon their performance appraisals.

Details of this program was developed in FY12-13 for consideration by Town Council.

Procedures for
Purchasing
And
Procurement
Manual

**TOWN OF FRONT ROYAL
PROCEDURES FOR PURCHASING AND PROCUREMENT MANUAL**

December 13, 2002
Revised

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PREFACE

The purpose of this Manual is to assemble in one volume the laws, procedures, rules and regulations pertaining to purchasing for the Town of Front Royal, Virginia.

This manual is authorized by Town Council resolution, dated December 13, 1982. It is based on the Virginia Public Procurement Act. Activities and procedures of the Town of Front Royal Purchasing Department are regulated by, and must comply with the Virginia Public Procurement Act of the Code of Virginia.

Employees of the Town of Front Royal are to follow the prescribed procedure outlined in this Manual in requesting purchases. It is the purpose of this Manual to serve as a continuing reminder of the duties and responsibilities involved in procuring required items.

The purchase function is to provide a centralized system for the procurement of materials, supplies, equipment and services at the lowest possible cost consistent with the quality needed for the proper operation of the various municipal departments.

Provision is outlined for the disposal of replaced and excess materials or property of the Town of Front Royal.

In the solicitation or awarding of contracts, no department of the Town shall discriminate against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

Our goal is the promotion of the Town's best interests through intelligent action and fair dealing which will result in obtaining the maximum value for each dollar of expenditure.

PROVISIONS

- I **Provisions** – for the establishment and basic function of the Town “Purchasing Division”.
- A. **Establishment of Purchasing Division:**
There shall be a division of the Town government designated as Purchasing, and the Purchasing Agent is and shall be charged with the management of said division, under the supervision of the Finance Director, pursuant to these policies, or such rules and regulations that may be prescribed by the Town Manager and/or the Town Council.
- B. **Appointment, Qualifications, Compensation of Town Purchasing Agent, Assistants and Subordinates:**
The Purchasing Agent shall be appointed by the Town Manager, and should have had, prior to his or her appointment, at least three (3) years experience in an executive capacity in a purchasing office or other equivalent experience. The compensation of the Purchasing Agent shall be fixed by the Town Council. The Town Manager, upon recommendation of the Finance Director may appoint such assistants and subordinates in the purchasing division as provided for in the annual budget.
- C. **Temporary Purchasing Agent:**
In the event of the unavailability of the Purchasing Agent, the Town Manager may appoint a “Temporary Purchasing Agent”. Release of the Temporary Purchasing Agent will be by written order of the Town Manager to the Finance Director.
- D. **Duties of the Purchasing Agent:**
The Purchasing Agent shall assist and coordinate the purchases of all supplies for the Town, manage any competitive procurements, as necessary, and dispose of personal property of the Town as provided by the Town Council. The Purchasing Agent shall require from the director of each department a requisition for the quantity and kind of supplies or services to be procured for the department. Upon certification that funds are available in the proper appropriations, such supplies shall be purchased and shall be paid for from funds in the department’s budget for that purpose. It is the individual department’s responsibility to ensure that no supplies shall be purchased unless there is an available appropriation balance sufficient to pay for such supplies. However, this procedure shall not prevent the Purchasing Agent from purchasing supplies for cash on account of storehouse stock for future use by the various departments under such regulations as the Finance Director and Town Manager may prescribe. The Purchasing Agent shall also perform such other duties as may be designated by the Finance Director or Town Manager.

E. Emergency Purchases:

In cases of emergency, a contract may be awarded or purchases may be made without competitive pricing, bidding or competitive negotiation; however, such procurement shall be made with such competition as is practicable under the circumstances. In such cases, during regular working hours, the Purchasing Agent will authorize the purchase order. If the Purchasing Agent is not available, the Finance Director or the Town Manager will make the authorization. For an emergency at other hours, purchases may be made directly by the using department, with the approval of the director. When emergency expenditures have been incurred, the Small Purchase process is used, and the purchase requisition is labeled "EMERGENCY". When the Purchasing Office is next open, the requisition document issued as confirming such purchase will be forwarded to the Purchasing Agent, along with the certification by the department director stating the facts of the emergency and any change in appropriations necessitated by the emergency.

F. Sole Purchases

Upon a determination in writing that there is only one source practicably available for that which is to be procured, a contract may be negotiated and awarded to that source without competitive sealed bidding or competitive negotiation. The writing shall document the basis for this determination. The department director shall issue a written notice stating that only one source was determined to be practicably available, and identifying that which is being procured, the contractor selected, and the date on which the contract was or will be awarded. This notice shall be posted in a designated public area or published in a newspaper of general circulation on the day the Town awards or announces its decision to award the contract, whichever occurs first. Public notice may also be published on the Town of Front Royal Web site.

G. Authority to Purchase Supplies for Storehouse

Subject to the supervision and control of the Finance Director, the Purchasing Agent shall have authority to purchase goods and supplies on the account of the storehouse stock and to furnish same goods to the various departments of the Town at cost. Such goods and supplies shall be paid for upon receipt of the proper Purchasing Documentation and charged to the Town's General Fund. As these goods and supplies are furnished to the various departments, the cost shall be credited to the Town storehouse and charged to the department for which such goods and supplies are issued. A perpetual stock record shall be kept of each item in the storehouse inventory.

H. Requirement to Purchase by Requisition:

Except as otherwise provided, no materials or supplies for use by the Town government may be ordered except by a requisition signed by the director of the department certifying that there is sufficient money appropriated and available to pay for the materials or supplies. Purchases or contracts for any supplies, materials, equipment, or contractual service by any department,

office, agency or individual, contrary to the provisions or the rules and regulations made herein, shall be subject to disciplinary action up to or including termination of the responsible individual's employment. The director of the department, office, agency or individual shall be personally liable for the cost of such order or contract, and if already paid for out of Town funds the amount therefore may be recovered in the name of the Town in any appropriate action. The Purchasing Agent may advise revision of requisitions and shall have power to refuse requisitions subject to appeal to the Town Manager who shall make the final decision.

I. Disposition of Replaced Articles of Equipment:

In any case where any article of equipment is purchased for the purpose of replacing similar equipment, or any property or material becomes excess to the needs of a department, the Town Manager is authorized to direct the Purchasing Agent to dispose of said equipment, property or materials in any manner provided by the Town Council.

J. General Disqualifications:

No member of the Town Council, nor the Town Manager nor any other officer or employee of the Town shall:

1. Solicit or accept money or other thing of value for services performed within the scope of his/her official duties, except the compensation, expenses or other remuneration paid by the agency of which he is an officer or employee.
2. Accept any money, loan, gift, favor, service, or business or professional opportunity that reasonably tends to influence him/her in the performance of his/her official duties.
3. Accept any business or professional opportunity when he knows that there is a reasonable likelihood that the opportunity is being afforded him to influence him in the performance of his official duties.
4. Accept gifts from sources on a basis so frequent as to raise an appearance of the use of his/her public office for private gain.
5. Any contract with the Town in which a member or members of the Town Council, or the Town Manager, or any other Town official or employee is interested, in violation of the provisions of this section, may be declared void by the Council; or where two or more members of the Town Council are so interested, such contract may be voided at the suit of any citizen. .

K. Debarment Procedures:

By resolution of the Town Council, a procedure was adopted for particular contractors whose performance has been unsatisfactory. The Purchasing Agent shall take action to exclude individuals or firms from contracting with the Town for particular types of goods or nonprofessional services for a period not more than five (5) years. Debarment does not relieve the contractor of responsibility for existing obligations. The causes for debarment pursuant to this policy include:

1. A recent record of failure to perform or of unsatisfactory performance in accordance with the terms of the contract.

2. Deliberate failure to perform in accordance with the contractual specifications or within the time limit provided by the contract.
3. Conviction under State or Federal statutes of a criminal offence where there was an attempt to obtain a public or private contract or subcontract, or in the performance of such contract or subcontract.
4. Conviction under State or Federal statutes of embezzlement; theft; forgery; bribery; falsification or destruction of records; receiving stolen property; or any other offense indicating a lack of business integrity or business honesty, which would affect the responsibility as a contractor with the Town.

An individual or firm being debarred from contracting with the Town will be notified in writing stating the reasons for the action taken, and shall be given the opportunity to be heard before a panel which shall include, but not be limited to, the using department and the Purchasing Agent. A copy of the debarment decision shall be mailed, or otherwise furnished, to the debarred individual or firm. The decision may be appealed in writing to the Town Manager within ten (10) calendar days of notice of debarment. The Town Manager's decision shall be final.

L. Exemptions for Certain Purchases:

1. The purchase of legal services or expert witnesses or other services associated with litigation or regulatory proceedings may be contracted without competitive bids or negotiations.
2. When authorized to do so by State specifications, purchase may be made through utilization of a State contract.
3. Purchases where competitive negotiation is appropriate.

PURCHASING PROCEDURES

II Purchasing Procedures - The following purchasing procedures are hereby established for the Purchasing Agent to govern his or her conduct and the conduct of assistants in their relations with the various departments of the Town and with vendors in their dealings with the Town. Except as provided by these procedures, no officer or employee of the Town government has the authority to contract for the purchase of materials, equipment, supplies, or other essentials except the Town Manager or the Purchasing Agent. The following procedures shall be used by every bureau, division or department. Any questions on instructions or preparation of forms should be directed to the Finance Director, the Purchasing Agent, or their designees. The department director may establish guidelines for his/her directorate that may be more stringent than within this document to maintain control over purchasing within that department.

A. Limitations: Authorization for purchases, following proper procedures, up to the amounts listed below, may be made.

1. Small Purchases - may be made with the knowledge and consent of the department director, up to an amount of \$2,000. Every effort should be made to ensure that the purchase is made in a competitive manner.
2. Verbal Quotations - for purchases in amounts greater than \$2,000 up to a threshold of \$10,000, not including vehicles or rolling stock, a minimum of three verbal or telephone quotations must be obtained. The quotations must be noted on the Requisition for Purchase form, with vendor name, contact person, and dollar amount quoted. The department director's, or designee's, signature must be affixed to requisition. All supporting documentation will be delivered to the Purchasing Agent for issuance of a Purchase Order.
3. Written Quotations - for purchases between \$10,000 and \$25,000, not including vehicles or rolling stock, a minimum of three written solicitations must be obtained. These solicitations must be on the vendor's letterhead. The department director's signature must be affixed to the requisition. In the event the department head is unavailable or unable to sign, the requisition must be signed by the Town Manager. All supporting documentation will be delivered to the Purchasing Agent for issuance of a Purchase Order.
4. Sealed Quotations or Competitive Negotiations - must be processed on all purchases over \$25,000, and purchase of vehicles or rolling stock. The Town Manager or Purchasing Agent may request sealed quotations on purchases of lesser amounts if deemed to be in the best interest of the Town to do so.
5. Purchasing Agent - will authorize purchase orders for amounts greater than \$2,000 up to the amount of \$25,000, provided sufficient appropriations exist and all competitive requirements have been met.

6. Town Manager – will authorize purchase orders in amounts over \$25,000, after formal approval by Town Council.
7. Town Council – must approve all purchases in amounts over \$25,000.

B. Distribution and Use of Forms:

1. Requisition for Purchase

The ordering department will use the Requisition for Purchase to instruct the Purchasing Agent to procure needed supplies and services. Accordingly, full and complete information should be provided. The requisition is to be signed by the department director, certifying that the items are required for Town business and that sufficient appropriations are available. The originating department should keep a copy of the purchase requisition on file for future audit purposes.

For purchases greater than \$2,000 and less than \$10,000, the requisition is signed by the Purchasing Agent, in addition to the department director, or designee, certifying that all procurement requirements have been met.

For purchases greater than \$10,000 and less than \$25,000, the Purchasing Agent, in addition to the department director, certifying that all procurement requirements have been met signs the requisition. In the event the department director is unavailable or unable to sign, the Town Manager must sign the requisition.

2. Request for Quotation

This form (RFQ or IFB) is designed for use in formal sealed bids in excess of \$25,000 estimated value, vehicles, and rolling stock. It may be used for requests of lesser value, but is not mandatory in those instances. This form is always initiated and prepared by the Purchasing department either at the request of the using department, or it is generated in the normal procurement process. On purchases of more than \$2,000 and less than \$25,000 quotations will be informally requested from at least three vendors. The vendor's name and their quotation should be listed on the purchase requisition, which the department director must sign. A notation should be made to justify any purchase where the lowest quotation is not accepted.

Competitive Negotiation

This method may be used upon determination in writing that competitive sealed bidding is either not practicable or fiscally advantageous to the Town for the purchase of goods, services, insurance or construction. The writing shall document the basis for this determination. A written Request for Proposal (RFP) is issued that describes in general terms what is to be procured, the factors to be used in evaluating the proposal, the applicable contractual terms and conditions, including any unique capabilities or qualifications

required of the contractor. After negotiations have been conducted, a contract is awarded.

3. Purchase Order

The Purchase Order is completed by the Purchasing Agent based upon information in the Requisition for Purchase. A Purchase Order is required for any procurement over \$2,000, and is optional for smaller amounts. The Purchasing Office will issue a Purchase Order to the vendor and provide copies to the Finance Department and originating department in addition to its own requirements. When the amount of the Purchase Order exceeds \$25,000, it must be approved by the Town Manager, whose signature will also certify that any purchase greater than \$25,000 has been formally approved by the Town Council.

4. Small Purchases

Pick-up purchases may be made directly by the originating department for procurements in amounts up to \$2,000. These purchases may be made locally or electronically. It is the responsibility of the ordering department to provide timely documentation to the Purchasing Agent. This documentation must be in the form of a signed and coded receipt and/or a properly executed purchase requisition. The department director's, or designee's, signature on the document confirms that the purchase is appropriate and that sufficient funds are available. Failure to comply with the requirements of the small purchases process may result in the loss of this privilege.

5. Credit Cards

Town credit cards have been issued to the Town Manager and Town Clerk. Additional cards are available use by employees on official Town travel. Receipts must be returned for all travel expenses charged to the card. Purchases made with a Town credit card for which receipts are not received may require personal reimbursement to the Town from the employee. No goods, supplies, materials or other commodities used for the operation of any Town department will be acquired through the use of a Town credit card.

III Duties of the Purchasing Agent and Assistants

A. General

It will be the duty of the Purchasing Agent and any assistants to:

1. Assist and coordinate the purchase or contract for all supplies needed by any division or department of the Town in accordance with the purchasing procedures prescribed in this manual. Direct and manage any competitive procurement required to secure materials and/or services.
2. Act to procure for the Town the highest quality supplies at the least expense to the Town.

3. Encourage competition and endeavor to obtain as full and open competition as possible on all purchases and sales.
4. Keep informed of current developments in the field of purchasing, market conditions, and new products, and secure for the Town the benefits of research done in the field of purchasing by other governmental jurisdictions, national technical societies, trade associations having national recognition and by private businesses and organizations.
5. Explore the possibilities for volume buying, so as to take full advantage of any and all discounts.
6. Act to procure for the Town all Federal and State Tax exemption to which it is entitled.
7. Cooperate with the Finance department so as to secure for the Town the maximum efficiency in budgeting and accounting.
8. Consult the Town department directors for advice and recommendations on items in question and regarding improvements in the purchasing process.
9. Prepare and maintain a vendor list classified according to materials, supplies, and service. Any firm may be placed on a vendor list upon application by letter, phone, email, or in person.
10. Prescribe and recommend such forms as shall be reasonably necessary to the efficient operation of the Purchasing Division.

IV General Purchasing Guidelines

A. Changes to Rules and Regulations

The Purchasing Agent will make recommendations to the Finance Director as to any necessary changes or additions to the procedures for the operation of the division.

B. Contracting

1. The Purchasing Agent will join with other units of government in cooperative purchasing plans when the best interests of the Town will be served.
2. The Purchasing Agent will initiate and sign all Purchase Orders. Those Purchase Orders that are greater in amount than \$25,000 must also be approved by the Town Council, and so designated by the signature of the Town Manager.
3. Before entering into a contract, the Town reserves the right to require a Performance bond from the successful bidder.
4. During the performance of any contract, the contractor must agree to:
 - a. Provide a drug-free workplace for the contractor's employees, and post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace.
 - b. Specify the actions that will be taken against employees for violations of such prohibition.

- c. State in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace
- d. Include the provisions of the foregoing clauses in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

C. **Competitive Sealed Bidding**

- 1. All specifications for purchases shall be definite and certain, not based on specific brands and shall permit maximum competition except in non-competitive situations.
- 2. All purchases and contracts for supplies shall, except as specifically provided otherwise, be based on competitive sealed bids in amounts where a single order or contract exceeds \$25,000.
- 3. When deemed necessary by the Purchasing Agent, bid deposits shall be prescribed in the notice inviting bids. Unsuccessful bidders shall be entitled to the return of deposit where the Agent has required it. A successful bidder shall forfeit any deposit required by the Purchasing Agent upon failure on his part to enter a written contract within ten (10) working days after the award.
- 4. **Bidding Procedure for Purchases Greater than \$25,000**
 - a. Bids shall be submitted sealed, on the Town form, to the attention of the Purchasing Agent and shall be identified as such on the outermost envelopes.
 - b. Notices and Invitations to Bid shall be identified in writing and posted in public.
 - c. Bids shall be opened in public at the date, time and place stated in the notices or bid forms.
 - d. A tabulation of all bids received shall be made available to anyone interested.
 - e. The Town Council and/or the Town Manager shall have the authority to reject all bids, part of all bids, or all bids for any one or more supplies or contractual services included in the proposed contract. However, bidders have the right to qualify their bid on an "all or none" basis.
 - f. Awards may be made to more than one offerer or bidder, and prompt payment discount or other favorable terms may be considered in determining the low bid.
 - g. If bids received are for the same total amount or unit price, quality and service being equal, first consideration shall be given to the local bidder.
 - h. No contract or purchase shall be subdivided to avoid the requirements of competitive bidding.
 - i. Uniform bidding as a result of an agreement or understanding with other bidders, which evidences fraud or deceit, will be basis for removal of such bidder or bidders responsible from the vender list maintained by the Purchasing Agent.

- j. The Town Council may waive the technical requirements imposed by this manual when it deems the same to be in the best interest of the Town.

B. Competitive Negotiations

1. The department director determines in writing that competitive sealed bidding is either not practicable or not fiscally advantageous. The writing shall document the basis for this determination.
2. A written Request for Proposal is issued, describing in general terms what is to be procured, the evaluation factors, applicable terms and conditions.
3. A notice of the RFP is publicly posted at least ten (10) days prior to the date set for receipt of proposals, and will be published in a newspaper of general circulation.
4. All prospective offerors are furnished identical information. Any changes or additions to the RFP will be issued in writing to all prospective offerors.
5. A public opening is not required. If the RFP states that a public opening will be held, the names of the offerors is the only information read aloud.
6. Proposals are evaluated against the criteria contained in the RFP.
7. Negotiations are conducted with selected offerors.
8. A contract is negotiated and awarded to the offeror.

C. Awarding Contract

1. The Town Council will award any contract for amounts greater than \$25,000.
2. The Purchasing Agent will approve contracts for amounts up to \$25,000.
3. Contracts shall be awarded to the lowest responsive and responsible bidder. In determining "lowest responsive and responsible bidder", in addition to price, the Town Council, Town Manager or Purchasing Agent may consider:
 - a. The ability, capacity and skill of the bidder to perform the contract.
 - b. Whether the bidder can perform the contract promptly, or within the time specified without delay or interference.
 - c. The character, integrity, reputation, judgement, experience and efficiency of the bidder
 - d. The quality of performance of previous contracts.
 - e. The previous and existing compliance by the bidder with the laws and ordinances relating to the contract.
 - f. The sufficiency of the financial resource and ability of the bidder to perform the contract.
 - g. The quality, availability and adaptability of the supplies, to the particular use required.
 - h. The ability of the bidder to provide future maintenance for the use of the subject of the contract.
 - i. The number and scope of conditions attached to the bid.

E. Small Purchases

Purchases in amounts greater than \$2,000 and less than \$10,000 shall, wherever possible, be based on at least three competitive quotations or offers, and noted on the "Requisition for Purchase" form. Purchase between \$10,000 and \$25,000 must be based on at least three written quotations, received on a vendor letterhead. The Purchasing Agent shall keep a record of all purchases and the bids submitted in competition, and such records shall be open to public inspection.

F. Solicitation of Bids

For contracts or purchases greater than \$25,000, the Purchasing Agent shall at least ten (10) days before bids are due, publish a request for bids in a newspaper of local circulation, giving a description of the project or product needed and asking for the submission of sealed bids from responsible contractors or suppliers. In addition, the Town may solicit bids by any and all other means.

G. Disposal of Excess Materials or Property:

When items of property and materials become excess to the need of a department, the Purchasing Agent shall be notified by the department director. The Purchasing Agent will then proceed to dispose of such excess property or materials by one or more of the following methods:

1. Transfer to another department if a valid requirement exists in the department. Such transfer will be limited to property that is in good condition and with a reasonably long life expectancy.
2. Sale by public auction or by private sale as provided in Town Code.
3. Dismantle for parts.
4. Transfer or destruction of property as otherwise directed by the Town Council.
5. No item will be disposed of except through the Purchasing Office.

IV Items that may be processed directly by to Finance Director subject to the availability of funds

- A. Contracts for equipment maintenance service
- B. Contracts for services or commodities (i.e. utilities, postage, etc...).
- C. Dues for professional and organizational membership
- D. Insurance premiums and Workmen's Compensation as approved by the Town Council
- E. Mileage and other travel reimbursements
- F. Newspaper and periodical subscriptions
- G. Purchases of Real Estate as directed by the Town Council

V. Advisory Committee on Standardization and Specifications

- A. There is hereby established an administrative Advisory Committee on Standardization and Specifications. The Committee shall be composed of the Finance Director, who shall preside, the department directors using the item, the Town Purchasing Agent and such other members as the Finance Director may from time to time appoint.
- B. The function of the Committee shall be to advise as to the classification of supplies and the specifications of standard supplies used by the Town.
- C. All standardization and specifications are to be made along specific lines so as to encourage bids, avoiding the use of trade names or company specifications.
- D. The Committee shall meet at the call of the Finance Director and shall consider such matters as may properly come before it.

VI General Information for Vendors Dealing with the Town

This section is directed to the vendors dealing with the Town so that they and their representatives can become better acquainted with the Town purchasing process. It is the intention of the Purchasing division to make the Vendor-Town relations both pleasant and business like. Answers to questions not found in this manual may be addressed by contacting the Purchasing Agent's Office or the Finance Director.

A. Purchasing Division Office

The Purchasing division office is located at:

Purchasing Agent
Finance Payment Center Building
15 N. Royal Avenue
P.O. Box 1560
Front Royal, VA 22630

B. Telecommunication Numbers

Telephone: (540) 636 – 6889 Fax: (540) 636 – 7473
Emails: Purchasing cahartman@frontroyalva.com
 Finance kgilkeybreeden@frontroyalva.com
 Town www.frontroyalva.com

C. Purchase Order as Means of Purchasing

All purchases in amounts greater than \$2,000 must be authorized by a Purchase Order prepared by the Purchasing Office based upon a requisition from the ordering office.

D. Information to Vendor or Purchaser

Correct and complete detailed specifications and a formal bid proposal will be mailed to vendors on file for the particular material, supply or service. Notice will be given for a period of at least ten (10) days. Bids will be opened in public at the time and place stated in the bid form.

- E. Formal Bids for Items Constantly Needed by the Town
Such materials, supplies or services that are constantly needed for Town operation will be set-up by the Purchasing Office on a formal bid when, in the opinion of the Town Manager, the volume justifies such action, and the contract will be awarded for a definite period.
- F. Vendor's Contact with Town
The Purchasing Agent's Office is the first point of contact when wishing to present or demonstrate a product. Waste of vendors' time and that of other Town officials will be avoided by vendors going directly to the Purchasing Office. The Purchasing Agent will set up appointment with department directors to witness any presentation or demonstration of a product.
- G. Vendor's Samples
When samples are requested with bids, they are held until after award is made unless otherwise specified. When a vendor wants to submit a sample of his product for trial use, it must be presented at no cost to the Town.

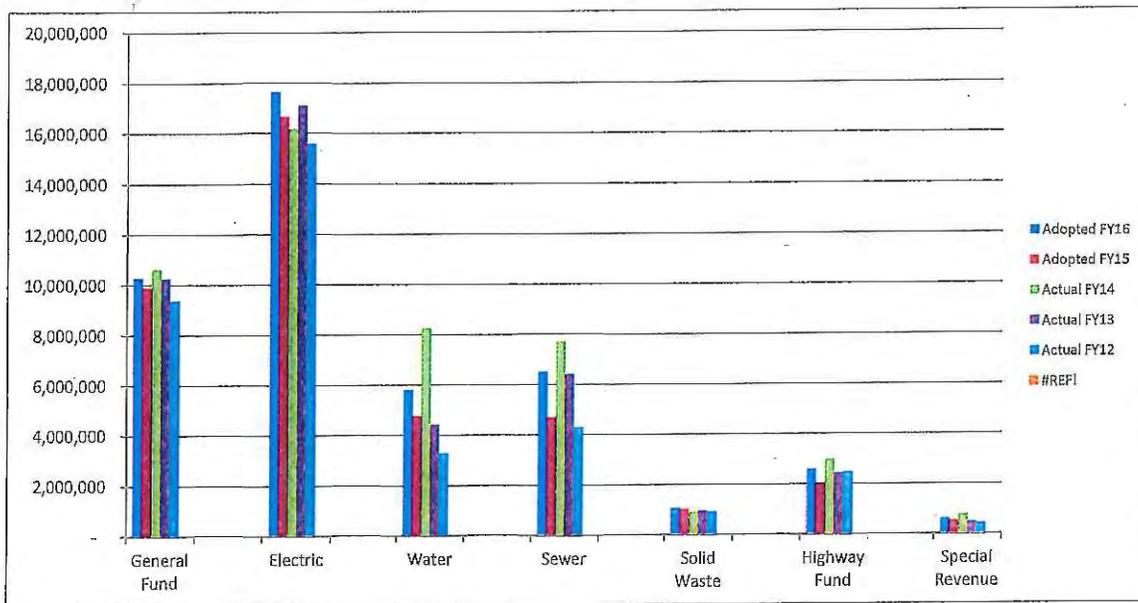
Proposed

FY 2016-2017

Annual Revenue

Revenue Review

	Proposed FY17	Adopted FY16	Adopted FY15	Actual FY14	Actual FY13	Actual FY12
General Fund	10,813,725	10,237,975	9,876,685	10,592,827	10,220,773	9,338,349
Electric	18,522,865	17,615,850	16,645,780	16,146,896	17,072,257	15,563,614
Water	5,745,055	5,789,500	4,758,385	8,231,382	4,398,513	3,271,730
Sewer	6,504,130	6,465,000	4,683,205	7,670,035	6,361,616	4,265,056
Solid Waste	1,096,135	1,015,500	996,800	861,963	912,653	877,571
Highway Fund	2,555,345	2,536,220	1,991,685	2,939,805	2,388,217	2,420,284
Special Revenue	580,740	580,740	517,580	740,773	442,742	389,683
	<u>\$ 45,817,995</u>	<u>\$ 44,240,785</u>	<u>\$ 39,470,120</u>	<u>\$ 47,183,681</u>	<u>\$ 41,796,771</u>	<u>\$ 36,126,287</u>



REVENUE OVERVIEW

General Fund

Real Estate and Personal Property tax rates are scheduled to be set (April 2016) at the rate of 0.13 per \$100 of assessed value as determined by the County of Warren Commissioner of Revenue, with 0.02 of \$100 allocated to capital projects designated in Community Development Division of the Budget and another 0.02 of \$100 assessed value place in contingencies for debt service relating to Leach Run Parkway and the completion of a new Police Headquarters. The personal property will remain at 0.64 per \$100 assessed value and the PPTRA (Personal Property Tax Relief Act) percentage at 67% up to \$20,000 value of vehicle.

Revenue projections have continued to increase during the past 2 years based on the trending of the budget cycle, these projections are still conservative in nature. The Finance Director will continue to monitor the trends of the Towns revenue streams throughout the remaining FY16 and into the FY17 fiscal year for changes that may occur.

Meals [0.04] and lodging [0.06] tax rates will remain the same as previous years, and the annual permanent decal fee will remain at \$25.00 per vehicle.

Support from the Enterprise funds is based on the funding formula accepted by the Town Auditors.

Highway Fund

Revenue for the Highway fund continues to come from State funding of \$1,748,500, a small reduction from last years revenue, and a transfer from General Fund in the amount of \$472,345, the Town will also rely on additional funding from VDOT for several revenue sharing projects that need to be completed. The amount from General Fund is based on actual revenue estimates and nothing from Fund Balances or from potential

proffers. The funding from the State is the assumption based on information received from VDOT.

Energy Services

Rates to the Towns' customers will remain the same as the previous 6 years, based on the calculation from the Town's energy supplier. A rate study has begun and those results will be distributed to Council in the fall of 2016. The department continues to work on improving the Towns electric portfolio to get the best possible energy resources for our customers, this continuation of work has resulted in the Town having the lowest power rates in the Commonwealth of Virginia, at this time.

Water and Sewer

During fiscal year 2011 the Town completed an extensive rate study for both water and sewer and was presented with the results of this study by Burton and Associates in early January 2011. Due to bond issuance for capital projects for both the water and sewer plant, it was determined that a rate increase would be needed over the next several budget cycles. Therefore, during the budget FY12 water rates increased by 8.5% and sewer rates by 30%; FY13 the rates remained the same, FY14 they again increased by 23.5% for water and 20% for sewer services and during FY15 pending bonds for the expansion of the sewer plant and more mandates for the water plant rates increased 6.5% for water and 10% sewer. During fiscal year 2015 it was determined the Town would qualify for an interest free bond/grant for the expansion of the sewer plant and due to refinancing water bonds the Town found a cost savings. The Town also once again turned to Burton and Associates to review the rate structure, based on the above information and the completion of two major water and sewer users, the Staff was able to provide a reduction in sewer rates by 6.5% and water to remain the same in FY16, there is no rate adjustment proposal for FY17.

Solid Waste Management

The department of Solid Waste Management continues to strive to serve the citizens of the Town in a cost effective method yearly, monthly and weekly, but continue to fall short in revenues vs. expenditures. The Department has once again been challenged with how and where cuts can

be made and still provides an outstanding service. The department has managed to maintain the same rates in FY16 that is not the same for FY17. During this budget cycle the department has completed an evaluation of the day to day operations, this has resulted in several recommendations that the department have begun to implement. A rate study was suggested by the consulting firm, that being stated, there is no funding in the proposed budget for that study, staff still needed to propose a rate increase to allow revenues to balance with expenses.

General Fund including Streets							
Acct #	Acct Name	FY17 Proposed	FY16 Adopted	FY15 Actual	FY14 Actual	FY13 Actual	FY12 Actual
3110101	Real Estate	\$ 980,000	\$ 970,000	\$ 977,193	\$ 1,072,911	\$ 849,630	\$ 867,767
3110102	Delinquent R/E	-	-	(7,128)	(4,968)	(8,132)	(8,581)
3110201	Public Service R/E	21,000	15,000	22,776	21,375	20,480	36,114
3110203	Public Service P/P	1,230	1,230	817	1,598	517	2,384
3110301	Personal Property	300,000	300,000	287,188	249,103	276,426	281,910
3110302	Delinquent P/P	-	-	(42,855)	(28,129)	(21,171)	(25,097)
3110601	Penalty on taxes	14,000	13,000	14,379	12,717	13,231	14,867
3110602	Interest on taxes	17,000	13,000	19,163	12,588	11,931	16,244
3120101	Sales Tax - Warren	862,500	850,000	852,134	943,728	1,402,458	730,391
3120301	BPOL	682,500	655,000	676,364	665,177	648,407	610,295
3120307	Penalty BPOL	7,000	7,000	6,392	7,317	8,528	2,365
3120401	Franchise Tax	70,000	70,000	60,797	70,212	87,213	19,385
3120402	Deregulation	1,000	1,000	806	818	763	10,091
3120403	Consumer Tax	180,000	165,000	176,402	163,319	182,951	172,832
3120404	Deregulation-Local	45,000	34,000	45,575	-	37,863	45,452
3120501	Auto Decals	365,000	357,000	362,923	357,359	354,605	350,500
3120601	Bank Stock Tax	240,000	215,000	242,410	214,502	192,936	235,301
3121001	Lodging Tax	335,000	325,000	304,833	336,088	291,537	285,245
3121101	Meals Tax	1,455,000	1,420,000	1,446,707	1,414,207	1,356,813	1,262,197
3121201	PILOT	435,000	420,000	389,041	407,661	401,492	372,920
3121211	PILOT - Warren County	82,500	-	-	-	-	-
3130306	Zoning Income	28,000	28,000	23,715	29,180	21,746	25,317
3130308	Public ROW Use Fee	5,000	5,000	1,320	(2,959)	4,115	49,271
3130319	Sign Permits	-	-	375	30	60	-
3140101	Fines & forfeitures -CP	175,000	135,000	171,585	133,259	173,881	196,549
3140111	Town issued tickets	25,000	15,000	821	24,508	5,785	17,172
3150101	Interest on Bank Deposits	50,000	50,000	37,483	46,061	83,066	82,183
3150207	Rent - Adelphi	10,250	10,250	11,181	10,886	10,579	10,255
3161303	Credit Card Fees	20,000	-	19,156	18,299	14,565	7,189
3161305	Income from Visitor Center	18,000	18,000	12,707	14,466	9,653	11,055
3161306	Co-op Advertising	4,000	4,000	2,020	1,220	8,294	4,100
3161307	225th Celebration	-	-	-	-	1,550	-
3161602	Sale of Publication	500	500	15	91	322	535
3189902	Private Donations	-	-	1,974	1,700	3,800	1,500
3189903	Donations - Trees	-	-	-	100	3,200	4,600
3189908	Donations -Community Policing	-	-	-	-	1,463	33,301
3189912	Miscellaneous	5,000	5,000	2,392	3,664	3,951	4,726
3220103	Rolling Stock Tax	20,000	20,000	17,453	18,331	17,367	15,139
3220104	Animal Friendly Plates	65	-	61	61	-	-
3220106	VA - PPIRA	287,000	287,000	287,000	287,000	287,000	287,000
3220108	Rental Tax Vehicles	65,000	55,000	64,145	68,389	53,896	38,205
3220401	Communication Tax	170,000	170,000	170,799	169,927	176,398	156,957
3230701	State Aid - Police	338,350	338,350	338,352	338,252	338,352	338,352
3310003	Grant -AntiDrug Enforcement	-	-	-	-	4,124	-
3310004	Grant - Arts Commission	4,500	4,500	4,500	5,000	5,000	5,000
3310004	Grant - Oritorial Society	500	500	500	-	-	-
3310010	Grant Proceeds	-	-	-	-	-	1,000
3310012	Community Policing	27,000	27,000	24,357	27,454	1,125	61,597
3310112	Grant - Forestry	-	-	-	100	-	42,556
3310118	Drug Task Force	-	-	-	-	-	3,818
3410201	Sale of Gov't Vehicle & Equip	5,000	5,000	-	-	8,620	-
3410202	Sale of Real Estate	-	-	-	-	180	-
3410203	Overpayments	-	-	-	-	-	(22)
3410205	Insurance Recoveries	20,000	15,000	64,537	830	18,321	5,994
3410209	Reimbursement	-	-	2,953	2,429	6,385	-
3510101	Transfer from Water Fund	936,250	840,000	663,355	623,000	623,000	421,000
3510102	Transfer from Electric Fund	1,500,000	1,470,000	1,471,000	1,471,000	1,471,000	1,471,000
3510104	Transfer from Refuse Fund	35,000	33,645	67,230	30,510	19,260	122,000
3510107	Transfer from Sewer Fund	951,250	850,000	750,000	735,200	735,200	489,950
3510112	Transfer from Hwy Fund	-	-	-	-	-	125,000
3510109	Cash Over/short	-	-	(567)	(355)	(383)	2,096
3510110	Appropriated Funds Forward	-	-	351,794	592,640	616,804	226,656
3888888	Special Revenue	19,330	20,000	13,558	24,970	1,422	21,369
	Total Revenue	\$ 10,813,725	\$ 10,237,975	\$ 10,411,690	\$ 10,592,827	\$ 10,837,577	\$ 9,565,005
	Adopted Budget	\$ 10,813,725	\$ 10,237,975	\$ 9,876,685	\$ 9,663,260	\$ 9,263,825	\$ 9,263,825
	Amended Budget			\$ 10,286,528	\$ 10,245,789	\$ 10,184,740	\$ 11,027,618

Street Fund	FY17 Proposed	FY16 Adopted	FY15 Actual	FY14 Actual	FY13 Actual	FY12 Actual
3150101 Interest on Bank Deposit	\$ 18,000	\$ 18,000	\$ 16,942	\$ 18,089	\$ 26,239	\$ 26,700
3150106 Misc Interest on A/R	2,000	2,780	284	4,096	418	562
3160702 Street & Walk Assessment	1,000	1,000	1,071	1,240	1,024	999
3160704 Curb & Gutter Charge	1,000	1,000	(254)	2,608	434	1,933
3189912 Miscellaneous	-	-	2,926	323	-	-
3240406 Street Construction & Maint	1,748,500	1,760,000	1,755,864	1,708,888	1,660,012	1,628,936
3240407 Transfer from General Fund	472,345	353,440	280,685	523,395	634,447	758,813
3410206 Reimbursements	20,000	-	46,699	74,218	65,642	-
VDOT Revenue Sharing	187,500	400,000	-			
Grant for Sidewalks	105,000					
3510110 Appropriated Funds Forward	-	-	542,657	606,947	358,974	355,112
	\$ 2,555,345	\$ 2,536,220	\$ 2,646,874	\$ 2,939,805	\$ 2,747,191	\$ 2,773,056
Adopted Budget	\$ 2,555,345	\$ 2,536,220	\$ 1,991,685	\$ 2,041,395	\$ 2,167,597	\$ 2,282,813
Amended Budget			\$ 2,534,342	\$ 2,648,342	\$ 2,517,421	\$ 2,637,925
Total General & Streets	\$ 13,369,070	\$ 12,774,195	\$ 13,058,564	\$ 13,532,631	\$ 13,584,768	\$ 12,338,060
PILOT - Warren Co	MOU between Town and County states that the County will pay the Town a percentage of Lodging taxes collected on the Rt 522 Corridor - due December of each year.					
	FY17 will be the first year the town will receive these funds and assumption the revenue should be approximately \$235,000 annual...these funds will be used for Community Development.					
	This budget only includes enough revenue to start this program					
	\$82,500 ...Council can direct staff how to allocate the remaining \$152,500					

Dept of Energy Services							
Acct #	Acct Name	FY17 Proposed	FY16 Adopted	FY15 Actual	FY14 Actual	FY13 Actual	FY12 Actual
3150101	Interest on Bank Deposit	\$ 40,000	\$ 42,500	\$ 33,885	\$ 37,460	\$ 52,604	\$ 99,677
3150106	Misc Interest On AR	-	-	-	-	-	-
3161703	Connection Charges	100,000	100,000	18,875	215,066	168,373	51,232
3161704	Lease of Meter Socket	900	900	-	-	781	150
3161705	Pole Attachment	60,000	50,000	80,363	48,377	35,228	47,879
3161901	Electric Current	17,890,000	17,042,450	16,940,402	14,857,401	16,168,549	15,272,912
3161903	Temporary Service Charge	500	500	65	155	195	65
3161904	Penalties	250,000	200,000	360,291	185,960	186,634	165,593
3310111	Internal Loan - Renovation	150,000	150,000	150,000	150,000	150,000	-
3410201	Sale of Gov't Veh & Equipment	5,000	5,000	-	-	11,214	-
3410204	Sale of Materials & Supplies	5,000	5,000	4,078	7,761	2,827	12,985
3410205	Insurance Recoveries	7,500	7,500	-	18,219	2,435	-
3410209	Reimbursement	-	-	16,514	-	283,206	-
3510110	Appropriated Funds Forward	-	-	566,218	612,338	897,994	821,458
3888888	Special Revenue	13,965	12,000	14,502	14,159	10,213	10,594
	Total Electric fund	\$ 18,522,865	\$ 17,615,850	\$ 18,185,193	\$ 16,146,896	\$ 17,970,251	\$ 16,482,545
	Adopted Budget	\$ 18,522,865	\$ 17,615,850	\$ 16,645,780	\$ 16,530,300	\$ 16,008,316	\$ 15,790,437
	Amended Budget			\$ 17,214,698	\$ 17,142,638	\$ 17,178,235	\$ 16,611,895
	Rate Increases	FY17 0%	FY16 0%	FY15 0%	FY14 0%	FY13 0%	FY12 0%
	rate study started 1.16 ...results will be given during 1st quarter of FY17 with recommendations to take place Jan 2017						
Sewer Fund							
Acct #	Acct Name	FY17 Proposed	FY16 Adopted	FY15 Actual	FY14 Actual	FY13 Actual	FY12 Actual
3150101	Interest on Bank Deposit	\$ 35,000	\$ 40,000	\$ 35,139	\$ 38,609	\$ 54,201	\$ 113,009
3160710	Assessment Charges	500	500	-	4,246	(4,410)	-
3161703	Connection Charges	140,000	100,000	492,874	108,121	2,084,235	188,362
3161706	Connection Fee = CIP	-	-	-	6,600	11,000	28,600
3161908	Sales of Sewer - In Town	3,448,500	3,448,500	3,781,335	3,178,625	3,105,635	3,197,929
3161909	Sales of Sewer - Out of Town	2,821,500	2,821,500	2,313,632	1,185,909	914,985	740,549
3161912	RV Station Fees	54,130	50,000	54,128	61,725	60,330	43,292
3310001	Grants	-	-	11,667,489	2,000	-	-
3410201	Sale of Gov't Vehicle & Equip	4,000	4,000	2,250	-	10,715	-
3410001	Bond Proceeds	-	-	39,377,600	-	-	-
3410205	Insurance Recoveries	-	-	-	-	-	-
3410206	Reimbursements	-	-	534	-	123,875	-
3510110	Appropriated Funds Forward	-	-	1,631,318	3,083,699	3,624,738	3,359,715
3888888	Special Revenue	500	500	-	500	1,050	1,050
	Total Sewer Fund	\$ 6,504,130	\$ 6,465,000	\$ 59,356,299	\$ 7,670,035	\$ 9,986,354	\$ 7,672,507
	Adopted Budget	\$ 6,504,130	\$ 6,465,000	\$ 4,683,205	\$ 4,333,315	\$ 4,055,463	\$ 4,077,540
	Amended Budget			\$ 57,359,612	\$ 7,419,014	\$ 7,794,926	\$ 74,347,255
	Rate Increases	FY17 0%	FY16 -6.50%	FY15 10%	FY14 20%	FY13 0%	FY12 30%

Water Fund							
Acct #	Acct Name	FY17 Proposed	FY16 Adopted	FY15 Actual	FY14 Actual	FY13 Actual	FY12 Actual
3150101	Interest on Bank Deposit	\$ 35,000	\$ 40,000	\$ 35,139	\$ 39,099	\$ 54,201	\$ 69,774
3160706	Antenna Rental - Water Tower	80,000	70,000	83,034	78,034	69,402	65,880
3160710	Assessment Charge	-	-	-	-	(10)	-
3161703	Connection Charges	75,000	75,000	242,916	72,670	860,188	84,371
3161706	Connection Fee = CIP	-	-	-	5,500	8,800	30,800
3161904	Penalties	-	-	13,135	-	-	-
3161906	Sale of Water - In Town	3,040,000	3,080,000	2,942,461	2,427,832	2,230,755	2,331,128
3161907	Sale of Water - Out of Town	2,510,555	2,520,000	1,883,889	1,251,637	857,367	699,929
3310001	Grants	-	-	-	2,000	-	-
3410001	Bond Proceeds	-	-	-	2,835,000	-	-
3410201	Sale of Gov't Vehicles & Equip	4,000	4,000	-	-	10,715	-
3410205	Insurance Recoveries	-	-	-	411,007	-	-
3410206	Reimbursements	-	-	-	-	307,094	-
3510110	Appropriated Funds Forward	-	-	3,890,323	1,108,603	231,649	87,441
3888888	Special Revenue	500	500	-	-	-	-
Total Water Fund		\$ 5,745,055	\$ 5,789,500	\$ 9,090,898	\$ 8,231,382	\$ 4,630,162	\$ 3,369,323
Adopted Budget		\$ 5,745,055	\$ 5,789,500	\$ 4,758,385	\$ 4,578,135	\$ 4,229,525	\$ 4,139,852
Amended Budget				\$ 8,648,708	\$ 8,523,738	\$ 5,110,943	\$ 4,227,293
Rate increases		FY17	FY16	FY15	FY14	FY13	FY12
		0%	0%	6.5%	23.5%	0%	8.5%
Solid Waste Management							
Acct #	Acct Name	FY17 Proposed	FY16 Adopted	FY15 Actual	FY14 Actual	FY13 Actual	FY12 Actual
3150101	Interest on Bank Deposit	\$ 16,000	\$ 18,000	\$ 16,942	\$ 18,189	\$ 24,959	\$ 10,707
3160802	Sale of Services	960,000	958,000	961,938	822,417	858,448	842,809
	proposed increase	86,000	-	-	-	-	-
3160804	Tipping Fee- Warren County	21,000	25,000	13,760	9,495	12,819	14,282
3160805	Sale of Plastic Bags	1,635	3,000	1,663	1,862	2,095	3,447
3160807	Sale of Recycle Containers	-	-	-	-	-	10
3160808	Sale of Recycle - Other	7,500	7,500	6,832	-	9,846	6,315
3160809	Sale of Mulch	-	-	-	-	-	-
3410201	Sale of Gov't Veh & Equipment	4,000	4,000	-	-	4,486	-
3510110	Appropriated Funds Forward	-	-	-	10,000	33,496	8,622
3888888	Special Revenue	-	-	-	-	-	-
Total Refuse Fund		\$ 1,096,135	\$ 1,015,500	\$ 1,001,135	\$ 861,963	\$ 946,149	\$ 886,193
Adopted Budget		\$ 1,096,135	\$ 1,015,500	\$ 996,800	\$ 983,300	\$ 1,042,221	\$ 1,034,146
Amended Budget				\$ 996,800	\$ 993,300	\$ 1,067,642	\$ 1,042,768
Rate increases		FY17 Option #1	FY16	FY15	FY14	FY13	FY12
Residential		12.00 to 12.00			11.00 to 12.00		
		13.75 to 14.75			12.00 to 13.75		
		23.00 to 26.00					
Private Property		5.00			5.00		
Commercial		190.00 to 215.00			180.00 to 190.00		
		240.00 to 300.00			230.00 to 240.00		
Tipping		37.00 to 58.00			37.00		

Acct #	Acct Name	FY17 Proposed	FY16 Adopted	FY15 Amended	FY14 Actual	FY13 Actual	FY12 Actual
<i>Asset Forfeitures</i>							
3310005	Grants - Asset Forfeitures	\$ 12,000	\$ 12,000	\$ 6,057	\$ 8,402	\$ 16,746	\$ 4,892
3310121	Federal - Asset			1,263	191,291	-	26,275
3510110	Appropriated Funds Forward			195,981		5,357	
<i>Downtown Service District</i>							
3110101	Real Estate Tax			-	-		-
<i>Economic Development</i>							
3110101	Real Estate Tax	193,740	193,740	97,250	95,150	133,516	133,516
3510105	Transfer from General Fund		-	28,490	-	62,123	-
<i>Special Projects</i>							
3110101	Real Estate Tax	375,000	375,000	379,840	159,940	225,000	225,000
3190106	Repayment South Town Project				-		-
3510110	Appropriated Funds Forward			347,974	285,990	144,097	
<i>Total Other Revenue</i>		\$ 580,740	\$ 580,740	\$ 1,056,855	\$ 740,773	\$ 586,839	\$ 389,683
Adopted Budget		\$ 580,740	\$ 580,740	\$ 517,580	\$ 267,090	\$ 432,639	\$ 370,516
Amended Budget				\$ 1,061,535	\$ 749,371	\$ 607,623	\$ 370,516

User Fee Structure

Department	Description	FY16 Amount	
Electric	Electric Meter Inspection [2 within 12 months]	no charge	
	Electric Meter Inspection [after 12 months]	25.00	per inspection
	Installation of Pole for Dusk to Dawn light	150.00	
	Underground Utility Inspection	50.00	per inspection
DES & PW	After hour shut-off calls [water]	25.00	
	Construction Specifications	15.00	
	Excavation for Swer Clean out Installation	350.00	
	Grease Trap Inspection [3rd and all subsequent]	50.00	per inspection
	Recreational Vehicle Septic Tank Dump	17.50	each
	Septic Tank Waste	50.00	per 1,000 gallons
	Temporary Hydrant Meter Deposit	400.00	5/8" meter
	[an agreement for reading meter must be signed]	1,500.00	>5/8" meter
	Tires on rim [not to exceed 16.5 inches]	2.50	per tire
	Tires without rim [not to exceed 16.5 inches]	1.50	per tire
	Tires over 16.5 Inches [with or without rim]	3.00	per tire
	Water Meter Test [2nd or subsequent test]	25.00	each
	White Goods Disposal, commercial	15.00	per item
	White Goods Disposal, Residential	no charge	
	Freion removal [from white goods commercial or res]	15.00	per item
	Yard Waste Disposal - Commercial - Large Truck	50.00	
	Yard Waste Disposal - Commercial - Pickup Truck	25.00	
	Yard Waste Disposal - Residential [Town decal]	no charge	
	On-Call Refuse Collection	no charge	up to 20 bags
			> 20 bags
			100.00
	On-Call Refuse Collection [2nd in Calendar year]		25.00
	On-Call Refuse Collection [3rd & above in calendar year]		50.00
Finance	Bad check charge	35.00	
	Credit Card Convenience fee	2.35%	.25 transaction
	Penalty on utility bill after original due date	2%	
	Late fee on utility bill after 2nd due date	10.00	
	Reconnection fee [non payment]	20.00	30.00/40.00/50.00
	Work order fee	5.00	
	Tampering with electric or water meter fee	1,000.00	
	Copies	0.15	each
Misc	Complete copy of Town Code	100.00	
	Update service, Town code	40.00	per year
	Filing fee - Right of Way Vacation	100.00	
Planning & Zoning	Administrative Variance - processing fee	100.00	
	BAR request - processing fee	100.00	
	BZA application - processing fee	300.00	
	Business Licence Zoning clearance	10.00	
	Certificate of Compliance - issuing	25.00	
	Application amend Comprehensive Plan - Processing	400.00	
	Copy of Comprehensive Plan	20.00	each
	Amendment to Zoning Ordinance - processing	400.00	
	Rezoning Application - processing	450.00	
	Sign Permit Application [Entrance Corridor]	75.00	
	Sign Permit Application [Permanent]	50.00	
	Sign Permit Application [Temporary]	25.00	
	Special use Permit Application	400.00	
	Copy of Zoning Ordinance	15.00	
	Zoning Permit, Commercial Accessories/Additions	100.00	
	Zoning Permit, Residential Accessories/Additions	25.00	
	Zoning Permit, Multi-Family Residential Dwelling	100.00	
	Zoning Permit, New Commercial	100.00	
	Zoning Permit, New Single Family Dwelling	75.00	

FY 2016-2017

Proposed
Annual Expense
Budget

FY16-17 Budget Summary

	Personnel &		Capital	Debt Service	Transfers	Total	FY16 Adopted	Difference
	Fringe	O & M						
Town Council	123,900	94,500	-			218,400	310,755	(92,355)
Clerk of Council	80,430	3,885	-			84,315	49,840	34,475
Board of Elections	-	9,000				9,000		9,000
Town Manager	250,515	18,200	-			268,715	258,710	10,005
HR & Risk Management	218,795	38,100				256,895	268,690	(11,795)
Benefits & Insurance	-	620,200				620,200	611,200	9,000
Information Technology	168,905	416,750	108,500			694,155	716,045	(21,890)
Tourism	156,790	171,105	-			327,895	313,310	14,585
Finance	678,515	115,485	-			794,000	871,410	(77,410)
Town Attorney	334,530	39,100	1,000			374,630	413,335	(38,705)
Police	4,337,885	428,910	107,250			4,874,045	4,371,325	502,720
Economic Development	-	8,600				8,600	8,600	-
Planning & Zoning	373,280	41,425	6,750			421,455	416,560	4,895
Boards & Commissions	18,300	21,835				40,135	36,125	4,010
Transfer/debt				150,000	472,345	622,345	503,440	118,905
Asset Forfeitures	-	12,000				12,000	12,000	-
Economic Development		193,740				193,740	193,740	-
Community Development		375,000				375,000	375,000	-
Energy Services	1,164,895	883,800	731,560		1,500,000	4,280,255	4,025,405	254,850
Purchase of Electricity		14,165,000				14,165,000	13,460,000	705,000
Meter Reading	71,460	6,150	-			77,610	130,445	(52,835)
Fleet Management	389,640	75,850	142,725			608,215	496,095	112,120
General Properties	144,195	137,200	-			281,395	278,655	2,740
Horticulture	269,955	43,375	-			313,330	313,880	(550)
Highway ~Bridges ~Sidewalks	173,500	101,485	-			274,985	271,760	3,225
Highway Maint	722,445	502,050	959,310			2,183,805	2,177,690	6,115
Construction & Inspection	60,205	32,350	-			92,555	86,770	5,785
Water ~ Admin	118,635	14,950	-			133,585	127,125	6,460
Water Plant	806,775	785,300	277,000	970,000	936,250	3,775,325	4,493,470	(718,145)
Meter Reading	71,460	12,150	523,750			607,360	102,430	504,930
Water Line Maint	355,860	100,925	772,000			1,228,785	1,066,475	162,310
Sewer ~ Admin	114,035	14,950	-			128,985	122,000	6,985
Wastewater Treatment Plant	762,500	1,278,250	790,000	257,185	951,250	4,039,185	5,382,830	(1,343,645)
Sewer Line Maint	356,660	115,550	1,863,750			2,335,960	960,170	1,375,790
Solid Waste Management	788,085	189,650	83,400		35,000	1,096,135	1,015,500	80,635
Total	13,112,150	21,066,820	6,366,995	1,377,185	3,894,845	\$45,817,995	\$ 44,240,785	\$ 1,577,210

	FY17	FY16	Difference	CIP	Transfers
General Fund	10,817,725	10,237,975	579,750	366,225	472,345
Streets	2,551,345	2,536,220	15,125	959,310	
Special Projects	580,740	580,740	-		
Electric	18,522,865	17,615,850	907,015	731,560	1,500,000
Water	5,745,055	5,789,500	(44,445)	1,572,750	936,250
Sewer	6,504,130	6,465,000	39,130	2,653,750	951,250
Solid Waste	1,096,135	1,015,500	80,635	83,400	35,000
	\$ 45,817,995	\$44,240,785	\$ 1,577,210	\$ 6,366,995	\$ 3,894,845

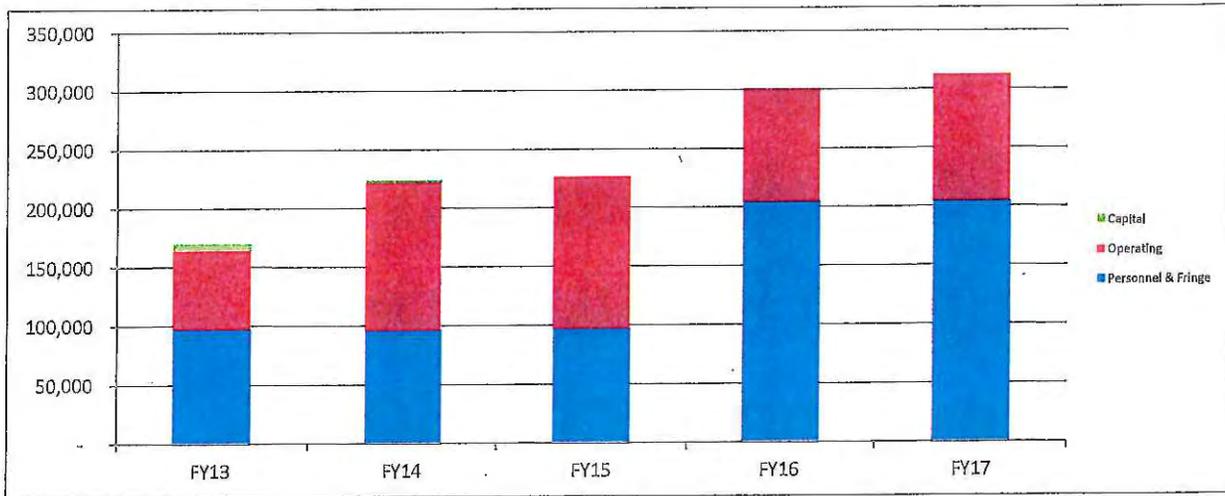
General Government

Town Council
Town Manager
Human Resources
Information Technology
Town Attorney
Tourism

Office of Mayor and Council

FY17 Requests	Personnel & Fringe	Operating	Capital	Transfers & Contingencies
Council	123,900	94,500	-	-
Clerk of Council	80,430	3,885	-	-
Elections	-	9,000	-	-

Historical Information	FY13	FY14	FY15	FY16	FY17
Personnel & Fringe	96,706	95,670	96,780	204,330	204,330
Operating	67,248	126,060	129,360	95,785	107,385
Capital	5,288	1,543	-	-	-



Employees: Mayor

Council Members

Part time Clerk of Council

FY17 proposed to move Clerk to Full time position

Community Development [FY17 proposed]

1101-Town Council								
Account	Name	FY17 Dept Request	FY16 Adopted	FY15 Actual	FY14 Actual	FY13 Actual	FY12 Actual	
41003	Salaries - Part-time	\$ 56,900	\$ 56,900	\$ 56,886	\$ 56,886	\$ 56,886	\$ 56,010	
41001	Salaries - Community Development	60,000	40,000	\$ -	\$ -	\$ -	\$ -	
42001	Fica	7,000	4,355	4,352	4,410	4,352	4,360	
	Total Personnel & Fringe Benefits	\$ 123,900	\$ 101,255	\$ 61,238	\$ 61,296	\$ 61,238	\$ 60,371	
43002	Professional Services	46,000	46,000	55,865	52,660	41,683	35,010	
43002	Community Development Contract	20,000	20,000	-	-	-	-	
43006	Printing & Blinding	300	300	-	-	212	91	
43007	Advertising	7,000	7,000	6,028	7,286	8,282	6,308	
45201	Postal Services	200	200	1	6	43	78	
45203	Telecommunications	-	-	-	-	-	-	
45401	Office Supplies	250	250	278	83	430	208	
45410	Uniforms & Wearing Apparel	-	-	-	-	12	414	
45412	Furniture & Fixtures	2,500	-	424	-	-	-	
45504	Travel & Education	9,000	9,000	8,699	10,432	8,615	7,272	
45507	Council Expenses	1,250	1,250	2,452	864	1,590	1,291	
45428	Community Relations	5,500	5,500	-	-	-	-	
45428	Community Relations~Scholarships	1,000	1,000	-	-	-	-	
45509	Gov't Access Channel	1,500	1,500	1,210	1,100	1,338	1,672	
46001	Joint Operations	-	-	1,393	-	-	-	
	Total Operating Expenses	\$ 94,500	\$ 92,000	\$ 76,351	\$ 72,429	\$ 62,206	\$ 52,344	
47001	Machinery & Equipment	-	-	950	-	-	-	
47007	ADP - Hardware/Software	-	-	-	-	5,288	1,543	
47009	Building & Structures - Catlett Mtn	-	117,500	-	-	-	-	
	Total Capital	\$ -	\$ 117,500	\$ 950	\$ -	\$ 5,288	\$ 1,543	
	Total - Department	\$ 218,400	\$ 310,755	\$ 138,539	\$ 133,726	\$ 128,732	\$ 114,257	
	Adopted Budget Amount		\$ 310,755	\$ 177,505	\$ 175,040	\$ 128,732	\$ 123,984	
	Amended Budget Amount			\$ 276,605	\$ 226,348	\$ 183,742	\$ 133,984	
	<i>Difference from actual vs amended</i>			\$ 138,066	\$ 92,622	\$ 55,010	\$ 19,727	
	FY17 Highlights:							
	41001 - Salaries	60,000	Full time Community Development position					
	43002 - Professional Services	20,000	continue funding for small business development program					
	45412 - Furniture & Fixtures	2,500	set up office for new position					
	FY16 Highlights:							
			Funding for Part time position "Event & Marketing Coordinator"					
			Continue funding for Community Development Program					
			Funding for Catlett Mountain renovations shared with Warren County					
	FY15 Year end highlights:							
	1101-3002	126,200	carried forward to FY16 for Community Development Position					

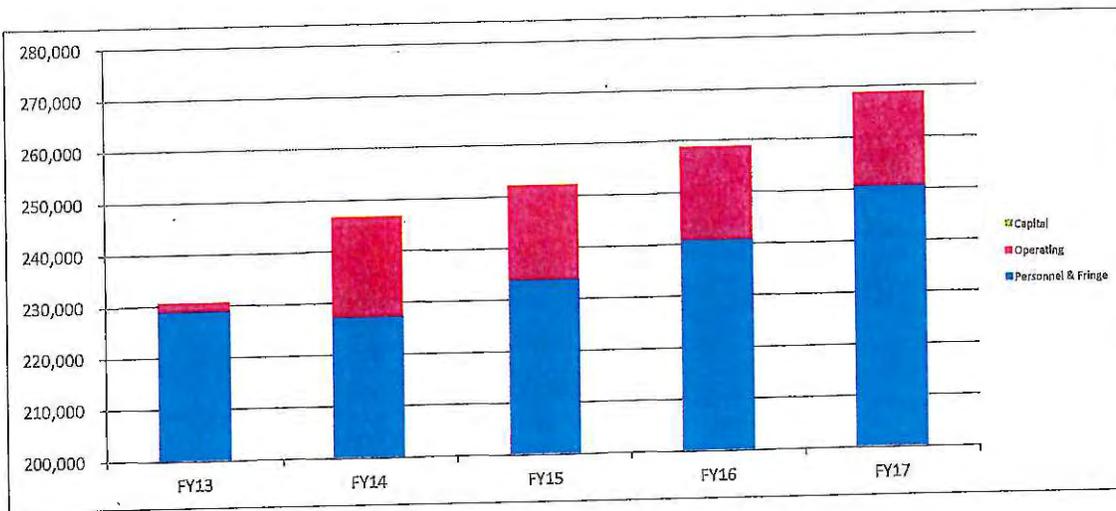
1102- Clerk of Council							
Account	Name	FY17 Dept Request	FY16 Adopted	FY15 Actual	FY14 Actual	FY13 Actual	FY12 Actual
41001	Salaries - Full Time						
41003	Salaries - Part-time	37,855	36,295	31,688	32,406	32,947	30,887
	Reclassification to full time	10,800					
	\$1 Cola	2,200					
42001	Fica	4,000	2,525	2,424	2,498	2,521	2,396
42002	VRS/Life Insurance	9,500					
42005	Medical Insurance	16,075	7,235	-	-	-	-
	Total Personnel & Fringe Benefits	\$ 80,430	\$ 46,055	\$ 34,112	\$ 34,905	\$ 35,468	\$ 33,284
43006	Printing & Binding	-	-	-	-	37	-
45201	Postal Services	50	50	10	6	2	1
45203	Telecommunications	725	725	671	597	1,041	
45401	Office Supplies	300	200	294	771	605	747
45412	Furniture & Fixtures	-	-	-	-	320	
45504	Travel & Education	2,500	2,500	2,475	1,077	2,833	1,970
45801	Dues & Memberships	310	310	190	255	205	195
	Total Operating Expenses	\$ 3,885	\$ 3,785	\$ 3,639	\$ 2,706	\$ 5,042	\$ 2,913
	Total Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total - Department	\$ 84,315	\$ 49,840	\$ 37,752	\$ 37,610	\$ 40,509	\$ 36,197
	Annual Adopted Budget		\$ 49,840	\$ 39,885	\$ 37,940	\$ 40,509	\$ 37,624
	Amended Budget Amount			\$ 39,885	\$ 37,940	\$ 38,488	\$ 37,624
	Difference from actual vs amended			\$ 2,133	\$ 330	\$ (2,021)	\$ 1,427
	FY16 Highlights:	Clerk of Council will increase weekly hours worked from 28 to 30					
	FY17 Highlights:	Clerk of Council has requested to be a full time employee with full benefits to include \$1.25 per hour raise (Unfunded in proposed budget)					
1209 - Board of Elections							
Account	Name	FY17 Dept Request	FY16 Adopted	FY15 Actual	FY14 Actual	FY13 Actual	FY12 Actual
	Total Personnel & Fringe Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43006	Printing & Binding	-	-	2,370	1,500	-	1,074
43007	Advertising	-	-	55	250	-	221
43035	Clerks	9,000	-	4,858	7,000	-	6,958
	Total Operating Expenses	\$ 9,000	\$ -	\$ 7,283	\$ 8,750	\$ -	\$ 8,253
	Total Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total - Department	\$ 9,000	\$ -	\$ 7,283	\$ 8,750	\$ -	\$ 8,253
	Annual Adopted Budget		-	\$ 8,750	\$ 8,750		\$ 9,500
	Amended Budget Amount		-	\$ 7,850			\$ 9,500
	Difference from actual vs amended			\$ 567	\$ (8,750)	\$ -	\$ 1,247
	FY16 Highlights:	Funding for a special election will be determined if necessary					

Office of the Town Manager

Steven Burke

Requested FY6	Personnel & Fringe	Operating	Capital	Transfers & Contingencies
Town Manager	240,710	18,000	-	-

Historical Information	FY13	FY14	FY15	FY16	FY17
Personnel & Fringe	228,850	227,230	233,730	240,710	250,515
Operating	1,700	19,300	18,325	18,000	18,200
Capital	-	-	-	-	-



Employees: Town Manager
Sr Admin Asst

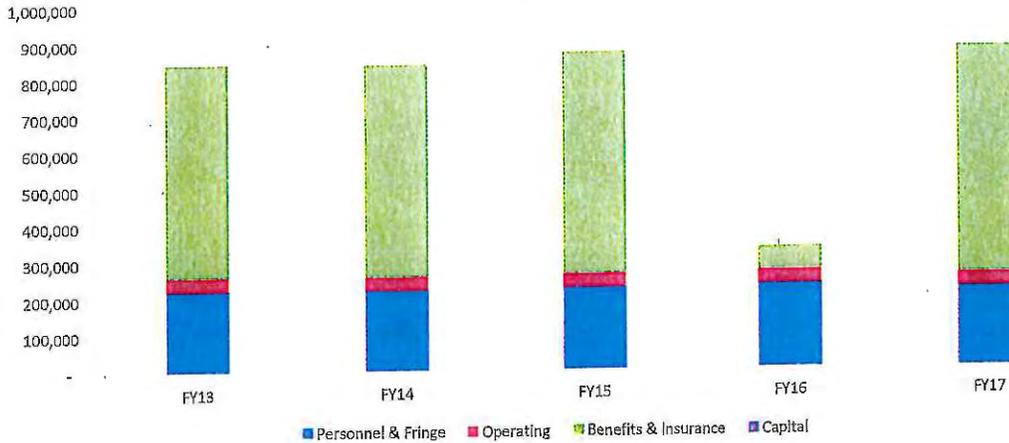
1201- Town Manager							
Account	Name	FY17 Dept Request	FY16 Adopted	FY15 Actual	FY14 Actual	FY13 Actual	FY12 Actual
41001	Salaries - Regular	\$ 177,840	\$ 172,745	\$ 176,188	\$ 167,523	\$ 163,212	\$ 158,131
42001	Fica	13,600	12,815	13,070	12,466	12,064	11,688
42002	VRS/Life Insurance	31,325	29,500	24,574	28,106	32,930	27,171
42004	ICMA Contribution	4,000	4,000	3,600	3,466	3,333	2,919
42005	Medical Insurance	23,750	21,650	20,328	18,454	18,996	22,572
	Total Personnel & Fringe Benefits	\$ 250,515	\$ 240,710	\$ 237,760	\$ 230,015	\$ 230,534	\$ 222,481
43005	Maint Service Contract	650	500	637	422	455	440
43006	Printing & Binding	250	250	-	-	65	175
43007	Advertising	2,500	2,500	2,114	2,231	390	2,394
43029	Staff Development	750	750	87	48	318	379
45201	Postal Services	150	150	151	36	62	56
45203	Telecommunications	1,000	1,000	856	726	1,314	1,185
45401	Office Supplies	1,400	1,400	1,219	1,327	1,293	1,370
45402	Auto Maintenance	250	250	48	72	1,133	236
45407	Repairs & Maintenance	200	200	-	-	-	-
45408	POL	700	700	454	618	729	813
45410	Uniforms & Wearing Apparel	150	150	-	34	154	-
45411	Books & Subscriptions	450	400	432	223	542	482
45412	Furniture & Fixtures	250	250	-	318	1,176	-
45504	Travel & Education	5,500	5,500	4,152	6,363	3,840	4,655
45506	Manager's Expenses	1,500	1,500	1,296	1,276	1,452	1,658
45801	Dues & Memberships	2,500	2,500	1,898	2,607	2,390	2,933
	Total Operating Expenses	\$ 18,200	\$ 18,000	\$ 13,343	\$ 16,303	\$ 15,313	\$ 16,776
47001	Machinery & Equipment	-	-	-	-	-	-
47005	Vehicle	-	-	-	-	-	18,430
	Total Capital	\$ -	\$ 18,430				
	Total - Department	\$ 268,715	\$ 258,710	\$ 251,103	\$ 246,317	\$ 245,848	\$ 257,686
	Annual Adopted Budget		\$ 258,710	\$ 252,055	\$ 246,530	\$ 245,848	\$ 270,538
	Amended Budget Amount			\$ 252,055	\$ 246,530	\$ 247,100	\$ 276,788
	Difference from actual vs amended			\$ 952	\$ 213	\$ 1,252	\$ 19,102

Human Resources & Benefits/Insurance

Requested FY16	Personnel & Fringe	Operating	Capital	Transfers & Contingencies
Human Resources	218,795	38,100		
Insurance/Benefits		620,200		

Historical Information	FY13	FY14	FY15	FY16	FY17
Personnel & Fringe	222,870	222,870	226,580	231,090	218,795
Operating	37,700	37,400	37,600	37,600	38,100
Benefits & Insurance	581,650	580,650	605,650	61,200	620,200
Capital					

Chart Title



Employees: Director of Human Resources
 Manager of Risk Management
 Part time Office Asst

1202 - Human Resources & Risk Management							
Account	Name	FY17 Dept Request	FY16 Adopted	FY15 Actual	FY14 Actual	FY13 Actual	FY12 Actual
41001	Salaries - Regular	\$ 140,855	\$ 155,350	\$ 145,027	\$ 150,200	\$ 144,988	\$ 141,361
41003	Salaries - Part-time	18,500	17,000	17,579	16,481	16,551	16,440
42001	FICA	12,000	12,700	11,835	12,161	11,694	11,337
42002	VRS/Life Insurance	24,800	26,240	22,189	24,252	29,505	25,201
42005	Medical Insurance	22,640	19,800	19,548	16,948	17,568	16,788
	Total Personnel & Fringe Benefits	\$ 218,795	\$ 231,090	\$ 216,177	\$ 220,042	\$ 220,306	\$ 211,125
43004	Repairs & Maintenance	250	250	-	-	-	-
43005	Maint Service Contract	150	150	188	35	71	-
43006	Printing & Binding	400	400	-	87	65	-
43007	Advertising	10,000	8,400	12,810	9,557	14,857	15,392
43023	Safety Program -Risk Mang	1,500	1,500	1,070	654	130	25
43029	Staff Development	10,000	10,000	7,868	4,949	3,870	8,181
43099	Random Drug Testing	8,000	9,000	8,047	7,216	8,067	8,898
45201	Postal Services	400	500	374	362	444	749
45203	Telecommunications	1,000	1,000	1,408	1,116	1,018	1,042
45401	Office Supplies	1,900	1,900	1,597	2,040	1,544	1,766
45411	Books & Subscriptions	400	400	-	-	97	-
45412	Furniture & Fixtures	500	500	681	318	130	-
45413	Other Operating Expenses	150	150	63	24	18	73
45504	Travel & Education	1,600	1,600	469	407	1,550	1,155
45515	Training Materials -HR Law	1,500	1,500	-	2,884	-	-
45801	Dues & Memberships	350	350	339	334	329	180
	Total Operating Expenses	\$ 38,100	\$ 37,600	\$ 34,913	\$ 29,983	\$ 32,189	\$ 37,461
	Total Capital Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total - Department	\$ 256,895	\$ 268,690	\$ 251,091	\$ 250,025	\$ 252,496	\$ 248,587
	Annual Adopted Budget		\$ 268,690	\$ 264,180	\$ 260,270	\$ 260,388	\$ 247,327
	Amended Budget Amount			\$ 267,929	\$ 261,770	\$ 260,388	\$ 249,527
	Difference from actual vs amended			\$ 16,838	\$ 11,745	\$ 7,892	\$ 940
	FY15 Year end highlights:						
	1202-5515	4,000	funds carried forward to FY16				
	FY17 Highlights:						
	43023 & 45515		funds will be used for CPR Program to bring in house				
	41001	(12,295)	reduction due to retirement of seasoned employee				
		4	Position will be reclassified with finance staff				

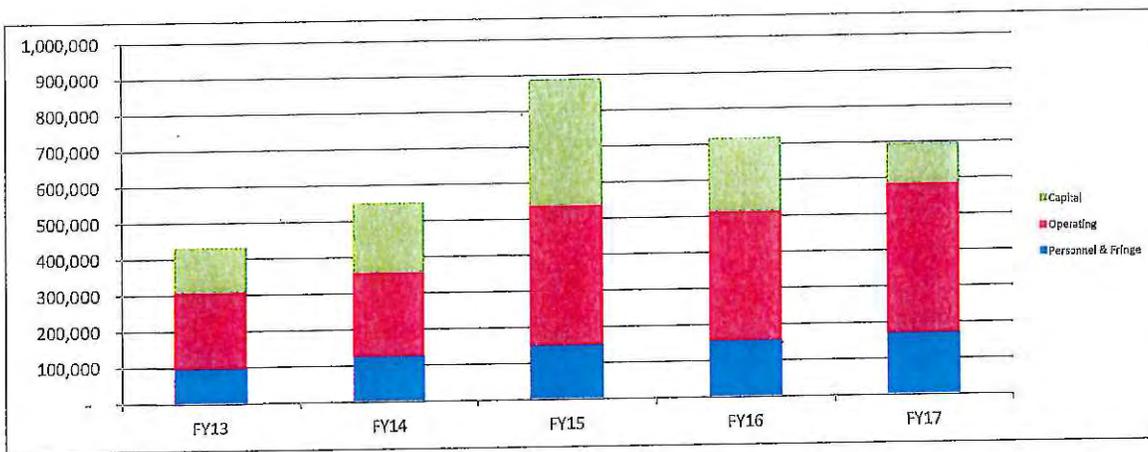
9203 - Benefits & Insurance							
Account	Name	FY17 Dept Request	FY16 Adopted	FY15 Actual	FY14 Actual	FY13 Actual	FY12 Actual
42002	VRS/Life Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
42005	Medical Insurance	-	-	775	-	37	56
42009	Unemployment Insurance	27,000	27,000	12,949	18,992	25,999	25,168
42011	Workman's Comp	200,000	178,000	200,380	192,373	170,500	157,612
42014	Immunization Program	1,200	1,200	497	807	816	212
42015	Reserve for Employee Compensation	-	-	-	-	88,596	47,432
42016	Health Insurance - Retirees	60,000	52,000	45,794	36,561	36,945	37,340
45304	Property Insurance	76,000	67,000	76,338	66,771	60,000	56,807
45305	Motor Vehicle Insurance	100,000	110,000	97,544	103,872	80,000	101,805
45306	Surety Bonds	2,000	2,000	-	-	-	-
45308	General Liability	150,000	170,000	139,564	150,560	167,989	152,379
45311	Damage Claims	4,000	4,000	13	350	-	-
Total - Department		\$ 620,200	\$ 611,200	\$ 573,853	\$ 570,287	\$ 630,881	\$ 578,811
Annual Adopted Budget			\$ 611,200	\$ 655,650	\$ 580,650	\$ 674,265	\$ 613,987
Amended Budget Amount				\$ 655,650	\$ 580,650	\$ 674,265	\$ 613,987
Difference from actual vs amended				\$ 81,797	\$ 10,363	\$ 43,384	\$ 35,176
FY16 Highlights:							
Employees hired on or after 7.1.15 and retire from the Town of Front Royal, will not get any value of service years contributed to GHI							

Department of Information Technology

Todd Jones

Requested FY16	Personnel & Fringe	Operating	Capital
Information Tech	168,905	416,750	108,500

Historical Information	FY13	FY14	FY15	FY16	FY17
Personnel & Fringe	95,899	124,070	148,285	154,495	168,905
Operating	211,050	232,160	388,250	357,800	416,750
Capital	122,825	192,300	350,335	203,750	108,500



Employees: Director
 IT Specialist FY17 reclassify title to Network Engineer

1204 - Information Technology							
Account	Name	FY17 Dept Request	FY16 Adopted	FY15 Actual	FY14 Actual	FY13 Actual	FY12 Actual
41001	Salaries - Regular	\$ 114,815	\$ 112,560	\$ 110,592	\$ 81,819	\$ 56,423	\$ 48,657
41003	Salaries - Part time	-	-	-	5,925	11,031	5,750
41001	reclass IT Specialist/Sr Network Eng	4,575					
41001	Director Increase	2,500					
	Benefits for Increases	2,020					
42001	Fica	8,700	8,200	8,033	6,348	4,766	3,922
42002	VRS/Life Insurance	20,220	18,895	15,136	12,504	10,855	8,306
42005	Medical Insurance	16,075	14,590	13,692	12,881	13,260	10,027
42013	Education Tuition	-	-	-	-	-	-
42015	Employee Incentive program	-	250	-	-	-	-
	Total Personnel & Fringe Benefits	\$ 168,905	\$ 154,495	\$ 147,453	\$ 119,477	\$ 96,335	\$ 76,662
43002	Professional Services	10,000	7,500	10,504	14,970	2,333	2,281
43002	PD - fiber changes	20,000					
43004	Repairs & Maintenance	500	500	(183)	1,495	5,886	-
43005	Maint Service Contract	233,950	206,500	201,819	164,444	128,553	136,900
43006	Printing & Binding	100	100	-	-	-	37
43007	Advertising	100	100	-	-	-	-
43039	Web Page - Maintenance	18,700	19,700	6,929	4,394	4,499	6,565
43053	Licensing	34,000	32,000	27,236	-	-	-
45201	Postal Services	50	50	8	35	8	100
45203	Telecommunications	69,200	69,200	45,776	42,792	46,815	51,230
45401	Office Supplies	300	300	849	297	710	1,325
45408	POL	500					
45410	Uniforms & Wearing Apparel	-	-	500	388	396	263
45411	Books & Subscriptions	4,000	2,000	-	43	10	-
45412	Furniture & Fixtures	2,000	2,000	520	-	1,030	-
45420	Small Tools	250	250	-	113	283	-
45421	Hardware/Software	15,000	12,500	13,962	12,830	16,630	10,874
45504	Travel & Education	8,000	5,000	56	992	2,292	87
45801	Dues & Memberships	100	100	-	-	-	-
	Total Operating Expenses	\$ 416,750	\$ 357,800	\$ 307,977	\$ 242,793	\$ 209,443	\$ 209,662
47001	Machinery & Equipment	-	-	3,050	664	9,035	13,564
47001	Lease on Police Dispatch software	-	-	122,652	125,218	122,650	62,927
47003	Communications Equipment	2,500	5,000	8,154	136,314	-	95
47005	Vehicle	25,000	-	-	-	-	-
47007	Computer Equipment	81,000	198,750	157,678	70,532	64,053	53,324
	Total Capital	\$ 108,500	\$ 203,750	\$ 291,534	\$ 332,728	\$ 195,738	\$ 129,910
	Total - Department	\$ 694,155	\$ 716,045	\$ 746,963	\$ 694,997	\$ 501,516	\$ 416,234
	Annual Adopted Budget		\$ 716,045	\$ 836,870	\$ 548,530	\$ 429,774	\$ 434,088
	Amended Budget Amount			\$ 858,705	\$ 689,510	\$ 483,764	\$ 570,426
	Difference from actual vs amended			\$ 111,742	\$ (5,487)	\$ (17,752)	\$ 154,192
FY17 Highlights:							
47007- Computer Equipment \$ 15,000 10 PC replacement							
15,000 10 Laptop Replacement							
10,000 25 Wyse thin clients							
5,000 printer replacement							
5,000 Network switches							
6,000 Additional MDT - Police							
25,000 New IP Camera, DVR & Installation							
47005 - Vehicles 35,000 New Electric vehicle for department							

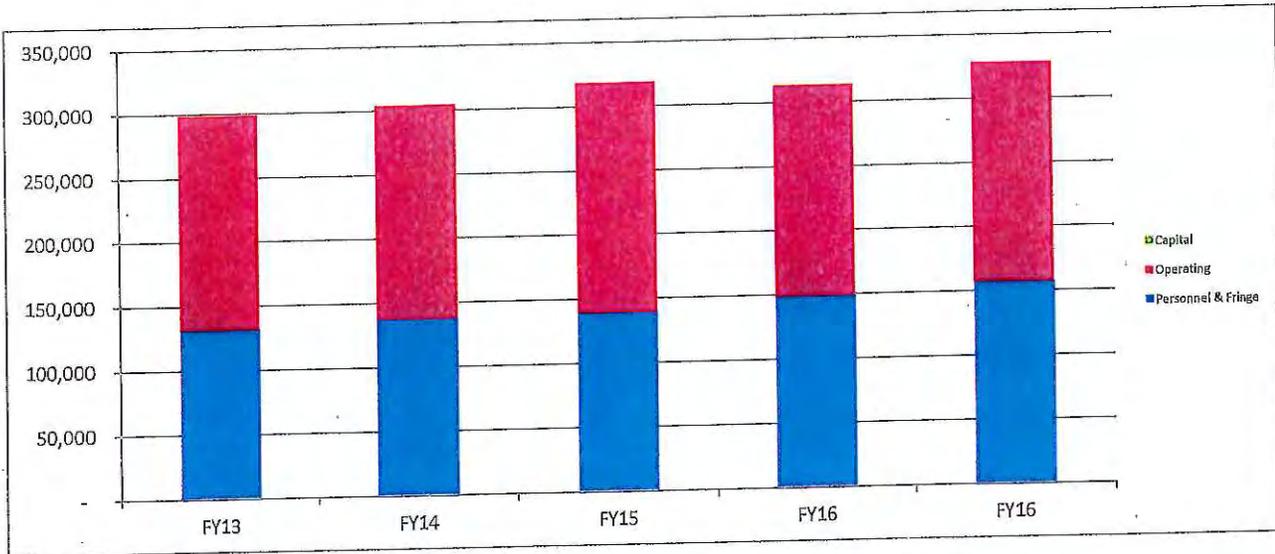
	FY16 Highlights:				
	\$	17,500	New Website [2 yr project \$35,000 total]		FY16 & FY17
	\$	40,000	PEI Server [additional funds]		
	\$	75,000	In-Car Camera [replacement]		
	\$	35,000	Replacement MDT's [3]		
	FY15 Year end highlights:				
	Various line items	\$	95,195	carried forward to FY16 to include	

Department of Tourism

Tim Smith

Requested FY16	Personnel & Fringe	Operating	Capital	Transfers & Contingencies
Tourism	156,790	171,105	-	-

Historical Information	FY13	FY14	FY15	FY16	FY16
Personnel & Fringe	130,958	136,770	138,660	148,005	156,790
Operating	167,463	166,865	179,585	165,305	171,105
Capital	-	-	-	-	-



Employees: Visitor Center manager
 Part time staff
 Volunteers

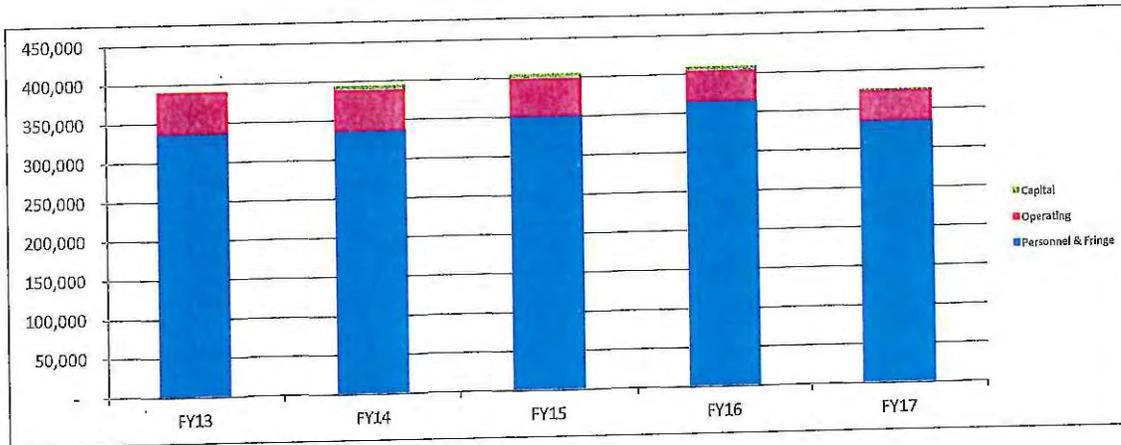
1205 - Tourism							
Account	Name	FY17 Dept Request	FY16 Adopted	FY15 Actual	FY14 Actual	FY13 Actual	FY12 Actual
41001	Salaries - Regular	\$ 43,765	\$ 41,680	\$ 40,782	\$ 43,531	\$ 41,664	\$ 24,563
41002	Salaries - Overtime	-	-	-	-	-	-
41003	Salaries - Part-time	78,000	73,920	68,620	62,189	63,519	59,162
42001	Fica	9,300	8,190	8,076	7,852	7,767	6,362
42002	VRS/Life Insurance	7,710	6,975	5,653	5,125	7,420	3,529
42005	Medical Insurance	11,015	9,990	9,384	8,708	8,964	1,402
42006	Life Insurance	7,000	7,000	6,860	6,860	6,185	4,161
42015	Employee Incentive program	-	250	-	-	-	-
Total Personnel & Fringe Benefits		\$ 156,790	\$ 148,005	\$ 139,375	\$ 135,264	\$ 135,521	\$ 99,180
43002	Professional Services	8,000	8,000	6,561	7,392	10,282	2,710
43005	Maint Service Contract	400	400	663	408	726	5,597
43006	Printing & Binding	11,000	11,000	8,187	8,149	12,087	5,130
43007	Advertising	60,000	50,000	58,263	67,292	52,332	51,498
43018	Tourism Promotion	15,000	25,000	12,674	17,146	8,965	12,122
43023	Safety Program	-	-	-	14	-	-
43047	225th Celebration	-	-	-	2,330	17,762	-
43070	Battle of Front Royal	1,000	1,000	1,000	1,000	1,000	1,500
43076	Maint - Credit Card Processing	500	500	-	-	70	-
43079	Co-op Advertising	3,000	3,000	2,825	2,650	291	2,746
45101	Electrical Services	200	200	132	140	124	129
45201	Postal Services	5,000	6,000	4,222	3,467	6,365	5,717
45203	Telecommunications	5,000	5,000	6,108	5,924	6,232	5,680
45401	Office Supplies	800	600	866	599	677	1,595
45405	Janitorial Supplies	600	600	959	423	856	821
45408	POL	-	-	-	56	-	-
45410	Uniforms & Wearing Apparel	-	-	1,398	-	-	204
45411	Books & Subscriptions	-	-	-	94	-	283
45412	Furniture & Fixtures	700	-	-	-	155	-
45413	Other Operating Expenses	1,500	1,500	-	1,316	5,314	7,134
45504	Travel & Education	2,500	2,000	2,440	2,730	1,288	1,865
45613	Volunteer Appreciation	400	400	79	415	392	341
45618	Grant Proceeds	-	-	-	-	-	3,810
45801	Dues & Memberships	1,400	1,000	1,550	906	1,300	1,290
46007	Cultural Activities [grant funding]	10,000	10,000	10,000	10,000	10,000	10,000
47012	Bus System	39,105	39,105	38,604	36,608	36,604	35,277
47017	Tourism Development	5,000	-	-	-	-	-
Total Operating Expenses		\$ 171,105	\$ 165,305	\$ 156,539	\$ 169,059	\$ 172,827	\$ 155,448
47912	HC Trail - Phase II	-	-	895	6,473	-	-
47932	HC Trail - Phase I	-	-	-	142,159	-	-
Total Capital		\$ -	\$ -	\$ 895	\$ 148,632	\$ -	\$ -
Total - Department		\$ 327,895	\$ 313,310	\$ 296,800	\$ 452,955	\$ 308,347	\$ 254,628
Annual Adopted Budget			\$ 313,310	\$ 317,245	\$ 303,635	\$ 298,421	\$ 285,955
Amended Budget Amount				\$ 328,245	\$ 496,103	\$ 345,483	\$ 296,224
Difference from actual vs amended				\$ 31,445	\$ 49,148	\$ 37,136	\$ 41,596
FY17 Highlights:							
47017 - Tourism Development		5,000	Town sponsored activities				
45412 - Furniture & Fixtures		700	Purchase 2 flat screen tv's for the visitor center				
FY16 Highlights:							
Increase in Bus System [letter received Jan 2017]							
FY15 Year end highlights:							
1205-3006		\$ 7,500	carried forward to FY16 - Visitor Guide				
1205-3018		\$ 16,000	Carried forward to FY16 - Promotion of Downtown				

Office of Legal Services

Doug Napier

Requested FY16	Personnel & Fringe	Operating	Capital	Transfers & Contingencies
Town Attorney	334,530	39,100	1,000	

Historical Information	FY13	FY14	FY15	FY16	FY17
Personnel & Fringe	335,960	336,080	350,175	363,785	334,530
Operating	53,750	52,250	48,250	39,550	39,100
Capital		5,000	6,000	5,000	1,000



Employees: Town Attorney
 Asst Town Attorney
 Legal Admin Asst
 Legal Admin Asst [Shared Cost with PD]

2201 - Town Attorney							
Account	Name	FY17 Dept Request	FY16 Adopted	FY15 Actual	FY14 Actual	FY13 Actual	FY12 Actual
41001	Salaries - Regular	\$ 225,885	\$ 270,245	\$ 248,978	\$ 224,863	\$ 216,297	\$ 202,147
41002	Salaries - Overtime	2,000	2,000	1,631	5,417	4,677	2,414
41003	Salaries - Part-time	-	-	12,954	24,740	23,540	23,708
	New position - Legal Asst [75% PD 25% Town Attorney]	10,000					
	Salary adjustment Attorney	4,000					
	Salary adjustment Asst Attorney	7,000					
	Salary adjustment - Admin	1,500					
42001	Fica	17,280	19,870	19,414	18,836	\$ 17,835	\$ 16,926
42002	VRS/Life Insurance	39,780	44,870	35,469	36,039	43,831	35,865
42005	Medical Insurance	27,085	31,800	29,856	28,205	32,256	28,320
	Total Personnel & Fringe Benefits	\$ 334,530	\$ 368,785	\$ 348,302	\$ 338,099	\$ 338,437	\$ 309,380
43002	Professional Services	20,000	20,000	6,771	6,656	12,532	19,764
43004	Repairs & Maintenance	250	250	-	-	-	-
43005	Maint Service Contract	-	-	188	-	-	-
43006	Printing & Binding	-	-	-	2,943	-	-
43009	Purchased Services - Gov't	-	-	-	-	-	48
43013	Recording & Court Cost	2,000	2,000	326	353	312	367
45201	Postal Services	550	500	536	575	462	464
45203	Telecommunications	1,000	1,000	965	631	1,159	943
45401	Office Supplies	4,000	4,500	3,130	4,863	3,315	4,796
45411	Books & Subscriptions	4,800	4,800	4,912	3,443	2,862	3,431
45412	Furniture & Fixtures	-	-	-	47	-	-
45504	Travel & Education	5,000	5,500	2,135	3,874	3,106	2,363
45801	Dues & Memberships	1,500	1,000	1,255	970	670	590
	Total Operating Expenses	\$ 39,100	\$ 39,550	\$ 20,218	\$ 24,356	\$ 24,417	\$ 32,765
47001	Machinery & Equipment	-	5,000	560	-	-	-
47007	Hardware/Software	1,000					
	Total Capital	\$ 1,000	\$ 5,000	\$ 560	\$ -	\$ -	\$ -
	Total - Department	\$ 374,630	\$ 413,335	\$ 369,079	\$ 362,455	\$ 362,853	\$ 342,145
	Annual Adopted Budget		\$ 413,335	\$ 399,925	\$ 393,330	\$ 389,710	\$ 357,353
	Amended Budget Amount			\$ 412,075	\$ 400,480	\$ 389,710	\$ 357,353
	Difference from actual vs amended			\$ 42,996	\$ 38,025	\$ 26,857	\$ 15,208
	FY14 Highlights:						
	47001 Machinery & Equipment	\$ 5,000	FY14 - funded	[4 year allocation]			
		\$ 5,000	FY16 - funded				
			Purchased system FY16 for less than \$10,000				
	FY16 Highlights:						
		\$ 5,000	Additional salary for Town Attorney				
	FY17 Highlights:						
	41001 - Salaries	(58,755)	reduction of staff due to retirement of Sr Legal Asst - will not backfill				
	1001 - Salaries	6,000	adjustment for Town Attorney [\$5000 increase]				
		5,100	Adjustment for Asst Town Attorney [\$38.50]				
		3,825	Retro Asst Town Attorney to 9.1.15				
		2,675	Adjustment for Admin [5%]				

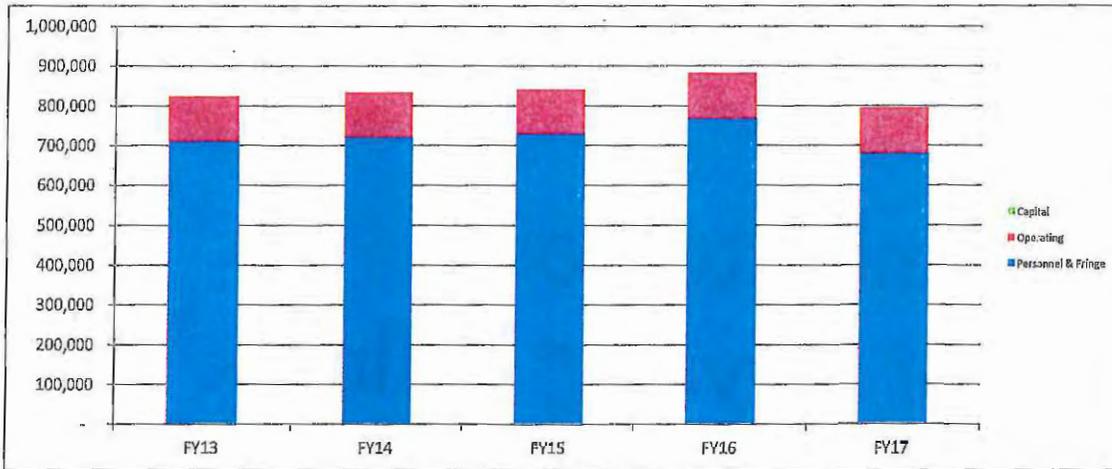
Department of Finance

Administration
Customer Service ~ Billing
Purchasing

Department of Finance

Requested FY16	Personnel & Fringe	Operating	Capital	Transfers & Contingencies
Finance - Admin	180,430	5,150		
Finance - Customer Ser	399,555	106,800		
Finance - Purchasing	98,530	3,535		

Historical Information	FY13	FY14	FY15	FY16	FY17
Personnel & Fringe	709,594	719,360	727,385	765,875	678,515
Operating	113,000	113,835	112,585	115,535	115,485
Capital	-	-	-	-	-



Employees: Budget Manager
 Financial/Management
 Accounting Tech I - II - III
 Purchasing Agent
 Meter Readers [funding located in enterprise funds]

1214 - Finance - Administration							
Account	Name	FY17 Dept Request	FY16 Adopted	FY15 Actual	FY14 Actual	FY13 Actual	FY12 Actual
41001	Salaries - Regular	\$ 57,620	\$ 154,760	\$ 155,304	\$ 149,552	\$ 143,853	\$ 140,115
41003	Salaries - Part Time	75,400	\$ -	\$ -	\$ -	\$ -	\$ -
42001	Fica	10,175	11,440	11,160	10,834	10,332	10,241
42002	VRS/Life Insurance	10,150	26,340	21,744	23,592	28,806	24,547
42005	Medical Insurance	27,085	24,575	23,076	21,589	22,224	21,409
	Total Personnel & Fringe Benefits	\$ 180,430	\$ 217,115	\$ 211,284	\$ 205,567	\$ 205,215	\$ 196,312
43006	Printing & Binding	150	150	83	-	435	-
45201	Postal Services	50	50	1	15	77	181
45203	Telecommunications	650	600	639	755	831	923
45401	Office Supplies	600	500	575	1,071	651	751
45411	Books & Subscriptions	200	400	-	102	-	-
45412	Furniture & Fixtures	250	250	-	-	55	-
45504	Travel & Education	3,000	3,000	2,077	3,223	2,548	3,245
45801	Dues & Memberships	250	350	230	680	320	395
	Total Operating Expenses	\$ 5,150	\$ 5,300	\$ 3,605	\$ 5,845	\$ 4,916	\$ 5,495
	Total Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total - Department	\$ 185,580	\$ 222,415	\$ 214,889	\$ 211,413	\$ 210,131	\$ 201,807
	Annual Adopted Budget		\$ 222,415	\$ 216,115	\$ 215,600	\$ 212,575	\$ 202,282
	Amended Budget Amount			\$ 215,335	\$ 215,475	\$ 211,305	\$ 205,282
	Difference from actual vs amended			\$ 446	\$ 4,062	\$ 1,174	\$ 3,475
	FY17 Highlights:						
	41001- Salaries	(136,854)	removal of Director				
	41003 - Part time	75,400	Budget Manager - Part time [30 hrs weekly]				

1215 - Finance							
Billing & Customer Service							
Account	Name	FY17 Dept Request	FY16 Adopted	FY15 Actual	FY14 Actual	FY13 Actual	FY12 Actual
41001	Salaries - Regular	\$ 261,950	\$ 298,470	\$ 275,736	\$ 270,431	\$ 266,106	\$ 228,275
42001	Fica	20,050	21,240	19,871	19,096	18,912	16,419
42002	VRS/Life Insurance	46,125	48,890	38,093	41,726	52,351	39,235
42005	Medical Insurance	71,430	69,945	64,570	66,652	63,466	59,656
42015	Employee Incentive program		5,000	-	-	-	-
	Total Personnel & Fringe Benefits	\$ 399,555	\$ 443,545	\$ 398,271	\$ 397,905	\$ 400,835	\$ 343,584
43004	Repairs & Maintenance	200	200	-	182	255	-
43005	Maint Service Contract	800	1,000	637	736	1,657	1,662
43006	Printing & Binding	14,000	13,000	13,882	13,307	16,827	13,044
43009	Purchased Services - Gov't	2,500	8,500	67	-	102	2,557
45201	Postal Services	83,000	77,000	83,003	87,310	80,492	79,728
45401	Office Supplies	3,500	3,400	3,617	3,364	3,812	5,901
45407	Repairs & Maint Supplies	250	250	432	277	272	15
45410	Uniforms & Wearing Apparel	-	-	-	365	-	-
45411	Books & Subscriptions	200	100	45	-	-	-
45412	Furniture & Fixtures	350	300	340	459	164	105
45504	Travel & Education	2,000	2,500	1,723	2,248	3,065	962
	Total Operating Expenses	\$ 106,800	\$ 106,250	\$ 103,746	\$ 108,249	\$ 106,645	\$ 103,974
47001	Machinery & Equipment		-	-	-	-	-
	Total Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total - Department	\$ 506,355	\$ 549,795	\$ 502,017	\$ 506,154	\$ 507,481	\$ 447,558
	Annual Adopted Budget		\$ 549,795	\$ 528,340	\$ 522,160	\$ 512,224	\$ 473,800
	Amended Budget Amount			\$ 528,340	\$ 522,275	\$ 516,774	\$ 472,800
	Difference from actual vs amended			\$ 26,323	\$ 16,121	\$ 9,293	\$ 25,242
	FY17 Highlights:						
	Salaries & Benefits	(43,990)	removal of one Financial Analysis				
	FY16 Highlights:						
	3009 ~ Gov't purchased services	\$ 8,500	County preparing tax rolls				

1222 - Financa - Purchasing							
Account	Name	FY17 Dept Request	FY16 Adopted	FY15 Actual	FY14 Actual	FY13 Actual	FY12 Actual
41001	Salaries - Regular	\$ 72,325	\$ 70,775	\$ 70,783	\$ 68,162	\$ 65,562	\$ 63,995
42001	Fica	5,500	5,215	5,387	5,163	4,933	4,884
42002	VRS/Life Insurance	12,740	12,000	10,366	11,216	13,603	11,614
42005	Medical Insurance	7,965	7,225	6,780	5,572	5,736	5,516
	Total Personnel & Fringe Benefits	\$ 98,530	\$ 95,215	\$ 93,316	\$ 90,113	\$ 89,833	\$ 86,009
43006	Printing & Binding	250	300	249	-	65	216
43007	Advertising	300	400	-	465	1,237	274
45201	Postal Services	600	650	516	660	658	754
45203	Telecommunications	-	-	-	-	234	407
45401	Office Supplies	600	600	549	825	982	442
45402	Auto Maintenance	200	250	23	51	104	73
45407	Repair & Maint Supplies	100	100	-	-	-	16
45408	POL	250	450	199	330	437	622
45410	Uniforms & Wearing Apparel	-	-	-	54	-	-
45412	Furniture & Fixtures	150	150	-	-	-	-
45420	Small Tools	50	50	-	-	-	-
45504	Travel & Education	1,000	1,000	-	1,404	792	1,130
45801	Dues & Memberships	35	35	35	35	35	35
	Total Operating Expenses	\$ 3,535	\$ 3,985	\$ 1,571	\$ 3,824	\$ 4,545	\$ 3,969
	Total Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total - Department	\$ 102,065	\$ 99,200	\$ 94,887	\$ 93,937	\$ 94,378	\$ 89,978
	Annual Adopted Budget		\$ 99,200	\$ 95,515	\$ 95,435	\$ 97,795	\$ 91,597
	Amended Budget Amount			\$ 96,295	\$ 95,445	\$ 95,810	\$ 91,597
	Difference from actual vs amended			\$ 1,408	\$ 1,508	\$ 1,432	\$ 1,619

Department of Public Safety

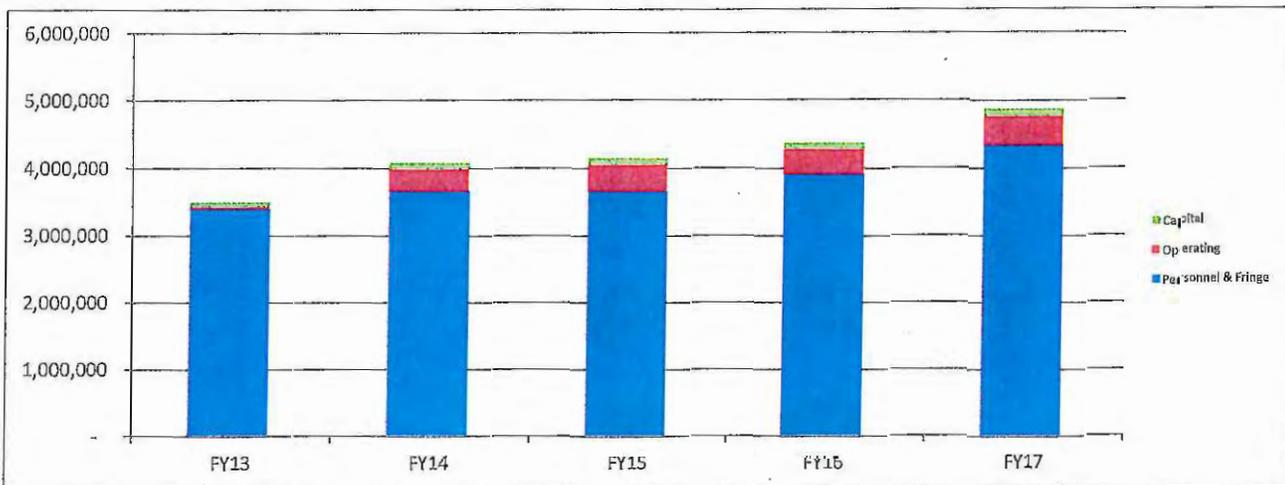
Administration
Patrol
Investigations
Services
Special Forces

Department of Safety

Norman Shifflett

Requested FY16	Personnel & Fringe	Operating	Capital	Transfers & Contingencies
Police - Admin	548,305	63,430	-	-
Police - Patrol	2,310,620	243,780	107,250	-
Police - CID	492,455	51,820	-	-
Police - Services	702,425	24,095	-	-
Police - Drug Task	284,080	37,260	-	-
Police - ES	-	8,525	-	-

Historical Information	FY13	FY14	FY15	FY16	FY17
Personnel & Fringe	3,383,378	3,655,700	3,650,700	3,908,465	4,337,885
Operating	34,375	325,030	392,860	376,010	428,910
Capital	70,000	97,000	102,585	86,850	107,250



- Employees:** Chief
 Major
 Captain (2)
 Sr Admin Asst
 Sergeant (6)
 MPO's (28)
 Communication Offices (8)
 Records Specialist

- FY14** MPO program
FY15 Communications officer program with Salary increase FY15
 Added PT position for Community Resource Office 3.15
FY16 Addition communications officer requested

- FY17** Legal Asst to be shared with Town Attorney
 Evidence Tech
 Communicatin Shift supervisor

3101 - Police Administration							
Account	Name	FY17 Dept Request	FY16 Adopted	FY15 Actual	FY14 Actual	FY13 Actual	FY12 Actual
41001	Salaries - Regular	\$ 389,385	\$ 376,615	\$ 376,906	\$ 415,116	\$ 376,978	\$ 280,123
41002	Salaries - Overtime	-	-	-	2,984	583	481
41003	Salaries - Part-time	-	-	-	-	-	29,147
42001	Fica	29,400	27,775	27,357	30,472	27,271	22,282
42002	VRS/Life Insurance	57,895	54,630	52,002	58,763	61,925	49,049
42003	Leos	9,800	9,400	12,102	11,283	9,480	8,896
42005	Medical Insurance	61,825	56,210	53,376	55,843	56,721	49,596
	Total Personnel & Fringe Benefits	\$ 548,305	\$ 524,630	\$ 521,742	\$ 574,460	\$ 532,957	\$ 439,574
43004	Repairs & Maintenance	500	500	3	-	194	-
43006	Printing & Binding	400	400	195	176	307	253
43007	Advertising	-	-	196	-	309	-
43008	Laundry & Dry Cleaning	900	900	449	-	-	-
43023	Safety Program	100	100	73	68	-	-
45201	Postal Services	500	500	162	157	326	518
45203	Telecommunications	4,200	5,000	4,395	3,365	4,454	3,968
45401	Office Supplies	1,200	1,200	1,346	2,821	1,259	1,261
45402	Auto Maintenance	6,000	6,000	1,398	3,710	5,516	5,025
45405	Janitorial Supplies	2,500	2,500	-	164	1,087	11,860
45408	POL	4,000	4,000	5,908	5,560	5,593	4,775
45409	Police Supplies	200	200	2,480	60	38	-
45410	Uniforms & Wearing Apparel	2,000	2,000	474	1,763	3,032	1,034
45411	Books & Subscriptions	150	150	132	244	91	94
45412	Furniture & Fixtures	-	-	-	3,923	1,376	-
45413	Other Operating Supplies	600	600	413	112	271	235
45425	Range supplies/Ammo	25,000	25,000	35,129	19,585	15,163	-
45428	Community Relations	5,000	2,500	3,506	3,820	4,686	5,713
45504	Travel & Education	3,500	3,500	2,996	2,027	2,080	5,137
45801	Dues & Memberships	1,000	1,000	300	440	447	1,496
46001	Joint Operations	1,680	1,680	1,680	1,630	1,400	1,400
46011	Grant Matching	4,000	4,000	4,145	4,432	2,864	-
	Total Operating Expenses	\$ 63,430	\$ 61,730	\$ 65,382	\$ 54,056	\$ 50,492	\$ 42,769
47001	Machinery & Equipment	-	-	-	-	-	-
47003	Communication Equipment	-	-	-	-	-	-
47005	Motor Vehicles	-	-	-	15,030	-	-
	Total Capital	\$ -	\$ -	\$ -	\$ 15,030	\$ -	\$ -
	Total - Department	\$ 611,735	\$ 586,360	\$ 587,124	\$ 643,546	\$ 583,449	\$ 482,343
	Annual Adopted Budget		\$ 586,360	\$ 591,455	\$ 646,480	\$ 518,966	\$ 473,292
	Amended Budget Amount			\$ 591,472	\$ 655,201	\$ 559,066	\$ 482,267
	Difference from actual vs amended			\$ 4,348	\$ 11,655	\$ (24,383)	\$ (76)
	FY16 Highlights:						
		\$ 500	Additional Salary for Admin Asst				

3102- Police Patrol							
Account	Name	FY17 Dept Request	FY16 Adopted	FY15 Actual	FY14 Actual	FY13 Actual	FY12 Actual
41001	Salaries - Regular	\$ 1,323,050	\$ 1,308,945	\$ 1,205,428	\$ 1,171,093	\$ 1,059,572	\$ 951,318
41002	Salaries - Overtime	248,400	140,000	197,142	189,118	98,757	98,949
41003	Salaries - Parttime	50,000	50,000	9,780			
41005	Stipend - Field Training	-	-	-	500	3,500	-
42001	Fica	120,000	105,500	102,724	99,846	83,999	76,977
42002	VRS/Life Insurance	195,015	178,010	166,102	180,044	208,812	157,225
42003	Leos	37,980	34,660	43,275	40,179	35,818	33,174
42005	Medical Insurance	312,175	262,265	231,052	200,261	186,094	166,538
42013	Education Tuition	-	4,000	1,160	1,025	2,463	2,202
42019	Line of Duty Act Fund	24,000	24,000	18,159	19,313	-	-
	Total Personnel & Fringe Benefits	\$ 2,310,620	\$ 2,107,380	\$ 1,974,834	\$ 1,901,379	\$ 1,679,015	\$ 1,486,382
43002	Professional Services	2,000	2,000	1,380	850	1,275	2,589
43004	Repairs & Maintenance	6,000	6,000	4,687	9,010	5,733	4,088
43005	Maint Service Contract	6,200	200	-	-	-	-
43006	Printing & Binding	3,500	3,500	2,113	2,328	3,589	2,605
43008	Laundry & Dry Cleaning	5,000	5,000	1,876	-	-	-
43023	Safety Program	2,500	2,500	1,770	1,908	2,063	1,290
43041	Board/Care Prisoners	-	-	-	-	-	3,350
45201	Postal Services	300	300	297	267	233	108
45203	Telecommunications	12,500	12,000	12,521	10,824	9,898	9,263
45401	Office Supplies	2,000	2,000	1,026	1,722	1,816	1,225
45402	Auto Maintenance	25,000	25,000	22,055	24,576	24,807	28,269
45408	POL	69,600	69,600	56,589	67,522	60,882	59,088
45409	Police Supplies	10,000	10,000	31,318	17,890	13,968	6,947
45410	Uniforms & Wearing Apparel	60,000	30,000	28,132	15,293	19,058	16,595
45411	Books & Subscriptions	300	300	247	266	282	107
45413	Other Operating Supplies	5,000	5,000	4,205	3,920	4,030	2,838
45428	Community Relations	500	500	224	420	557	1,062
45504	Travel & Education	12,500	8,000	8,515	7,082	4,288	6,155
45504	Spillman Annual Conference	5,000	2,500	3,965	5,410	-	-
46001	Joint Operations	14,880	14,880	11,008	10,187	8,438	8,845
46012	Police Transports	1,000	1,000	411	191	-	-
	Total Operating Expenses	\$ 243,780	\$ 200,280	\$ 192,438	\$ 179,665	\$ 160,918	\$ 154,424
47001	Machinery & Equipment	-	8,000	9,000	-	-	-
47003	Communications Equipment	-	-	-	-	-	-
47005	Motor Vehicles	107,250	78,850	72,252	82,991	70,000	120,603
47009	Buildings and Structures	-	-	-	120	3,971	13,600
	Total Capital	\$ 107,250	\$ 86,850	\$ 81,252	\$ 83,111	\$ 73,971	\$ 134,204
	Total - Department	\$ 2,661,650	\$ 2,394,510	\$ 2,248,524	\$ 2,164,155	\$ 1,913,905	\$ 1,775,010
	Annual Adopted Budget		\$ 2,394,510	\$ 2,222,150	\$ 2,174,780	\$ 2,038,382	\$ 1,976,689
	Amended Budget Amount			\$ 2,244,775	2,200,487	\$ 2,194,278	\$ 2,110,301
	Difference from actual vs amended			\$ (3,749)	\$ 36,332	\$ 280,373	\$ 335,292
	FY16 Highlights:						
	1003 ~ Part time	\$ 50,000	New Position - CRO Pa	[Community Resource officer]			
	5410 ~ Uniforms & Wearing Apparel	\$ 10,000	10 armor vests				
	CIP:						
	7001 ~ Equipment	\$ 8,000	additional speed trailer [no replacement]				
	7005 ~ Vehicles	\$ 78,850	2 replacement vehicles ~ with all equipment to make road ready				
	FY17 Highlights:						
	7005 - Vehicles	35,750	replace #288 2011 Ford Crown Vic				
		35,750	replace #290 2011 Ford Crown Vic				
		35,750	replace #292 2011 Ford Crown Vic				

3103 - Police Investigations							
Account	Name	FY17 Dept Request	FY16 Adopted	FY15 Actual	FY14 Actual	FY13 Actual	FY12 Actual
41001	Salaries - Regular	\$ 267,075	\$ 259,990	\$ 250,592	\$ 231,358	\$ 385,996	\$ 389,780
41002	Salaries - Overtime	60,000	58,000	51,231	60,352	81,736	78,830
	New position - Legal Asst [75% PD 25% Town Attorney]	30,000					
42001	Fica	25,000	23,335	22,048	21,182	33,638	34,118
42002	VRS/Life Insurance	39,365	36,300	34,467	35,936	75,644	66,701
42003	Leos	7,665	7,070	8,996	8,022	13,674	14,025
42005	Medical Insurance	58,130	52,895	51,960	51,928	86,047	86,391
42012	Clothing Allowance	5,220	5,220	3,686	3,522	4,380	4,320
	Total Personnel & Fringe Benefits	\$ 492,455	\$ 442,810	\$ 422,980	\$ 412,300	\$ 681,114	\$ 674,164
43004	Repairs & Maintenance	800	800	-	731	838	96
43005	Maint Service Contracts	4,500	-	-	-	-	-
43006	Printing & Binding	100	100	-	120	90	-
43008	Laundry & Dry Cleaning	100	100	-	-	-	-
45201	Postal Services	150	150	45	15	87	118
45203	Telecommunications	5,000	7,500	8,448	7,069	7,818	4,767
45401	Office Supplies	3,500	3,500	1,720	2,958	3,040	3,089
45402	Auto Maintenance	2,000	2,000	1,024	4,716	2,080	2,892
45408	POL	9,000	9,000	7,569	10,344	7,345	7,737
45409	Police Supplies	4,000	4,000	2,976	1,967	4,417	5,574
45410	Uniforms & Wearing Apparel	400	400	436	683	598	770
45411	Books & Subscriptions	150	150	65	36	-	-
45413	Other Operating Supplies	1,500	1,500	1,477	2,623	1,430	578
45415	Special Investigating Supplies	3,500	3,500	1,285	2,459	2,420	-
45504	Travel & Education	10,000	10,000	9,747	12,806	10,484	10,088
45801	Dues & Memberships	4,600	2,100	300	395	395	306
46001	Joint Operations	2,520	2,520	2,520	2,038	2,100	2,100
	Total Operating Expenses	\$ 51,820	\$ 47,320	\$ 37,613	\$ 48,961	\$ 43,141	\$ 38,115
47001	Machinery & Equipment	-	-	18,383	-	-	-
47003	Communications Equipment	-	-	-	-	-	-
47005	Motor Vehicles	-	-	-	-	-	-
	Total Capital	\$ -	\$ -	\$ 18,383	\$ -	\$ -	\$ -
	Total - Department	\$ 544,275	\$ 490,130	\$ 478,976	\$ 461,262	\$ 724,255	\$ 712,280
	Annual Adopted Budget		\$ 490,130	\$ 549,315	\$ 494,800	\$ 487,779	\$ 472,773
	Amended Budget Amount			\$ 545,865	\$ 496,480	\$ 490,805	\$ 613,348
	Difference from actual vs amended			\$ 66,889	\$ 35,218	\$ (233,450)	\$ (98,932)
FY17 Highlights:							
	7005 - Vehicles	25,615	replace #203 2013 Ford Focus	[deferred by department]			
			not a replacement was NEW				
	1001 - Salaries	30000	New position Legal Asst. To be shared with Town Attorneys office				

3104 - Police Services								
Account	Name	FY17 Dept Request	FY16 Adopted	FY15 Actual	FY14 Actual	FY13 Actual	FY12 Actual	
41001	Salaries - Regular	\$ 378,165	\$ 390,105	\$ 333,541	\$ 237,569	\$ 245,988	\$ 244,217	
41002	Salaries -Overtime	30,000	20,000	25,606	33,099	17,091	20,759	
41003	Salaries - Part-time	7,500	7,500	6,928	6,324	4,162	5,047	
	New Positions							
	Evidence Tech	50,000						
	Communication Shift Supervisor	60,000						
42001	Fica	31,000	26,480	27,505	20,529	19,616	19,827	
42002	VRS/Life Insurance	66,595	54,975	43,116	36,758	46,955	40,764	
42005	Medical Insurance	79,165	57,770	54,084	40,740	45,762	49,483	
	Total Personnel & Fringe Benefits	\$ 702,425	\$ 556,830	\$ 490,780	\$ 375,020	\$ 379,574	\$ 380,098	
43002	Professional Services	975	975	-	-	-	1,023	
43004	Repairs & Maintenance	1,000	1,000	546	558	2,790	-	
43005	Maint Service Contracts	4,500	4,500	1,952	1,998	4,241	1,653	
43006	Printing & Binding	1,000	1,000	793	460	1,369	-	
43023	Safety Program	250	250	-	-	-	-	
45201	Postal Services	450	450	22	141	316	-	
45203	Telecommunications	1,400	1,000	1,550	956	902	759	
45401	Office Supplies	2,000	2,000	1,727	2,270	2,303	2,279	
45410	Uniforms & Wearing Apparel	500	500	946	-	196	137	
45411	Books & Subscriptions	250	250	240	-	-	-	
45412	Furniture & Fixtures	1,600	1,100	2,445	2,307	-	3,792	
45413	Other Operating Supplies	300	300	98	250	148	2,017	
45504	Travel & Education	3,000	3,000	1,851	2,860	1,782	1,712	
45801	Dues and Memberships	750	750	476	-	-	-	
46001	Joint Operations	6,120	6,120	4,760	1,223	5,100	5,100	
	Total Operating Expenses	\$ 24,095	\$ 23,195	\$ 17,405	\$ 13,023	\$ 19,148	\$ 18,472	
47001	Machinery & Equipment	-	-	-	-	-	-	
47003	Communications	-	-	-	-	9,735	2,971	
	Total Capital	\$ -	\$ -	\$ -	\$ -	\$ 9,735	\$ 2,971	
	Total - Department	\$ 726,520	\$ 580,025	\$ 508,185	\$ 388,043	\$ 408,457	\$ 401,541	
	Annual Adopted Budget		\$ 580,025	\$ 494,050	\$ 466,755	\$ 461,873	\$ 465,080	
	Amended Budget Amount			\$ 490,680	\$ 459,949	\$ 475,194	\$ 460,105	
	Difference from actual vs amended			\$ (17,505)	\$ 71,905	\$ 66,737	\$ 58,564	
	FY16 Highlights:							
	1001 ~ Salaries	\$ 50,000	1 additional employee - Communications Operator					
	FY17 Highlights:							
	1001 - Salaries	50,000	additional staff - Evidence Tech					
		60,000	Additional staff - Communication Shift Supervisor					

3107 - Gang/Drug Task Force							
Account	Name	FY17 Dept Request	FY16 Adopted	FY15 Actual	FY14 Actual	FY13 Actual	FY12 Actual
41001	Salaries - Regular	175,805	\$ 171,145	\$ 166,753	\$ 155,562	\$ 105,050	\$ 103,542
41002	Salaries - Overtime	20,700	25,000	34,178	37,655	20,097	12,213
42001	Fica	15,000	14,025	14,800	14,477	9,203	8,504
42002	VRS/Life Insurance	25,915	24,070	23,018	24,221	20,833	17,666
42003	Leos	5,050	4,685	5,986	5,394	3,769	3,717
42005	Medical Insurance	40,110	36,390	31,290	24,026	18,996	18,292
42012	Clothing Allowance	1,500	1,500	2,100	2,280	1,380	1,440
	Total Personnel & Fringe Benefits	\$ 284,080	\$ 276,815	\$ 278,125	\$ 263,614	\$ 179,328	\$ 165,375
43004	Repairs & Maintenance	750	750	-	-		
45201	Postal Services	300	300	12	9	-	-
45203	Telecommunications	4,800	2,500	3,193	2,101	2,412	1,884
45401	Office Supplies	200	200	70	172	154	103
45402	Auto Maintenance	3,000	3,000	3,043	3,029	4,986	1,155
45408	POL	9,600	9,600	6,613	7,257	6,331	7,700
45409	Police Supplies	1,000	1,000	2,474	776	980	861
45413	Other Operating Supplies	3,500	3,500	1,798	2,841	3,202	5,719
45415	Special Investigating Supplies	9,500	9,500	8,640	11,346	8,826	9,354
45504	Travel & Education	3,000	3,000	1,304	709	678	2,059
45801	Dues & Memberships	50	50	70	35	-	-
46001	Joint Operations	1,560	1,560	1,560	2,853	1,300	1,300
	Total Operating Expenses	\$ 37,260	\$ 34,960	\$ 28,776	\$ 31,127	\$ 28,868	\$ 30,136
47001	Machinery & Equipment	-	-	-	1,593	-	-
47009	Building & Structures	-	-	-	7,277	-	-
	Total Capital	\$ -	\$ -	\$ -	\$ 8,870	\$ -	\$ -
	Total - Department	\$ 321,340	\$ 311,775	\$ 306,901	\$ 303,611	\$ 208,196	\$ 195,510
	Annual Adopted Budget		\$ 311,775	\$ 297,900	\$ 291,140	\$ 285,978	\$ 279,113
	Amended Budget Amount			\$ 292,220	\$ 287,210	\$ 280,228	\$ 240,491
	Difference from actual vs amended			\$ (14,681)	\$ (16,401)	\$ 72,032	\$ 44,981

3108 - Emergency Services							
Account	Name	FY17 Dept Request	FY16 Adopted	FY15 Actual	FY14 Actual	FY13 Actual	FY12 Actual
41001	Salaries - Regular	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
41002	Salaries - Overtime	-	-	-	-	-	-
42001	Fica	-	-	-	-	-	-
42002	VRS/Life Insurance	-	-	-	-	-	-
42003	Leos	-	-	-	-	-	-
42005	Medical Insurance	-	-	-	-	-	-
	Total Personnel & Fringe Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
45402	Auto Maintenance	625	625	625	-	48	276
45408	POL	400	400	203	229	195	109
45409	Police Supplies	1,000	1,000	886	215	1,933	14,925
45410	Uniforms & Wearing Apparel	1,500	1,500	16,886	1,471	373	1,162
45504	Travel & Education	5,000	5,000	2,663	240	-	599
	Total Operating Expenses	\$ 8,525	\$ 8,525	\$ 21,263	\$ 2,154	\$ 2,548	\$ 17,071
47003	Communication Equipment	-	-	-	-	-	-
	Total Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total - Department	\$ 8,525	\$ 8,525	\$ 21,263	\$ 2,154	\$ 2,548	\$ 17,071
	Annual Adopted Budget		\$ 8,525	\$ 15,775	\$ 3,775	\$ 3,775	\$ 3,775
	Amended Budget Amount			\$ 24,888	\$ 5,725	\$ 4,075	\$ 15,775
	Difference from actual vs amended			\$ 3,625	\$ 3,571	\$ 1,527	\$ (1,296)

Department of Planning & Zoning

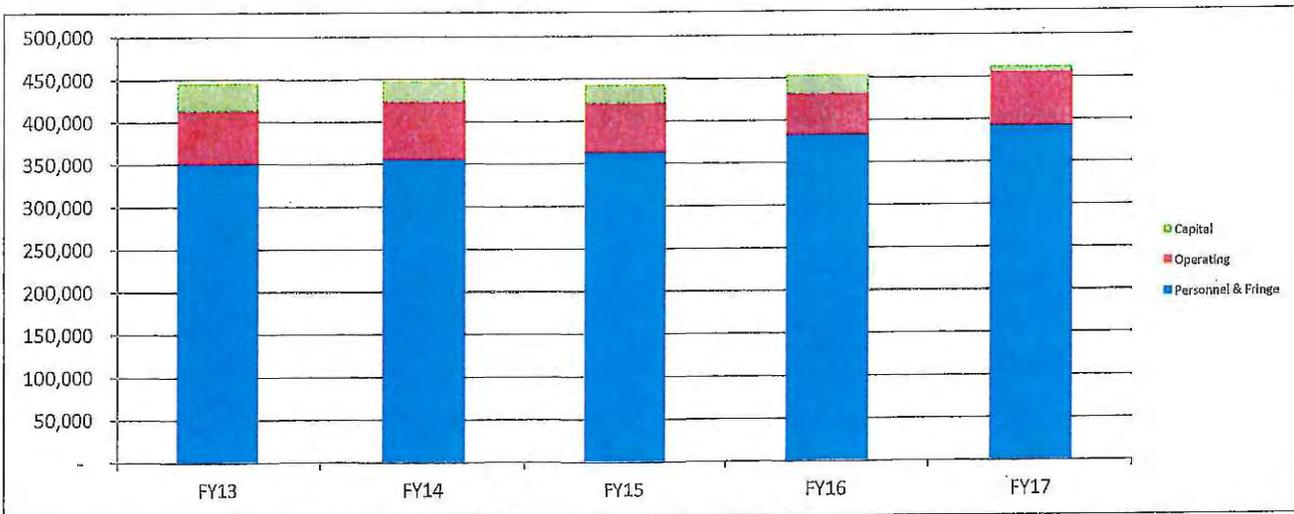
Administration
Boards and Commissions

Department of Planning & Zoning

Jeremy Camp

Requested FY16	Personnel & Fringe	Operating	Capital	Transfers & Contingencies
Planning and Zoning	373,280	41,425	6,750	
Boards & Commissions	18,300	21,835		

Historical Information	FY13	FY14	FY15	FY16	FY17
Personnel & Fringe	349,690	354,350	362,175	381,985	391,580
Operating	62,150	67,700	57,400	48,200	63,260
Capital	32,750	25,000	22,500	22,500	6,750



Employees: Director of Planning
 Deputy Planner/Code Official
 GIS/Planner/Surveyor
 Sr Admin Asst

Includes Board members

8101 - Planning & Zoning							
Account	Name	FY17 Dept Request	FY16 Adopted	FY15 Actual	FY14 Actual	FY13 Actual	FY12 Actual
41001	Salaries - Regular	\$ 261,270	\$ 255,025	\$ 204,008	\$ 189,616	\$ 182,503	\$ 179,842
41002	Salaries - Overtime	1,500	1,500	615	520	849	480
41003	Salaries - Part-time	10,500	10,500	35,715	42,747	36,038	44,865
42001	Fica	22,000	24,280	17,846	17,362	16,224	16,692
42002	VRS/Life Insurance	46,010	43,100	27,431	29,164	35,851	30,146
42005	Medical Insurance	32,000	29,030	27,252	24,026	24,732	23,809
42015	Employee Incentive Program	-	250	-	-	-	-
	Total Personnel & Fringe Benefits	\$ 373,280	\$ 363,685	\$ 312,866	\$ 303,435	\$ 296,197	\$ 295,834
43002	Professional Services	10,000	10,000	188	18,132	698	900
43005	Maint Service Contract	15,000	-	-	-	38	30
43005	Maint Service - Mind Mixer survey	-	-	4,200	-	-	-
43006	Printing & Binding	800	800	189	320	214	98
43007	Advertising	800	800	329	630	734	1,016
43026	Comprehensive Plan	-	5,000	191	19,940	20,000	-
45201	Postal Services	1,275	1,275	732	1,168	657	723
45203	Telecommunications	2,400	2,400	2,354	1,687	2,813	1,731
45401	Office Supplies	4,000	4,000	4,186	5,073	4,319	3,305
45402	Auto Maintenance	500	500	191	130	41	78
45408	POL	600	600	440	655	318	413
45410	Uniforms & Wearing Apparel	250	250	100	209	109	328
45411	Books & Subscriptions	250	250	132	339	197	95
45412	Furniture & Fixtures	1,000	1,000	-	1,142	828	480
45420	Small Tools	1,000	-	-	-	-	-
45504	Travel & Education	3,000	3,000	304	2,213	2,203	616
45801	Dues & Memberships	550	500	365	360	305	488
	Total Operating Expenses	\$ 41,425	\$ 30,375	\$ 13,901	\$ 51,997	\$ 33,475	\$ 10,299
47001	Machinery & Equipment	-	-	5,318	-	3,143	33,985
47001	Survey equipment	-	6,700	-	-	-	-
47005	Vehicle - Surveyor	-	15,800	-	-	-	-
47007	ADP- Hardware/Software	1,000	-	35,489	-	-	-
47014	GIS Mapping System	5,750	-	12,971	-	6,300	-
	Total Capital	\$ 6,750	\$ 22,500	\$ 53,778	\$ -	\$ 9,443	\$ 33,985
	Total - Department	\$ 421,455	\$ 416,560	\$ 380,545	\$ 355,432	\$ 339,115	\$ 340,119
	Annual Adopted Budget		\$ 416,560	\$ 405,950	\$ 407,925	\$ 408,265	\$ 397,483
	Amended Budget Amount			\$ 527,400	\$ 520,707	\$ 423,389	\$ 397,483
	Difference from actual vs amended			\$ 146,855	\$ 165,276	\$ 84,274	\$ 57,364
	FY17 Highlights:						
	43005 - Maint Service Contract	15,000	Energov annual maint agreement				
	45420 - Small Tools	1,000	small tools for Surveyor				
	47007 - ADP Hardware/Software	1,000	Tablet for surveyor				
	FY16 Highlights:						
	Salaries	1 Additional full time employee ~ Deputy Planning Official/Code Enforcement					
	CIP	6,700	Surveyor equipment				
		15,800	Used vehicle for surveyor				
	FY15 Year end highlights:						
	8101-3026	29,809	ongoing prjjects funds to be carried to FY16				
	8101-7007	14,511	ongoing prjjects funds to be carried to FY16				
	8101-7014	62,450	ongoing prjjects funds to be carried to FY16				

8104 - Boards & Commissions							
Account	Name	FY17 Dept Request	FY16 Adopted	FY15 Actual	FY14 Actual	FY13 Actual	FY12 Actual
41003	Salaries - Part-time	17,000	17,000	\$ 11,225	\$ 10,475	\$ 11,725	\$ 13,825
42001	Fica	1,300	1,300	859	811	898	1,058
43002	Professional Services	1,000	1,000	455	440	550	550
43006	Printing & Binding	250	250	-	-	-	9
43007	Advertising	2,800	2,800	1,531	1,274	2,631	2,204
45201	Postal Services	350	350	68	90	112	323
45401	Office Supplies	725	725	369	715	741	1,288
45411	Books & Subscriptions	100	100	29	-	-	59
45504	Travel & Education	3,500	3,500	907	5,059	931	1,769
45801	Dues & Memberships	100	100	-	-	-	48
46003	NSV Regional Commission	13,010	9,000	8,444	8,444	8,375	8,445
Total - Department		\$ 40,135	\$ 36,125	\$ 23,887	\$ 27,307	\$ 25,964	\$ 29,578
Annual Adopted Budget			\$ 36,125	\$ 36,125	\$ 39,125	\$ 36,325	\$ 35,885
Amended Budget Amount				\$ 36,125	\$ 39,125	\$ 36,325	\$ 35,885
Difference from actual vs amended				\$ 12,238	\$ 11,818	\$ 10,361	\$ 6,307

Non-Departmental

GF Transfer/Contingencies

Asset Forfeitures

Debt Service

Community Development

1610 - Asset Forfeitures							
Account	Name	FY17 Dept Request	FY16 Adopted	FY15 Actual	FY14 Actual	FY13 Actual	FY12 Actual
47001	Machinery & Equipment	\$ 6,000.00	\$ 6,000	\$ 10,984	\$ 10,519	\$ 7,034	\$ 7,125
47003	Communication	6,000	6,000	-	-	1,679	-
47005	Motor Vehicle			70,195		25,530	
	Total - Department	\$ 12,000	\$ 12,000	\$ 81,179	\$ 10,519	\$ 34,243	\$ 7,125
	Annual Adopted Budget		\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000
	Amended Budget Amount			\$ 207,981	\$ 208,291	\$ 42,887	\$ 12,000
	FY15 Year end highlights:						
	Federal funding	122,786	balance will carry forward to FY16				
1800 - Debt Service Economic Development							
Account	Name	FY17 Dept Request	FY16 Adopted	FY15 Actual	FY14 Actual	FY13 Actual	FY12 Actual
40001	Principal on Debt	\$ 64,000	\$ 64,000	\$ 61,000	\$ 64,505	\$ 67,034	\$ 56,000
40005	Interest on Debt	4,000	4,000	5,762	3,428	-	12,062
45602	Success Farm	11,675	11,675	11,674	11,674	10,367	12,331
45603	Baugh Drive Extension	6,895	6,895	6,892	6,895	6,532	7,632
45604	Happy Creek - HLI	15,285	15,285	15,282	15,285	7,687	8,983
45610	Avtex - EDA Redevelopment	10,000	10,000	-	-	-	-
45630	Stephen's Industrial Park	11,725	11,725	11,725	11,724	11,053	12,916
47957	Leach Run Parkway	70,160	70,160	80,158	49,567	-	-
	Total - Department	\$ 193,740	\$ 193,740	\$ 192,493	\$ 163,079	\$ 102,673	\$ 109,925
	Annual Adopted Budget		\$ 193,740	\$ 125,740	\$ 95,150	\$ 195,639	\$ 133,516
	Amended Budget Amount			\$ 125,740	\$ 95,150	\$ 195,639	\$ 133,516
9130 - Community Development							
Account	Name	FY17 Dept Request	FY16 Adopted	FY15 Actual	FY14 Actual	FY13 Actual	FY12 Actual
47009	Building & Structures	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
43068	Royal Village Project						
47013	Police Dept ~ Facility	137,500	250,000	9,837	82,496	8,107	5,903
47013	Rent ~ Police Dept	50,000	50,000	48,000	-	-	-
47957	Leach Run Parkway	112,500	-	13,372	10,529	71,420	66,553
47982	Local Connector Road	75,000	75,000	-	-	-	-
	Total - Department	\$ 375,000	\$ 375,000	\$ 71,209	\$ 93,025	\$ 79,527	\$ 72,456
	Annual Adopted Budget		\$ 375,000	\$ 379,840	\$ 159,940	\$ 225,000	\$ 225,000
	Amended Budget Amount			\$ 727,814	\$ 445,930	\$ 369,097	\$ 225,000
	FY12 Highlights:	.02 increase Real Estate tax with 1/3 going to Leach Run Parkway Connector Road [Avtex Property] Facility Study					
	FY15 Highlights:	.02 increase Real Estate tax to offset bond for New Police Headquarters and LRP					
	FY16 Highlights:	Allocation in FY12 set aside for Facility Study will convert to Police Headquarters Project					
	FY15 Year end highlights:						
	9203-7013 [police department expansion]	370,626	Previous years funding will carry forward to FY16				
	9203-7982 [local connector road]	513,960	Previous years funding will carry forward to FY16				

**Facility Study
9130-7013**

	Funding	Expenses	
FY12	75,000.00	<i>Budget</i>	
	(5,902.55)	Northern Shen Valley Commission	17-May-12
FY13	75,000.00	<i>Budget</i>	
	(4,132.58)	Northern Shen Valley Commission	31-Jan-13
	(3,975.00)	James M Hong	13-Jun-13
FY14	75,000.00	<i>Budget</i>	
	(15,000.00)	BKV	21-Nov-13
	(7,515.08)	BKV	19-Jan-14
	(2,320.80)	Complete Carpet Care	19-Dec-13
	(16,500.00)	Syntax	3-Feb-14
	(4,480.00)	Bowman Sales & Equipment	6-Feb-14
	(1,000.00)	EDA - deposit on land	13-Mar-14
	(35,680.00)	EDA - Purchase of land PD	13-Jun-14
FY15	75,000.00	<i>Budget</i>	
	112,500.00	<i>Budget</i>	Additional .01 added for PD headquarters
	(1,000.00)	Treasure of Virginia	11-Sep-14
	(3,277.00)	Winchester Equipment - Clearing	25-Sep-14
	(797.17)	Winchester Equipment - Clearing	16-Oct-14
	(370.98)	Northern Virginia Daily	16-Oct-14
	(96.40)	Eastern Supply	16-Oct-14
	(2,347.40)	EDA	23-Dec-14
	(48,000.00)	Warren County - Rent	7-Apr-15
	(770.50)	Todd Lumpkin	14-May-15
	(150.00)	D & P Rental	21-May-15
	(1,057.84)	Southern States	15-Jun-15
FY16	187,500.00	<i>Budget</i>	
	(48,000.00)	Warren County - Rent	24-Sep-15
	(2,253.10)	Moseley Architects	8-Oct-15
	(6,759.30)	Moseley Architects	12-Nov-15
	(4,506.20)	Moseley Architects	10-Dec-15
	(2,253.10)	Moseley Architects	7-Jan-16
	\$ 381,855.00	Balance as of 1/26/16	

**Local Connector Road
9130-7982**

FY12	75,000.00	<i>Budget</i>
FY13	75,000.00	<i>Budget</i>
FY14	75,000.00	<i>Budget</i>
FY15	75,000.00	<i>Budget</i>
	(5,520.00)	CHA Consulting
FY16	75,000.00	<i>Budget</i>
	(7,250.00)	Pennoni
	\$ 362,230.00	Balance as of 1.26.16

**Leach Run Parkway
9130-7957**

FY12	75,000.00	<i>Budget</i>	
	(66,553.37)	EDA property debt	
FY13	75,000.00	<i>Budget</i>	
	(85,697.58)	EDA property debt	
FY14	75,000.00	<i>Budget</i>	
	(65,060.00)	EDA property debt	
	(10,529.38)	EDA property debt	
FY15	75,000.00	<i>Budget</i>	
	112,500.00	<i>Budget</i>	Additional .01 added for LRP
	(4,842.09)	EDA property debt	
FY16	187,500.00	<i>Budget</i>	
	(75,000.00)	EDA property debt	
	\$ 292,317.58	Balance as of 1/26/16	

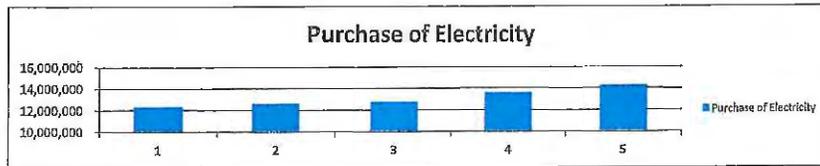
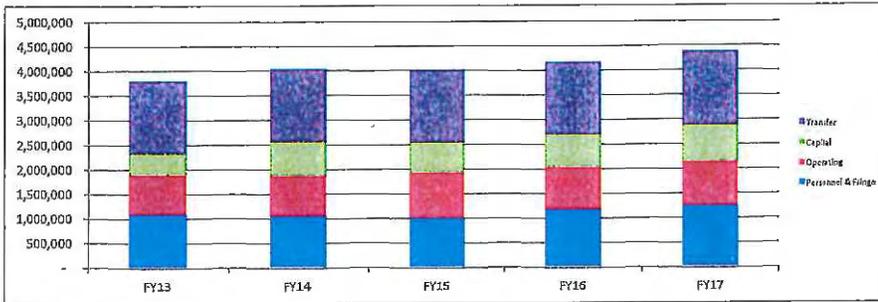
Department
of
Energy
Services

Department of Energy Services

Joe Waltz

Requested FY16	Personnel & Fringe	Operating	Capital	Transfers & Contingencies
Electric				
Electric	1,164,895	883,800	731,560	1,500,000
Purchase of Power	-	14,165,000	-	-
Meter Reading	71,460	6,150	-	-

Historical Information	FY13	FY14	FY15	FY16	FY17
Personnel & Fringe	1,081,291	1,041,550	1,001,905	1,165,250	1,236,355
Operating	806,375	820,550	917,875	854,675	889,950
Capital	424,500	680,000	605,000	665,925	731,560
Transfer	1,471,000	1,471,000	1,471,000	1,470,000	1,500,000
Purchase of Electricity	12,225,150	12,517,200	12,650,000	13,460,000	14,165,000



Employees: Electric (14)
Meter Reader (1)

- Director
- Admin Asst
- Manager
- Line Crew Leader
- Line Tech A-B-C
- Meter Service Tech - trainee
- Engineering Tech
- Operations Tech
- Meter Reader

FY17 Engineering Tech New Position
Traffic Tech New Position

9401 - Electric							
Account	Name	FY17 Dept Request	FY16 Adopted	FY15 Actual	FY14 Actual	FY13 Actual	FY12 Actual
41001	Salaries - Regular	\$ 717,665	\$ 742,560	\$ 602,797	\$ 624,475	\$ 625,377	\$ 596,435
41002	Salaries - Overtime	60,000	55,000	62,876	45,751	41,884	36,350
41003	Salaries - Part-time	-	-	-	-	4,869	-
	Engineering Tech - new position	50,000					
	Traffic Tech - New position	48,000					
42001	Flea	58,000	57,780	50,148	50,243	48,751	46,433
42002	VRS/Life Insurance	126,980	128,000	81,463	97,904	119,813	103,390
42005	Medical Insurance	104,850	109,440	75,375	70,183	74,579	83,250
42015	Employee Incentive program	-	30,000	-	-	-	-
	Total Personnel & Fringe Benefits	\$ 1,164,895	\$ 1,122,780	\$ 872,658	\$ 888,556	\$ 915,273	\$ 865,860
43002	Professional Services	40,000	40,000	13,648	90,728	40,947	109,003
43003	Contract Electrical Maint	35,000	35,000	4,125	5,075	2,600	22,249
43004	Repairs & Maintenance	153,500	152,000	91,714	108,363	107,225	78,235
43005	Maint Service Contract	11,700	10,800	9,020	7,732	9,193	9,536
43007	Advertising	500	300	115	90	-	18
43012	Pole Rental	300	300	115	100	115	115
43014	Voltage Test on Equipment	10,000	8,900	7,399	3,836	3,339	2,921
43021	Electric Engineering Services	32,500	23,000	22,560	25,852	16,012	35,836
43023	Safety Program	15,000	15,000	13,286	13,197	15,813	19,103
45101	Electrical Services	10,000	10,000	13,789	18,134	17,490	9,608
45201	Postal Services	300	300	59	62	115	93
45203	Telecommunications	8,000	8,000	8,383	6,695	8,751	8,445
45401	Office Supplies	2,000	2,000	1,169	1,472	1,787	2,150
45402	Auto Maintenance	13,000	13,000	7,376	11,372	15,709	12,961
45405	Janitorial Supplies	1,000	1,000	484	101	390	480
45407	Repair & Maint Supplies	35,000	35,000	32,083	32,313	21,533	39,215
45408	POL	30,000	30,000	30,143	30,244	26,461	27,789
45410	Uniforms & Wearing Apparel	11,000	9,500	9,094	9,047	8,384	7,809
45411	Books & Subscriptions	500	500	148	615	650	1,079
45412	Furniture & Fixtures	5,000	2,000	504	1,121	532	4,980
45413	Other Operating Supplies	2,000	2,000	1,976	661	1,866	2,941
45420	Small Tools	4,000	4,000	3,310	6,210	3,968	4,284
45504	Travel & Education	35,000	25,000	21,839	14,720	21,192	14,044
45801	Dues & Memberships	52,000	44,000	38,968	31,865	35,658	22,894
45806	Interest Paid on Deposits	1,500	1,000	298	550	-	212
47502	Line Extensions	375,000	375,000	303,711	282,866	367,731	307,104
47510	Line Extensions - River Crossings	-	-	3,784	-	-	-
	Total Operating Expenses	\$ 883,800	\$ 846,700	\$ 639,100	\$ 703,022	\$ 727,460	\$ 736,503
43022	Electric Purchase	14,000,000	13,300,000	13,482,173	13,735,091	11,601,179	12,565,322
4302201	Deregulation - Cost	165,000	160,000	150,812	154,025	151,732	141,474
	Total Purchase Electricity	\$ 14,165,000	\$ 13,460,000	\$ 13,632,985	\$ 13,889,115	\$ 11,752,911	\$ 12,706,796
47001	Machinery & Equipment	-	15,000	3,035,329	53,525	21,367	35,770
47005	Motor Vehicles	393,560	33,560	139,592	5,621	224,982	-
47009	Building & Structures	90,000	302,765	115,558	6,941	-	-
47025	Revenue sharing with VDOT cross walk	-	37,000	1,040	21,991	12,153	17,659
47910	Traffic Signalization	25,000	25,000	21,871	19,107	-	66,886
47915	Substation Upgrades	-	-	-	-	-	33,080
47921	RipRap - Happy Creed Road Project	-	-	-	-	-	-
47926	Bridge repairs	-	-	-	147,209	-	3,902
47929	Happy Creek - Substation #4	-	30,000	-	-	-	-
47936	Riverton - Substation #5	-	-	133,909	61,119	376,572	78,884
47937	Manassas - Substation #1	223,000	120,000	-	41,891	62,555	-
47937	Manassas - Substation #1 - Fence Replacement	-	22,600	-	-	-	-
47938	Kendrick - Substation #2	-	-	-	-	-	-
47939	Sprint - Substation #3	-	-	-	35,816	94,011	-
47940	Avtex - Substation #6	-	-	-	-	-	-
	Total Capital	\$ 731,560	\$ 585,925	\$ 3,447,300	\$ 393,220	\$ 791,740	\$ 236,131

		FY17 Dept Request	FY16 Adopted	FY15 Actual	FY14 Actual	FY13 Actual	FY12 Actual
9499-9004	Transfers	1,500,000	1,470,000	\$ 1,471,000	\$ 1,471,000	\$ 1,471,000	\$ 1,471,000
9499-9014	Transfer-Loan to General Fund	-	-	-	-	-	-
9499-0001	Debt Service	-	-	-	-	-	-
9499-40001	Reimbursement AMPGS - project(1x expense)	-	-	-	-	-	25,000
	Contingencies	-	-	-	-	-	-
	Total - Department	\$ 18,445,255	\$ 17,485,405	\$ 20,063,043	\$ 17,344,913	\$ 15,658,384	\$ 16,041,291
	Annual Adopted Budget		\$ 17,485,405	\$ 16,499,870	\$ 16,402,320	\$ 15,911,305	\$ 15,706,267
	Amended Budget Amount			\$ 17,038,788	\$ 17,014,658	\$ 17,081,224	\$ 16,527,725
	Difference from actual vs amended			\$ (3,024,254)	\$ (330,255)	\$ 1,422,841	\$ 486,434
	FY17 Highlights:						
	41001 - Salaries	50,000	New Position - Engineering Tech				
		48,000	New Position - Traffic Tech				
	47005 - Vehicles	280,000	Replace #241 Bucket Truck				
		45,000	Replace #342 Pickup				
		35,000	Replace #363 Pickup				
		33,560	Payment 2 of 6 Vehicle 347				
	47009 - Building & Structures	90,000	completion of warehouse to office space				
	47940 - Avtex Substation	2,500,000	New substation Avtex property				
	FY18 Highlights:						
	Salaries						
	Line Tech	\$ 58,000	includes benefits [additional staff]				
	Employee Incentive	\$ 30,000					
	Pay adjustment for Director	\$ 3,000					
	Request to have reclassifications		Operation Manager to Manager of Engineering [no budget impact]				
			Crew Supervisor to Operations Supervisor [no budget impact]				
	Capital:						
	7001 ~ Machinery & Equipment	\$ 15,000	replace to aging mowers with a single zero turn mower				
	7005 ~ Motor Vehicles	\$ 33,560	Replacement of 2004 Bucket Truck [#347]				
			[Financing will be for 6 years]				
			FY16 - funded	FY 18	FY20		
			FY17 -proposed	FY 19	FY21		
	7009 ~ Buildings & Structures	\$ 302,765	continue funding for new building				
	7929 ~ Happy Creek Substation #4	\$ 30,000	fiber installation for better communications				
	7937 ~ Manassas Substation	\$ 22,600	Replace fencing at the Manassas Substation				
	FY15 Year end highlights:						
	9401-3002	101,141	ongoing projects will carry forward funding to FY16				
	9401-7025	47,157	Crosswalk project carry forward funding to FY16				
	9401-7910	26,324	Traffic signalization equipment				
	9401-7926	52,848	Bridge lighting Funds carried forward to FY16				
	9401-7937	120,000	Upgrades to Manassas Substation - funds carried to FY16				
	FY15 Highlights:						
	47009- Building and Structures	\$ 350,000					

9417-Meter Reading							
Account	Name	FY17 Dept Request	FY16 Adopted	FY15 Actual	FY14 Actual	FY13 Actual	FY12 Actual
41001	Salaries - Regular	\$ 47,010	\$ 28,655	\$ 27,043	\$ 26,042	\$ 53,373	\$ 49,657
41002	Salaries - Overtime	500	-	-	-	31	98
42001	Fica	3,650	2,000	2,041	1,921	3,609	3,392
42002	VRS/Life Insurance	8,280	4,590	3,699	3,599	10,502	8,399
42005	Medical Insurance	12,020	7,225	6,780	5,379	18,996	16,687
	Total Personnel & Fringe Benefits	\$ 71,460	\$ 42,470	\$ 39,564	\$ 36,941	\$ 86,510	\$ 78,234
43004	Repairs & Maintenance	50	50	46	-	-	-
43005	Maint Service Contracts	2,000	2,000	1,853	-	-	42
43023	Safety Program	250	200	228	175	255	204
45201	Postal Services	75	75	-	-	568	42
45203	Telecommunications	350	400	516	882	435	255
45401	Office Supplies	75	100	18	55	20	52
45402	Auto Maintenance	500	1,000	611	723	1,055	1,314
45407	Repairs & Maint Supplies	250	200	663	56	44	130
45408	POL	1,800	3,200	2,737	3,634	4,368	3,399
45410	Uniforms & Wearing Apparel	300	350	-	320	36	(21)
45420	Small Tools	200	250	82	12	282	563
45504	Travel & Education	300	150	135	-	11	-
	Total Operating Expenses	\$ 6,150	\$ 7,975	\$ 6,887	\$ 5,857	\$ 7,074	\$ 5,979
47001	AMI	-	80,000	-	-	-	-
	Total Capital	\$ -	\$ 80,000	\$ -	\$ -	\$ -	\$ -
	Total - Department	\$ 77,610	\$ 130,445	\$ 46,451	\$ 42,798	\$ 93,584	\$ 84,213
	Annual Adopted Budget		\$ 130,445	\$ 145,910	\$ 127,980	\$ 97,011	\$ 84,170
	Amended Budget Amount			\$ 175,910	\$ 127,980	\$ 97,011	\$ 84,170
	Difference from actual vs amended			\$ 129,459	\$ 85,182	\$ 3,427	\$ (43)
	FY15 Highlights:						
	AMI Program	\$ 80,000					
	Professional Services	\$ 20,000	study for AMR				
	FY16 Highlights:						
	AMI Program	\$ 80,000					
	FY17 Highlights:						
	41001 - Salaries	\$ 24,840	split 3 meter readers between electric and water				
	Unfunded						
	47001 - AMI	\$ 1,000,000	move forward with AMI program town wide				
			this one time expense can be budgeted through fund balances				
			guesstimate on total cost				

Department of Environmental Services

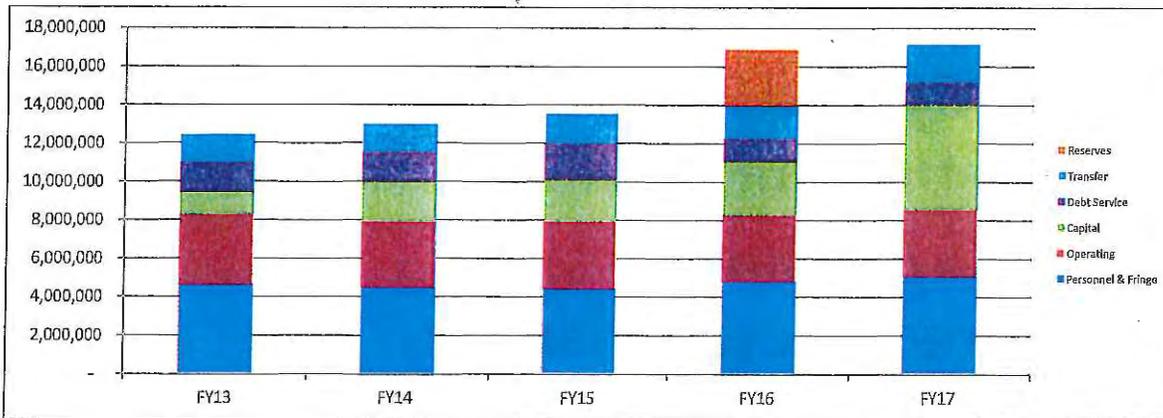
Automotive
General Properties
Horticultural
W/S Administration
Water & Sewer Plant
Water-Sewer Line Maintenance
Solid Waste Management
Highway Maintenance

Department of Environmental Services

Jimmy Hannigan

Requested FY16	Personnel & Fringe	Operating	Capital	Debt Service	Transfers & Contingencies
DES					
Automotive	389,640	75,850	142,725	-	-
General Properties	144,195	137,200	-	-	-
Horticulture	269,955	43,375	-	-	-
Administrative	232,670	29,900	-	-	-
Water Plant	806,775	785,300	277,000	970,000	936,250
Sewer Plant	762,500	1,278,250	790,000	257,185	951,250
Water/Line Maint	712,520	216,475	2,635,750	-	-
Meter Reading	71,460	12,150	523,750	-	-
Solid Waste	788,085	189,650	83,400	-	35,000
Hwy-Bridge-Sidewalks	101,485	173,500	-	-	-
Hwy Maint	722,445	502,050	959,310	-	-
Construction/Inspections	60,205	32,350	-	-	-

Historical Information	FY13	FY14	FY15	FY16	FY17
Personnel & Fringe	4,606,701	4,479,890	4,382,830	4,781,835	5,061,935
Operating	3,643,680	3,395,650	3,521,300	3,445,775	3,476,050
Capital	1,142,550	2,048,000	2,162,700	2,800,255	5,411,935
Debt Service	1,584,252	1,584,255	1,900,000	1,227,185	1,227,185
Transfer	1,377,460	1,388,710	1,480,585	1,690,000	1,922,500
Reserves				2,916,400	-



- Employees:** Director of DES
 Senior Admin Assistant
 Admin Assistant
 Managers (4)
 Engineering/Inspections (1)
 Water Plant (10)
 WasteWater Plant (10)
 Line Maint (10)
 Meter Reading (2)
 Automotive (3)
 General Properties (1)
 Horticulture (5)
 Streets (11)
 Solid Waste (14)

FY17 Additional staff

- Automotive Tech [mid year]
- Line Tech [water/sewer line maint]

1203 - Fleet Management							
Account	Name	FY17 Dept Request	FY16 Adopted	FY15 Actual	FY14 Actual	FY13 Actual	FY12 Actual
41001	Salaries - Regular	\$ 237,645	\$ 230,955	\$ 228,194	\$ 219,725	\$ 222,460	\$ 203,099
41002	Salaries - Overtime	2,500	5,000	1,627	2,242	1,213	587
41001	New position - Automotive Tech [mid year]	27,500					
42001	Fica	18,300	17,195	16,484	16,007	16,041	14,854
42002	VRS/Life Insurance	41,850	38,700	31,821	34,532	44,379	35,355
42005	Medical Insurance	61,845	49,560	46,146	41,503	43,480	39,005
	Total Personnel & Fringe Benefits	\$ 389,640	\$ 341,410	\$ 324,272	\$ 314,008	\$ 327,574	\$ 292,900
43005	Maint Service Contracts	5,000	3,500	4,606	1,826	1,925	1,564
43023	Safety Program	2,000	2,000	915	1,193	799	1,109
43038	Auto Service Charge Back	(200,000)	(200,000)	(218,408)	(219,130)	(174,251)	(183,638)
45102	Heating Service	2,000	2,000	1,107	2,547	517	1,197
45201	Postal Services	150	150	35	-	45	7
45203	Telecommunications	1,400	1,400	1,121	1,028	2,409	1,055
45401	Office Supplies	600	600	111	687	144	213
45402	Auto Maintenance	2,500	2,500	2,032	2,273	1,300	2,047
45407	Repairs & Maintenance Supplies	225,000	225,000	218,063	244,512	205,784	191,752
45408	POL	17,500	17,500	14,530	17,912	17,093	18,108
45410	Uniforms & Wearing Apparel	4,200	4,200	4,283	4,166	4,387	4,496
45412	Furniture & Fixtures	3,000	-	-	270	-	-
45420	Small Tools	7,500	7,500	5,415	6,812	5,899	3,534
45427	Repairs to Shop	2,500	2,500	3,150	527	298	2,395
45504	Travel & Education	2,500	2,500	-	3,533	592	100
	Total Operating Expenses	\$ 75,850	\$ 71,350	\$ 36,959	\$ 68,156	\$ 66,940	\$ 43,937
47001	Machinery & Equipment	100,555	35,000	32,048	22,651	29,240	-
47003	Communication Equipment	17,170	-	-	-	-	-
47005	Motor Vehicles	25,000	-	-	-	-	-
47009	Building & Structures	-	48,335	-	-	-	-
	Total Capital	\$ 142,725	\$ 83,335	\$ 32,048	\$ 22,651	\$ 29,240	\$ -
	Total - Department	\$ 608,215	\$ 496,095	\$ 393,279	\$ 404,815	\$ 423,754	\$ 336,837
	Annual Adopted Budget		\$ 496,095	\$ 434,670	\$ 433,550	\$ 384,048	\$ 349,098
	Amended Budget Amount			\$ 456,542	\$ 436,150	\$ 384,048	\$ 349,098
	Difference from actual vs amended			\$ 63,263	\$ 31,335	\$ (39,706)	\$ 12,261
FY17 Highlights:							
	41001 - Salaries	27,500	New Position - Auto Tech unfunded - half year				
	43005 - Maint Service Contracts	1,500	maint contracts for Cummins & International online diagnostic program				
	45412 - Furniture & Fixtures	3,000	new office furniture along with painting and floor repairs				
	47001 - Machinery & Tools	35,555	HVAC year 2 of 4				
		10,000	Band saw replacement				
		30,000	Alignment machine				
		10,000	Drill press replacement				
		15,000	Air Compressor new no replacement				
	47003 - Communications	17,170	Radios for Trucks with GPS				
	47005 - Vehicles	25,000	Replacement #545 "school car"				
FY16 Highlights:							
	Capital Projects		FY15	FY16			
		Shop AC unit	10,000	10,000			[will complete in FY16]
		Dump truck bed replacements #766 and #769	[\$35,000]				
		HVAC project [4 years]					
			38,335	FY16 - funded	35,555	FY18	
			35,555	FY17 - proposed	35,555	FY19	
FY15 Year end highlights:							
	1203-7005	21,627	Caravan ordered not received ~ funds carried forward				
	1203-7009	10,000	Shop AC unit funding carried forward				

4302 - General Properties							
Account	Name	FY17 Dept Request	FY16 Adopted	FY15 Actual	FY14 Actual	FY13 Actual	FY12 Actual
41001	Salaries - Regular	\$ 60,205	\$ 59,760	\$ 54,141	\$ 52,087	\$ 41,901	\$ 35,898
41002	Salaries - Overtime	1,000	1,000	483	1,028	571	13
41003	Salaries -Part-time	43,400	41,000	31,548	29,680	31,390	-
42001	Fica	8,100	7,390	6,170	6,028	5,251	2,421
42002	VRS/Life Insurance	10,600	9,615	7,300	7,865	7,963	6,148
42005	Medical Insurance	20,890	18,490	15,799	14,550	13,744	12,524
	Total Personnel & Fringe Benefits	\$ 144,195	\$ 137,255	\$ 115,441	\$ 111,238	\$ 100,821	\$ 57,004
43004	Repairs & Maintenance	30,000	25,000	18,952	20,916	20,462	7,089
43005	Maintenance Service Contract	10,000	10,000	5,449	10,181	5,948	1,886
43023	Safety Program	600	600	211	244	725	421
43030	Janitorial Contract	-	-	-	-	2,614	30,063
45101	Electrical Services	50,000	50,000	65,371	62,335	52,470	26,166
45102	Heating Services	15,000	15,000	10,754	13,343	25,501	10,486
45201	Postal Services	-	-	-	24	-	-
45203	Telecommunications	1,000	1,000	1,138	1,103	1,131	777
45401	Office Supplies	300	300	210	86	257	50
45402	Auto Maintenance	1,000	1,000	2,174	225	1,629	222
45405	Janitorial Supplies	8,600	8,600	3,554	2,008	2,972	1,338
45407	Repairs & Maintenance Supplies	15,000	15,000	13,876	36,473	24,697	18,630
45408	POL	1,800	1,800	1,404	2,424	1,831	1,153
45410	Uniforms & Wearing Apparel	400	400	81	212	79	601
45413	Other Operating Supplies	1,500	1,500	1,060	1,155	373	63
45420	Small Tools	1,000	700	1,542	690	739	637
45504	Travel & Education	1,000	1,000	-	-	52	9
	Total Operating Expenses	\$ 137,200	\$ 131,900	\$ 125,778	\$ 151,422	\$ 141,481	\$ 99,591
47001	Machinery & Equipment	-	-	-	-	400	920
47009	Building & Structures	-	9,500	63,127	5,303	-	-
47009	Building & Structures [purchase]	-	-	-	-	371,873	1,155,169
47912	Happy Creek Trail	-	-	-	-	8,186	30,641
47952	Demolition	-	-	-	-	-	-
	Total Capital	\$ -	\$ 9,500	\$ 63,127	\$ 5,303	\$ 380,460	\$ 1,186,730
	Total - Department	\$ 281,395	\$ 278,655	\$ 304,346	\$ 267,962	\$ 622,762	\$ 1,343,325
	Annual Adopted Budget		\$ 278,655	\$ 271,510	\$ 260,205	\$ 276,019	\$ 250,370
	Amended Budget Amount			\$ 331,730	\$ 267,974	\$ 654,598	\$ 1,795,871
	Difference from actual vs amended			\$ 27,384	\$ 11	\$ 31,836	\$ 452,545
	FY15 Highlights:						
	47001 ~ Equipment	\$ 15,000					HVAC replacement [Carried forward FY16]
	FY16 Highlights:						
	7009 ~ Buildings & Structures	\$ 7,000					HVAC for Visitors Center
		\$ 2,500					FY16 funding for roof replacement
							Inspection office & Sign Shop
	FY17 Highlights:						
	43004 - Repairs & Maint Contracts						increase due to inflation
	45407 - Repairs & maint supplies						increase due to inflation
	45420 - Small tools						increase due to inflation

4305 - Horticultural							
Account	Name	FY17 Dept Request	FY16 Adopted	FY15 Actual	FY14 Actual	FY13 Actual	FY12 Actual
41001	Salaries - Regular	\$ 157,570	\$ 157,515	\$ 145,037	\$ 142,951	\$ 134,346	\$ 136,555
41002	Salaries - Overtime	3,000	5,000	1,309	1,773	2,290	-
41003	Salaries - Part-time	21,000	20,000	20,774	15,850	25,394	37,319
	Reclassification of employee	2,000					
42001	Fica	14,165	13,500	12,286	11,827	11,797	12,830
42002	VRS/Life Insurance	27,750	25,550	20,014	22,495	26,219	23,715
42005	Medical Insurance	44,470	32,940	31,376	26,342	27,964	32,420
	Total Personnel & Fringe Benefits	\$ 269,955	\$ 254,505	\$ 230,796	\$ 221,237	\$ 228,009	\$ 242,839
43002	Professional Services	6,000	6,000	8,002	5,752	16,171	12,450
43007	Advertising	200	200	136	123	128	-
43023	Safety Program	400	400	578	581	443	994
43043	Tree Stewards	2,500	2,500	2,500	2,500	2,500	2,500
45101	Electrical Services	175	175	228	184	181	-
45201	Postal Services	50	50	-	2	-	1
45203	Telecommunications	900	900	366	366	1,317	1,884
45401	Office Supplies	250	250	28	313	100	171
45402	Auto Maintenance	5,000	5,000	11,814	8,665	7,504	9,418
45407	Repair & Maint Supplies	3,500	3,000	448	1,073	360	693
45408	POL	6,500	6,500	3,851	4,884	5,394	6,592
45410	Uniforms & Wearing Apparel	1,000	1,000	709	1,171	704	650
45411	Books & Subscriptions	400	400	15	198	60	173
45413	Other Operating Supplies	2,000	2,000	2,353	1,765	1,563	986
45420	Small Tools	2,500	2,000	2,628	1,813	1,488	1,449
45436	Flower - Baskets	-	-	-	-	-	1,550
45437	Flower Gardens	11,000	9,000	7,912	8,661	6,444	10,332
45504	Travel & Education	1,000	1,000	569	891	850	274
	Total Operating Expenses	\$ 43,375	\$ 40,375	\$ 42,137	\$ 38,941	\$ 45,207	\$ 50,116
47001	Machinery & Equipment	-	8,000	-	-	-	-
47031	Main St Tree Replacement Phase I & II	-	11,000	17,513	537	10,650	10,146
47974	Beautifications Projects	-	-	8,983	14,747	5,603	14,342
	Total Capital	\$ -	\$ 19,000	\$ 26,496	\$ 15,283	\$ 16,253	\$ 24,488
	Total - Department	\$ 313,330	\$ 313,880	\$ 299,429	\$ 275,461	\$ 289,470	\$ 317,444
	Annual Adopted Budget		\$ 313,880	\$ 301,060	\$ 355,160	\$ 379,770	\$ 377,451
	Amended Budget Amount			\$ 341,172	\$ 393,810	\$ 390,657	\$ 391,651
	Difference from actual vs amended			\$ 41,743	\$ 118,349	\$ 101,187	\$ 74,207
	FY16 Highlights:						
	7001 ~ Equipment	\$ 8,000	replace 36" walk behind mower				
	FY15 Year end highlights:						
	4305-7031	9,430	Main St tree replacement - carry forward funds to FY16				
	4305-7974	5,000	Main St tree replacement - carry forward funds to FY16				
	FY17 Highlights:						
	45437 - Flower Gardens		increase due to loss of line item 7974 - Tree City USA qualifications				
	45413 - Other operating supplies		increase to purchase backpack blower - no increase [sent to dept]				
	45407 - Repairs & Maint Supplies		increase projected for cost of supplies				

9501 Water Administration							
Account	Name	FY17 Dept Request	FY16 Adopted	FY15 Actual	FY14 Actual	FY13 Actual	FY12 Actual
41001	Salaries - Regular	\$ 78,795	\$ 76,855	\$ 72,935	\$ 66,095	\$ 46,540	\$ 38,607
41002	Salaries - Overtime	1,000	1,000	2,313	1,668	1,095	1,338
42001	Fica	6,140	5,700	5,314	4,859	3,408	2,821
42002	VRS/Life Insurance	13,875	12,960	9,996	10,210	9,019	6,529
42005	Medical Insurance	18,825	16,160	14,770	11,929	8,381	7,930
	Total Personnel & Fringe Benefits	\$ 118,635	\$ 112,675	\$ 105,327	\$ 94,761	\$ 68,443	\$ 57,224
43002	Professional Services	2,000	2,000	-	-	-	-
43005	Maint contract [lease copier]	3,500	3,000	2,088	57	1,229	-
43006	Printing & Binding	500	500	225	-	81	41
43007	Advertising	500	500	156	92	-	-
43023	Safety Program	250	250	274	108	209	-
43050	Information Technology	250	250	-	485	69	-
45201	Postal Services	50	50	20	8	21	12
45203	Telecommunications	1,000	1,000	652	1,145	941	1,314
45401	Office Supplies	500	500	505	271	340	676
45402	Auto Maintenance	750	750	735	826	386	207
45405	Janitorial Supplies	500	500	116	-	75	8
45407	Repair & Maint Supplies	-	-	-	4	100	-
45408	POL	700	700	411	529	374	503
45410	Uniforms & Wearing Apparel	300	300	133	204	26	261
45411	Books & Subscriptions	200	200	318	171	-	-
45412	Furniture & Fixtures	200	200	162	152	115	89
45420	Small Tools	250	250	-	2	-	40
45428	Community Relations	500	500	502	341	652	440
45504	Travel & Education	2,250	2,250	1,871	2,075	689	1,067
45801	Dues & Memberships	750	750	108	63	52	-
	Total Operating Expenses	\$ 14,950	\$ 14,450	\$ 8,276	\$ 6,534	\$ 5,359	\$ 4,658
47001	Machinery & Equipment	-	-	-	-	-	-
	Total Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total - Department	\$ 133,585	\$ 127,125	\$ 113,602	\$ 101,295	\$ 73,802	\$ 61,882
	9501 Water Annual Adopted Budget		\$ 127,125	\$ 116,460	\$ 127,120	\$ 115,849	\$ 122,107
	9501 Water Amended Budget Amount			\$ 118,426	\$ 129,142	\$ 117,815	\$ 122,107
	Difference from actual vs amended			\$ 4,823	\$ 27,847	\$ 44,012	\$ 60,225

9502							
Sewer Administration							
Account	Name	FY17 Dept Request	FY16 Adopted	FY15 Actual	FY14 Actual	FY13 Actual	FY12 Actual
41001	Salaries - Regular	\$ 75,120	\$ 73,700	\$ 73,022	\$ 67,403	\$ 89,811	\$ 77,213
41002	Salaries - Overtime	1,000	1,000	1,882	1,696	2,118	2,602
42001	Fica	5,860	4,285	5,286	4,961	6,562	5,637
42002	VRS/Life Insurance	13,230	12,405	10,116	10,513	17,608	13,112
42005	Medical Insurance	18,825	16,160	14,770	11,837	16,642	15,859
	Total Personnel & Fringe Benefits	\$ 114,035	\$ 107,550	\$ 105,076	\$ 96,411	\$ 132,740	\$ 114,424
43002	Professional Services	2,000	2,000	-	-	-	-
43005	Maint contract [lease copier]	3,500	3,000	2,088	57	2,458	-
43006	Printing & Blinding	500	500	225	-	162	82
43007	Advertising	500	500	156	92	48	-
43023	Safety Program	250	250	253	108	418	-
43050	Information Technology	250	250	-	183	69	-
45201	Postal Services	50	50	19	7	41	37
45203	Telecommunications	1,000	1,000	652	1,145	1,882	2,660
45401	Office Supplies	500	500	448	271	680	1,353
45402	Auto Maintenance	750	750	735	826	772	269
45405	Janitorial Supplies	500	500	116	411	151	16
45407	Repair & Maint Supplies	-	-	-	5	100	-
45408	POL	700	700	411	529	749	1,006
45410	Uniforms & Wearing Apparel	300	300	133	204	53	522
45411	Books & Subscriptions	200	200	318	171	5	-
45412	Furniture & Fixtures	200	200	162	152	229	178
45420	Small Tools	250	250	10	2	-	80
45428	Community Relations	500	500	502	314	1,349	880
45504	Travel & Education	2,250	2,250	1,919	2,075	1,378	2,134
45801	Dues & Memberships	750	750	108	63	103	1,206
	Total Operating Expenses	\$ 14,950	\$ 14,450	\$ 8,256	\$ 6,615	\$ 10,646	\$ 10,423
	Total Capital	\$ -					
	Total - Department	\$ 128,985	\$ 122,000	\$ 113,331	\$ 103,026	\$ 143,387	\$ 124,847
	9502 Sewer Annual Adopted Budget		\$ 122,000	\$ 118,985	\$ 123,785	\$ 114,786	\$ 121,566
	9502 Sewer Amended Budget Amount			\$ 118,985	\$ 123,842	\$ 114,786	\$ 156,966
	Difference from actual vs amended			\$ 5,654	\$ 20,816	\$ (28,601)	\$ 32,119

9601 - Water Plant							
Account	Name	FY17 Dept Request	FY16 Adopted	FY15 Actual	FY14 Actual	FY13 Actual	FY12 Actual
41001	Salaries - Regular	\$ 476,710	\$ 458,885	\$ 433,074	\$ 391,265	\$ 403,838	\$ 351,853
41002	Salaries - Overtime	35,000	35,000	36,600	21,408	20,876	25,580
41003	Salaries - Part-time	23,000	23,000	4,780	14,343	20,676	16,301
	Plant operator training program	15,000					
42001	Fica	40,000	36,925	33,841	30,425	31,989	28,475
42002	VRS/Life Insurance	83,950	74,830	56,112	55,337	74,833	57,764
42005	Medical Insurance	133,115	118,350	102,983	70,108	79,184	67,607
42015	Employee Incentive Program	-	25,000	-	-	19,693	-
	Total Personnel & Fringe Benefits	\$ 806,775	\$ 771,990	\$ 667,401	\$ 582,886	\$ 651,089	\$ 549,580
43002	Professional Services	100,000	65,000	43,311	64,510	113,444	27,961
43002	Professional Services-study/litigation	-	-	63,305	-	-	-
43004	Repairs & Maintenance	5,000	5,000	3,694	3,842	2,782	4,322
43005	Maint Service Contracts	105,000	105,000	86,596	88,350	82,489	79,982
43006	Printing & Binding	3,500	3,500	143	1,691	2,919	1,466
43007	Advertising	1,500	1,500	-	1,216	869	564
43023	Safety Program	6,000	6,000	3,155	2,667	2,864	4,653
43061	Eng/Design - Water Lines	-	-	-	14,814	21,754	-
43077	Lab Testing	25,000	25,000	16,501	23,156	18,704	15,443
45101	Electrical Services	250,000	230,000	197,946	170,784	172,382	160,448
45102	Heating Services	6,000	6,000	3,926	4,752	2,898	2,817
45201	Postal Services	4,500	4,500	267	415	6,997	3,309
45203	Telecommunications	8,500	8,500	9,304	6,687	6,660	7,044
45401	Office Supplies	2,000	2,000	1,450	1,307	998	1,230
45402	Auto Maintenance	4,000	4,000	3,377	3,276	4,468	2,264
45405	Janitorial Supplies	2,000	2,000	1,254	1,804	1,378	1,689
45407	Repair & Maint Supplies	42,000	42,000	27,432	24,226	36,651	34,375
45408	PCL	9,000	9,000	4,941	11,826	10,343	8,115
45410	Uniforms & Wearing Apparel	7,000	7,000	5,957	3,148	3,670	6,187
45411	Books & Subscriptions	1,000	1,000	275	494	638	511
45412	Furniture & Fixtures	2,000	2,000	364	354	959	1,968
45413	Other Operating Supplies	185,000	174,000	156,273	147,370	135,390	151,149
45420	Small Tools	1,000	1,000	870	705	561	539
45428	Community Relations	300	300	-	-	159	260
45504	Travel & Education	4,500	4,500	3,241	2,787	3,757	3,139
45515	Training / Licenses	6,000	6,000	7,019	6,256	6,481	5,913
45801	Dues & Memberships	4,500	4,500	74	72	70	70
	Total Operating Expenses	\$ 785,300	\$ 719,300	\$ 640,675	\$ 584,510	\$ 639,883	\$ 525,412
47001	Machinery & Equipment	-	17,000	7,977	4,450	-	-
47005	Motor Vehicles	7,000	-	-	-	-	25,991
47009	Building & Structures	250,000	215,000	-	-	-	-
47507	Water Plant Expansion - Bond FY07 and FY15	-	-	1,001,928	201,216	-	-
47519	Dormition - Upgrades	-	-	-	243,698	88,752	-
47903	Security	20,000	-	36,700	-	538	14,213
47949	McKay Spring Property	-	-	-	-	333	-
	Total Capital	\$ 277,000	\$ 232,000	\$ 1,046,605	\$ 449,364	\$ 99,623	\$ 40,204
	Total - Department	\$ 1,869,075	\$ 1,723,290	\$ 2,354,681	\$ 1,616,759	\$ 1,390,595	\$ 1,115,196
	Annual Adopted Budget		\$ 1,723,290	\$ 1,682,045	\$ 1,704,530	\$ 1,449,369	\$ 1,446,288
	Amended Budget Amount			\$ 5,085,974	\$ 5,334,449	\$ 2,260,232	\$ 1,498,329
	Difference from actual vs amended			\$ 2,731,294	\$ 3,717,690	\$ 869,637	\$ 389,133
	FY16 Highlights:						
	Salaries	\$ 50,000		Swing Shift position ~ to meet requirements of personnel			
	CP: 7001 ~ Machinery & Equipment	\$ 17,000		replacement of mower and trailer			
	7009 ~ Building and Structures	\$ 100,000		Fairground Rd upgrades (previous years funding to be added to this project)			
		\$ 75,000		Pump upgrades (Funding from FY15 for total of 150,000)			
		\$ 25,000		Raw Water Reservoir pier replacement			
		\$ 15,000		Replace pump control at Guard Hill Pump station			
	FY15 Year end highlights:						
	9601-3002	120,000		ongoing consulting projects carried to FY16			
	9601-7009	435,000		prior year funding to tank upgrades			
	9601-7507	1,990,020		Water upgrades funded but not completed			
	FY17 Highlights:						
	43002 - professional services	75,000		20 yr water study			
		25,000		vulnerability study			
	45101 - Electric Services	Increase		due to upgrade facility			
	45407 - Repairs & Maint	Increase		with upgrade more maint is needed			
	45413 - Other operating supplies	Increase		with upgrade more chemicals are required			
	47005 - Vehicles	7,000		replacement of truck bed #631			
	47009 - Buildings & Structures	35,000		Aluminium hand rail replacement			
		150,000		Filter media replacement			
		15,000		Fairground tank repairs			
		50,000		Cleaning of raw water pump station intake pipes			
	47903 - Security	20,000		upkeep to gates and systems at pump stations and plant			

9801 - Wastewater Treatment Plant							
Account	Name	FY17 Dept Request	FY16 Adopted	FY15 Actual	FY14 Actual	FY13 Actual	FY12 Actual
41001	Salaries - Regular	\$ 489,290	\$ 475,565	\$ 420,268	\$ 372,135	\$ 376,795	\$ 366,050
41002	Salaries - Overtime	27,000	26,500	18,810	24,285	17,407	18,838
42001	Fica	40,000	36,325	31,040	28,068	26,780	26,954
42002	VRS/Life Insurance	86,165	78,795	57,296	57,472	69,034	62,192
42005	Medical Insurance	120,045	119,890	96,820	84,599	80,587	93,254
42015	Employee Incentive Program	-	25,000	-	-	-	-
	Total Personnel & Fringe Benefits	\$ 762,500	\$ 761,575	\$ 624,235	\$ 566,560	\$ 570,602	\$ 567,289
43002	Professional Services	12,500	12,500	15,911	15,138	13,214	8,248
43002	Professional Services-Study/Litigation	-	-	33,305	-	-	-
43004	Repairs & Maintenance	10,000	12,000	4,908	482	5,928	2,479
43005	Maint Service Contract	415,000	402,000	422,970	392,800	345,243	277,599
43007	Advertising	450	450	322	-	408	501
43023	Safety Program	7,000	7,000	2,782	4,418	3,345	5,488
43077	Lab Testing	26,000	26,000	17,498	13,218	18,882	21,958
45101	Electrical Services	495,000	490,000	410,231	393,235	383,650	401,484
45201	Postal Services	150	150	117	25	321	12
45203	Telecommunications	6,600	6,600	5,765	5,665	5,144	4,810
45401	Office Supplies	850	850	722	862	770	621
45402	Auto Maintenance	6,100	6,000	11,605	6,271	3,481	3,122
45405	Janitorial Supplies	1,950	1,950	1,457	1,002	1,026	1,684
45407	Repair & Maint Supplies	110,000	120,000	99,654	80,384	120,974	147,776
45408	POL	18,000	18,000	13,494	25,131	17,409	13,249
45410	Uniforms & Wearing Apparel	8,200	8,000	7,848	4,487	1,587	1,622
45412	Furniture & Fixtures	500	500	-	-	-	-
45413	Other Operating Supplies	142,000	139,000	130,001	125,650	107,475	119,393
45420	Small Tools	2,400	2,400	1,424	2,260	2,375	2,213
45504	Travel & Education	4,850	4,850	3,366	3,130	1,196	456
45515	Training / Licenses	5,000	4,000	1,515	2,428	2,991	4,574
45801	Dues & Memberships	5,700	5,600	5,109	5,410	3,555	5,300
	Total Operating Expenses	\$ 1,278,250	\$ 1,267,850	\$ 1,190,002	\$ 1,081,997	\$ 1,038,974	\$ 1,022,688
47001	Machinery & Equipment	-	25,000	256,916	260,000	-	-
47001	Pharmaceutical Testing	-	-	-	-	-	-
47001	Nutrient Credits/Upgrade	230,000	220,000	185,619	185,619	154,201	134,086
47005	Motor Vehicles	60,000	-	-	52,256	-	25,991
47009	Building & Structures	-	45,000	19,992	-	-	-
47009	Crooked Run	500,000	-	-	-	-	-
47015	Sewer Plant Expansion	-	-	3,210,859	1,525,000	745,000	73,000
47504	Line Ext	-	-	-	-	-	-
47519	Dominion - Upgrades	-	-	-	50,020	4,138	-
	Total Capital	\$ 790,000	\$ 290,000	\$ 3,487,767	\$ 2,072,895	\$ 903,339	\$ 233,077
	Total - Department	\$ 2,830,750	\$ 2,319,425	\$ 5,302,003	\$ 3,721,452	\$ 2,512,915	\$ 1,823,054
	Annual Adopted Budget		\$ 2,319,425	\$ 2,198,550	\$ 2,243,010	\$ 1,978,206	\$ 1,872,059
	Amended Budget Amount			\$ 53,573,255	\$ 4,315,865	\$ 4,561,093	\$ 4,346,744
	Difference from actual vs amended			\$ 48,271,252	\$ 594,413	\$ 2,048,178	\$ 2,523,691
	FY17 Highlights:						
	47005- Motor Vehicles	60,000	Replacement #685 Farm Tractor				
	47001 - Machinery & Equipment	500,000	Riverton Crooked Run upgrades - Phase I				
	FY16 Highlights:						
	Salaries	\$ 43,000	additional staff due to plant expansion one more in FY17				
	47001 ~ Equipment & Machinery	\$ 25,000	Replacement of #627 lawn tractor				
	47009 ~ Building and Structures	\$ 45,000	Roof Replacement of Blower Building				
	FY15 Year end highlights:						
	9801-47015	46,199,193	WWTP expansion				
	9801-7009	70,000	Crooked Run pump station funding will carry forward				
	9801-7005	26,458	replacement truck #618 ordered				

9617- Meter Reading Water								
Account	Name	FY17 Dept Request	FY16 Adopted	FY15 Actual	FY14 Actual	FY13 Actual	FY12 Actual	
41001	Salaries - Regular	\$ 47,010	\$ 59,665	\$ 57,210	\$ 53,230	\$ 43,804	\$ 50,065	
41002	Salaries - Overtime	500	500	-	-	-	89	
42001	Fica	3,650	4,280	3,949	3,660	3,233	3,687	
42002	VRS/Life Insurance	8,280	9,775	7,825	8,105	8,627	8,563	
42005	Medical Insurance	12,020	15,060	13,692	16,441	9,708	10,371	
	Total Personnel & Fringe Benefits	\$ 71,460	\$ 89,280	\$ 82,676	\$ 81,435	\$ 65,372	\$ 72,776	
43004	Repairs & Maintenance	50	50	81	-	-	-	
43005	Maint Service Contracts	8,000	8,000	4,414	-	-	42	
43023	Safety Program	250	200	90	155	262	271	
45201	Postal Services	75	100	-	-	568	42	
45203	Telecommunications	350	450	172	580	434	334	
45401	Office Supplies	75	150	18	80	9	74	
45402	Auto Maintenance	500	650	295	400	675	1,473	
45407	Repairs & Maint Supplies	250	100	1,878	56	44	128	
45408	POL	1,800	2,000	845	1,041	2,331	3,755	
45410	Uniforms & Wearing Apparel	300	700	-	-	-	45	
45420	Small Tools	200	500	138	331	282	576	
45504	Travel & Education	300	250	270	-	-	-	
	Total Operating Expenses	\$ 12,150	\$ 13,150	\$ 8,200	\$ 2,643	\$ 4,605	\$ 6,739	
47001	AMI - meters purchased	523,750	-	-	5,690	-	-	
47005	Motor Vehicles	-	-	-	-	-	18,430	
	Total Capital	\$ 523,750	\$ -	\$ -	\$ 5,690	\$ -	\$ 18,430	
	Total - Department	\$ 607,360	\$ 102,430	\$ 90,876	\$ 89,768	\$ 69,977	\$ 97,944	
	Annual Adopted Budget		\$ 102,430	\$ 104,560	\$ 124,310	\$ 93,460	\$ 111,250	
	Amended Budget Amount			\$ 128,870	\$ 124,310	\$ 93,460	\$ 111,250	
	Difference from actual vs amended			\$ 37,994	\$ 34,542	\$ 23,483	\$ 13,306	
	FY15 Year end highlights:							
	9617-7001	24,310	remote meters ordered end of FY15					
	FY17 Highlights:							
	41001 - Salaries	(21,970)	3 meter readers split between electric and water					

9602 Water Maintenance							
Account	Name	FY17 Dept Request	FY16 Adopted	FY15 Actual	FY14 Actual	FY13 Actual	FY12 Actual
41001	Salaries - Regular	\$ 191,380	\$ 181,705	\$ 159,742	\$ 166,553	\$ 148,378	\$ 163,345
41002	Salaries - Overtime	25,000	20,000	26,898	30,365	18,729	14,662
41001	Utility line tech - new position	22,500					
42001	Fica	16,000	14,315	13,436	14,027	11,762	11,654
42002	VRS/Life Insurance	33,700	29,430	21,981	25,410	28,322	27,842
42005	Medical Insurance	67,280	53,675	47,014	50,489	39,790	47,367
	Total Personnel & Fringe Benefits	\$ 355,860	\$ 299,125	\$ 289,069	\$ 286,844	\$ 246,982	\$ 264,871
43002	Professional Services	-	60,000	-	-	-	-
43005	Maint Service Contract	-	-	25	50	55	51
43007	Advertising	150	75	128	238	-	126
43023	Safety Program	2,800	2,800	2,743	3,322	3,256	3,736
43028	Surveying	300	300	-	-	300	-
45201	Postal Service	50	50	9	6	22	1
45203	Telecommunications	1,500	1,500	1,375	995	1,488	839
45401	Office Supplies	300	300	116	448	302	474
45402	Auto Maintenance	10,000	10,000	2,973	8,893	6,689	6,342
45405	Janitorial Supplies	150	150	82	66	110	529
45407	Repair & Maint Supplies	40,000	39,000	33,376	39,191	31,621	34,529
45408	POL	10,000	10,000	9,199	12,232	9,989	8,969
45410	Uniforms & Wearing Apparel	2,300	2,300	2,440	2,088	2,400	1,503
45411	Books & Subscriptions	75	75	-	-	-	-
45412	Furniture & Fixtures	200	-	-	36	208	-
45413	Other Operating Supplies	25,000	25,000	18,496	13,828	27,664	15,374
45420	Small Tools	2,500	2,500	975	1,209	2,577	2,026
45504	Travel & Education	5,500	5,500	4,995	5,314	2,345	2,395
45801	Dues & Memberships	100	100	194	59	-	-
	Total Operating Expenses	\$ 100,925	\$ 159,850	\$ 77,126	\$ 87,976	\$ 89,004	\$ 76,894
47001	Machinery & Equipment	55,000	-	78,525	-	2,925	-
47005	Motor Vehicles	30,000	72,500	-	-	-	-
47008	Line Expansion	-	-	14,277	-	13,644	-
47009	Building & Structures	15,000	-	-	4,540	35,525	-
47513	Water Line - Upgrades	432,000	350,000	389,394	225,846	-	345,443
47530	Capital Inventory - Water	240,000	185,000	283,315	158,135	115,017	167,649
47920	VDOT Sharing Projects	-	-	-	-	42,176	-
	Total Capital	\$ 772,000	\$ 607,500	\$ 765,512	\$ 388,521	\$ 209,287	\$ 513,092
	Total - Department	\$ 1,228,785	\$ 1,066,475	\$ 1,111,707	\$ 763,341	\$ 545,273	\$ 854,856
	9602 Water Annual Adopted Budget		\$ 1,066,475	\$ 1,041,965	\$ 880,270	\$ 828,922	\$ 920,302
	9602 Water Amended Budget Amount			\$ 1,502,083	\$ 1,193,932	\$ 897,531	\$ 941,270
	Difference from actual vs amended			\$ 390,376	\$ 430,591	\$ 352,257	\$ 86,415
	FY16 Highlights:						
	CIP:						
	7005~ Vehicles	\$ 22,500		Replace Pickup Truck #639 [2001 with over 120,000 miles]			
		\$ 50,000		Replace dump Truck #646 [2nd year of funding]			
	Waterline upgrades			FY15 - funded	FY16 - funded		
				projects to include Manassas Ave and Bel Air Ave			
	FY15 Year end highlights:						
	9602-7001	45,000		leak detection program carry forward to FY16			
	9602-7005	70,000		FY15 funds to be included with FY16 for purchase			
	9602-47513	66,569		FY15 funds for ongoing projects			
	FY17 Highlights:						
	41001- regular salaries	22,500		1/2 cost of new position "line maint tech"			
	41002- Over time	Increase		emergency repairs			
	43007 - Advertising	Increase		notifications for emergency repairs and scheduled work			
	45407- Repairs & Maint	Increase		due to inflation			
	47001 - Equipment	55,000		Mini excavator			
				replacement of gas pump #603 with a diesel pump			
	47005 - Vehicles	30,000		replacement of truck #638			
	47009 - Building & Structures	15,000		roof replacement for pole shed			

9802 Sewer Maintenance							
Account	Name	FY17 Dept Request	FY16 Adopted	FY15 Actual	FY14 Actual	FY13 Actual	FY12 Actual
41001	Salaries - Regular	\$ 191,380	\$ 181,705	\$ 159,741	166,553	\$ 148,378	\$ 163,344
41002	Salaries - Overtime	25,000	20,000	26,897	30,364	18,729	14,661
41001	Utility line tech - new position	22,500	-	-	-	-	-
42001	Fica	16,800	14,310	13,433	14,024	11,759	11,652
42002	VRS/Life Insurance	33,700	29,430	21,980	25,409	28,321	27,841
42005	Medical Insurance	67,280	53,675	47,013	50,488	39,789	47,366
	Total Personnel & Fringe Benefits	\$ 356,660	\$ 299,120	\$ 269,064	\$ 286,838	\$ 246,976	\$ 264,865
43005	Maint Service Contract	-	-	25	50	55	51
43007	Advertising	75	75	336	-	-	-
43023	Safety Program	2,800	2,800	2,934	2,797	3,131	3,783
45201	Postal Service	50	50	9	5	22	7
45203	Telecommunications	1,500	1,500	1,337	1,017	1,426	839
45401	Office Supplies	300	300	95	448	302	474
45402	Auto Maintenance	10,000	10,000	10,014	12,674	13,704	7,892
45405	Janitorial Supplies	150	150	82	66	110	529
45407	Repair & Maint Supplies	40,000	39,000	38,528	33,954	36,633	28,474
45408	POL	10,000	10,000	9,198	12,157	9,989	8,969
45410	Uniforms & Wearing Apparel	2,300	2,300	2,440	2,088	2,400	1,321
45411	Books & Subscriptions	75	75	-	-	-	-
45412	Furniture & Fixtures	200	200	-	36	208	-
45413	Other Operating Supplies	40,000	34,000	42,615	45,271	32,945	36,322
45420	Small Tools	2,500	2,500	973	1,084	2,212	1,496
45504	Travel & Education	5,500	5,500	4,739	5,253	2,334	2,395
45801	Dues & Memberships	100	100	149	59	-	-
	Total Operating Expenses	\$ 115,550	\$ 108,550	\$ 113,473	\$ 116,957	\$ 105,470	\$ 92,551
47001	Machinery & Equipment	55,000	40,000	60,286	-	9,543	8,614
47005	Motor Vehicles	30,000	72,500	-	-	324,000	244
47008	Line Expansion - Warren Co	-	-	14,277	-	13,644	-
47009	Building & Structures	15,000	-	-	4,857	35,525	-
47530	Capital Inventory - Sewer	40,000	40,000	13,436	15,408	15,680	2,973
47920	VDDT Sharing Projects	-	-	-	-	-	-
47998	I & I Abatement	1,723,750	400,000	447,523	63,362	-	337,051
	Total Capital	\$ 1,863,750	\$ 552,500	\$ 535,522	\$ 83,627	\$ 398,392	\$ 348,882
	Total - Department	\$ 2,335,960	\$ 960,170	\$ 918,060	\$ 487,421	\$ 750,838	\$ 706,299
	9802 Sewer Annual Adopted Budget		\$ 960,170	\$ 865,670	\$ 765,970	\$ 751,924	\$ 1,128,619
	9802 Sewer Amended Budget Amount			\$ 2,167,372	\$ 1,778,757	\$ 1,918,499	\$ 1,992,680
	Difference from actual vs amended			\$ 1,249,312	\$ 1,291,335	\$ 1,167,662	\$ 1,286,381
	FY16 Highlights:						
	7001 ~ Machinery & Equipment	\$ 40,000		Sewer easement machine			
				Side - Kick Easement machine, better access to sewer backups			
				where normal equipment can not fit			
	7005 ~ Vehicles	\$ 22,500		Replace Pickup Truck #639 (2001 with over 120,000 miles)			
		\$ 50,000		Replace dump Truck #646 (2nd year of funding)			
				FY15 - funded FY16 - funded			
	7530 ~ Inventory	\$ 5,000		Increase due to cost of sewer supplies			
	7998 ~ I & I	\$ 50,000		additional funds to keep the Town in compliance with DEQ consent order			
	FY15 Year end highlights:						
	9802-7005	70,000		FY15 funding for Dump truck to be ordered in FY16			
	9802-7998	1,118,979		I & I funding from prior years			
	FY17 Highlights:						
	41001- regular salaries	22,500		1/2 cost of new position "line maint tech"			
	41002- Over time	Increase		emergency repairs			
	45407- Repairs & Maint	Increase		due to inflation			
	45413 - Other operating supplies	Increase		due to inflation			
	47001 - Equipment	55,000		Mini excavator			
				replacement of gas pump #603 with a diesel pump			
	47005 - Vehicles	30,000		replacement of truck #638			
	47009 - Building & Structures	15,000		roof replacement for pole shed			

9872 - Sewer Debt Service								
Account	Name	FY17 Dept Request	FY16 Adopted	FY15 Actual	FY14 Actual	FY13 Actual	FY12 Actual	
40001	Principal on Debt	120,000	120,000	\$ -	\$ -	\$ 502,674	\$ 282,498	
40005	Interest on Debt	137,185	137,185	87,774	142,935	46,939	34,647	
	Total - Department	\$ 257,185	\$ 257,185	\$ 87,774	\$ 142,935	\$ 549,613	\$ 317,145	
9899 - Sewer Transfers/Contingencies								
Account	Name	FY17 Dept Request	FY16 Adopted	FY15 Actual	FY14 Actual	FY13 Actual	FY12 Actual	
49004	Transfer to General Fund	951,250	850,000	\$ 750,000	\$ 735,200	\$ 735,200	\$ 489,950	
49999	Reserve for Fund Balance	-	1,956,220	-	-	-	-	
	Total - Department	\$ 951,250	\$ 2,806,220	\$ 750,000	\$ 735,200	\$ 735,200	\$ 489,950	
9672 - Water Debt Service								
Account	Name	FY17 Dept Request	FY16 Adopted	FY15 Actual	FY14 Actual	FY13 Actual	FY12 Actual	
40001	Principal on Debt	560,000	560,000	\$ 580,000	\$ 538,360	\$ 653,746	\$ 591,921	
40005	Interest on Debt	410,000	410,000	456,408	429,231	319,225	597,705	
	Total - Department	\$ 970,000	\$ 970,000	\$ 1,036,408	\$ 967,591	\$ 972,971	\$ 1,189,626	
9699 - Water Transfers/Contingencies								
Account	Name	FY17 Dept Request	FY16 Adopted	FY15 Actual	FY14 Actual	FY13 Actual	FY12 Actual	
49004	Transfer to General Fund	936,250	840,000	\$ 663,355	\$ 623,000	\$ 623,000	\$ 421,000	
49999	Reserve for Fund Balance	-	960,180	-	-	-	-	
	Total - Department	\$ 936,250	\$ 1,800,180	\$ 663,355	\$ 623,000	\$ 623,000	\$ 421,000	
	FY16 Highlights:							
	Water Debt service	(180,000)	reduced due to refinancing of part of the existing debt					
	Sewer Debt Service		Funding for WWTP expansion has been obtained through grants and VRA with a 0% interest rate...first installment on expansion will be due March 2018 [FY18] annual payment \$ 1,968,880					

4102 - Streets - Non VDOT \$\$								
Acct #	Name	FY17 Dept Request	FY16 Adopted	FY15 Actual	FY14 Actual	FY13 Actual	FY12 Actual	
41001	Salaries - Regular	\$ 65,810	\$ 66,755	\$ 62,061	\$ 62,025	\$ 64,220	\$ 42,008	
41002	Salaries - Overtime	1,000	1,000	1,672	1,714	516	260	
42001	Fica	5,000	4,865	4,646	4,718	3,564	3,066	
42002	VRS/Life Insurance	11,595	11,020	8,414	9,693	9,815	7,244	
42005	Medical Insurance	18,080	16,620	13,163	11,061	9,421	7,094	
	Total Personnel & Fringe Benefits	\$ 101,485	\$ 100,260	\$ 89,956	\$ 89,211	\$ 87,535	\$ 59,672	
43005	Maint Service Contract	500	500	927	490	860	505	
43007	Advertising	250	250	192	-	64	128	
43016	Asphalt - Paving Projects	5,000	5,000	132	-	-	1,126	
43023	Safety Program	1,750	1,750	660	699	1,204	894	
45101	Electrical Services	30,000	30,000	20,211	24,632	27,563	23,454	
45203	Telecommunications	500	500	496	514	516	405	
45401	Office Supplies	500	500	111	458	349	465	
45402	Auto Maintenance	50,000	50,000	71,876	72,776	34,603	32,041	
45407	Repair & Maint Supplies	20,000	20,000	15,497	7,776	19,445	11,249	
45408	POL	13,000	13,000	6,956	11,171	9,881	9,538	
45410	Uniforms & Wearing Apparel	3,000	3,000	228	775	2,310	816	
45413	Other Operating Supplies	8,000	8,000	8,228	8,289	5,657	4,454	
45420	Small Tools	3,000	3,000	498	2,597	1,822	3,032	
45470	Maintain Alley Ways	20,000	20,000	20,954	33,378	655	9,016	
45471	Storm Drainage Maintenance	9,000	8,000	9,569	686	6,662	8,056	
45473	Line Painting	2,000	1,000	-	2,870	4,244	-	
45504	Travel & Education	3,500	3,500	1,369	1,839	2,070	2,134	
47003	Communication Equipment	-	-	-	-	-	-	
47907	Replace Curb & Gutter	3,500	3,500	700	883	1,643	4,905	
	Total Operating Expenses	\$ 173,500	\$ 171,500	\$ 158,603	\$ 169,832	\$ 119,548	\$ 112,219	
47001	Machinery & Equipment	-	-	-	-	7,560	-	
47005	Motor Vehicles	-	-	-	-	5,888	21,642	
47009	Building & Structures	-	-	-	-	-	-	
47902	Local Contribution - Urban	-	-	-	25,746	810	39,546	
47909	New Sidewalk Construction	-	-	-	1,060	114,897	13,222	
49004	Transfer - General Fund	-	-	-	-	-	125,000	
	Total Capital	\$ -	\$ -	\$ -	\$ 26,805	\$ 129,156	\$ 199,410	
	Total - Department	\$ 274,985	\$ 271,760	\$ 248,560	\$ 285,848	\$ 336,238	\$ 371,301	
	Annual Adopted Budget	\$ 271,760	\$ 293,980	\$ 328,540	\$ 390,846	\$ 558,590		
	Amended Budget Amount		\$ 321,892	\$ 351,296	\$ 504,714	\$ 565,640		
	Difference from actual vs amended		\$ 73,333	\$ 65,448	\$ 168,475	\$ 194,339		
	FY15 Year end highlights:							
	4102-5470	31,958	ongoing paving project carry forward funds to FY16					
	FY17 Highlights:							
	45471 - Storm Drainage Maint	Increase	due to inflation					
	45473 - Line painting	Increase	due to inflation					

4500 - Highway Maint							
Account	Name	FY17 Dept Request	FY16 Adopted	FY15 Actual	FY14 Actual	FY13 Actual	FY12 Actual
41001	Salaries - Regular	\$ 439,330	\$ 451,990	\$ 416,027	\$ 421,159	\$ 416,804	\$ 363,706
41002	Salaries - Overtime	40,000	16,000	37,781	42,624	23,056	6,814
42001	Fica	37,100	33,500	31,310	32,398	31,090	26,480
42002	VRS/Life Insurance	77,365	74,305	55,858	66,630	82,459	62,888
42005	Medical Insurance	128,650	120,285	97,915	81,696	87,827	66,943
42015	Employee Incentive Program	-	8,750	-	-	-	-
	Total Personnel & Fringe Benefits	\$ 722,445	\$ 704,830	\$ 638,890	\$ 644,507	\$ 641,236	\$ 526,831
43002	Professional Services	5,000	5,000	207	-	-	-
43005	Maint Service Contract	500	500	440	33	440	-
43006	Printing & Binding	250	250	15	-	37	-
43007	Advertising	750	750	488	-	64	-
43016	Asphalt - Paving Projects	-	-	-	64,926	282,574	304,672
43023	Safety Program	3,000	3,000	1,579	1,199	1,387	1,206
43028	Surveying	1,500	1,500	-	-	1,500	950
43046	Curb & Gutter - concrete	-	-	-	35,000	34,256	-
45201	Postal Service	250	250	5	13	10	24
45203	Telecommunications	750	750	391	420	389	209
45401	Office Supplies	250	250	139	803	139	154
45407	Repair & Maint Supplies	175,000	175,000	137,922	150,974	172,058	136,378
45408	POL	60,000	75,000	36,315	57,617	48,545	39,430
45410	Uniforms & Wearing Apparel	5,000	5,000	1,547	3,072	1,153	563
45413	Other Operating Supplies	12,000	10,000	14,382	5,909	10,849	12,545
45418	Engineering Materials	2,500	2,500	-	987	-	-
45420	Small Tools	1,500	1,500	2,129	1,057	874	657
45471	Storm Drainage Maintenance	25,000	21,000	7,839	21,126	12,590	2,196
45472	Bridge Inspections	10,000	10,000	4,500	12,900	4,000	8,800
45473	Line Painting	35,000	35,000	-	72,695	817	19,610
45477	Curb & Gutter Reconstruction	85,000	85,000	27,575	72,000	39,788	166,992
45478	Snow Removal	75,000	75,000	161,753	147,315	73,347	22,744
45504	Travel & Education	3,750	3,750	2,784	3,499	4,453	2,246
45801	Dues & Memberships	50	50	20	-	-	-
	Total Operating Expenses	\$ 502,050	\$ 511,050	\$ 400,029	\$ 651,546	\$ 689,269	\$ 719,388
47001	Machinery & Equipment	38,600	3,600	-	-	-	-
47005	Motor Vehicles	109,710	58,210	-	-	-	-
47909	Sidewalk Construction [New]	-	-	-	-	-	-
47926	Bridge Repair	-	50,000	-	54,056	-	-
47962	Criser Rd Bridge - VDOT	-	450,000	-	-	-	-
47927	Street Reconstruction	226,000	50,000	432,411	286,351	28,567	153,720
	VDOT - Commerce Ave	187,500	-	-	-	-	-
47963	VDOT - Revenue sharing project	187,500	350,000	-	-	-	-
47933	Trails - New	210,000	-	-	-	-	-
47941	Concrete Reconstruction	-	-	61,910	38,090	-	-
	Total Capital	\$ 959,310	\$ 961,810	\$ 494,321	\$ 378,497	\$ 28,567	\$ 153,720
4999	Contingencies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total - Department	\$ 2,183,805	\$ 2,177,690	\$ 1,533,241	\$ 1,674,550	\$ 1,359,072	\$ 1,399,939
	Annual Adopted Budget		\$ 2,177,690	\$ 1,617,800	\$ 1,628,650	\$ 1,679,001	\$ 1,649,855
	Amended Budget Amount			\$ 2,132,545	\$ 2,212,841	\$ 1,914,958	\$ 1,899,978
	Difference from actual vs amended			\$ 599,304.23	\$ 538,290.47	\$ 555,885.51	\$ 500,038.78
	FY16 Highlights:						
	Capital:						
	7001 ~ Machinery & Equipment	\$ 3,600	replace jumping jack & plate packer				
	7005 ~ Motor Vehicles	\$ 36,710	Street Sweeper	FY16/FY17/FY18	235,000		
			Cancel request for grader funding in FY15 42,000 will add to purchase of this item ~ 6 year term on loan				
		\$ 21,500	Skid Steer~Bobcat	FY15 & 16	43,000		

	7927 - Street Reconstruction	\$ 800,000	JMH and Criser Rd Bridge [VDOT]			
	FY17 Highlights:					
	45413 / 45471 / 45478	increase	due to inflation			
	47933 - Trails	210,000	E Criser Rd			
	VDOT revenue sharing	375,000	Commerce Ave			
		16,000	line painting for Commerce Ave			
	47927 - Street reconstruction	65,000	Bel Air Ave			
		145,000	Dixie St			
	47001 - Machinery & Equipment	10,000	concrete forms			
		1,800	Plate packer			
		1,800	Jumping jack			
		25,000	Mill Head attachment [New]			
	47005 - Vehicles	10,000	purchase 14 ton trailer			
		63,000	replacetruck #768			
		36,710	annual payment on Street sweeper		16 = \$36,710	19 = \$36,710
					17 = \$36,710	20 = \$36,710
	Unfunded				18 = \$36,710	21 = \$36,710
	47909 - Sidewalks	123,000	E Stonewall Dr			
		229,000	Happy Creek Rd Phase II			
		232,000	Kendrick Lane			
		117,000	E Main St			

4107 - Construction/Inspections							
Account	Name	FY17 Dept Request	FY16 Adopted	FY15 Actual	FY14 Actual	FY13 Actual	FY12 Actual
41001	Salaries - Regular	\$ 32,170	\$ 31,080	\$ 30,323	\$ 29,242	\$ 34,196	\$ 43,547
41002	Salaries - Overtime	8,000	6,000	2,547	3,258	2,163	5,118
42001	Fica	3,120	2,700	2,313	2,476	2,722	4,970
42002	VRS/Life Insurance	5,665	5,155	4,179	4,150	6,766	6,999
42005	Medical Insurance	11,250	9,485	9,157	2,080	3,889	4,020
	Total Personnel & Fringe Benefits	\$ 60,205	\$ 54,420	\$ 48,520	\$ 41,206	\$ 49,737	\$ 64,653
43005	Maint Service Contract	1,500	1,500	-	-	35	830
43006	Printing & Binding	500	500	-	-	167	-
43007	Advertising	500	500	248	239	-	-
43023	Safety Program	2,500	2,500	1,751	2,667	937	159
43028	Surveying	1,500	1,500	-	-	1,100	1,300
45201	Postal Services	50	50	13	11	10	6
45203	Telecommunications	2,000	2,000	2,314	3,997	2,212	2,068
45401	Office Supplies	500	500	334	549	1,244	988
45402	Auto Maintenance	3,000	3,000	812	328	2,193	503
45405	Janitorial Supplies	500	500	207	359	388	304
45407	Repair & Maint Supplies	250	250	126	151	71	6
45408	POL	3,000	3,000	2,793	3,671	2,838	2,744
45410	Uniforms & Wearing Apparel	1,500	1,500	858	213	754	1,109
45411	Books & Subscriptions	400	400	15	133	156	50
45412	Furniture & Fixtures	400	400	-	-	352	-
45413	Other Operating Supplies	5,000	5,000	4,868	3,354	2,497	2,902
45420	Small Tools	1,000	1,000	693	725	597	1,973
45428	Community Relations	750	750	989	-	460	1,222
45504	Travel & Education	4,000	4,000	4,883	2,457	1,030	4,003
45515	Training / Licenses	1,500	1,500	-	-	118	-
45801	Dues & Memberships	2,000	2,000	1,561	1,575	1,393	1,090
	Total Operating Expenses	\$ 32,350	\$ 32,350	\$ 22,465	\$ 20,428	\$ 18,551	\$ 21,257
47005	Motor Vehicles	-	-	-	-	5,888	24,939
	Total Capital	\$ -	\$ -	\$ -	\$ -	\$ 5,888	\$ 24,939
	Total - Department	\$ 92,555	\$ 86,770	\$ 70,985	\$ 61,634	\$ 74,176	\$ 110,849
	Annual Adopted Budget		\$ 86,770	\$ 79,905	\$ 84,205	\$ 97,750	\$ 192,318
	Amended Budget Amount			\$ 79,905	\$ 84,205	\$ 97,750	\$ 192,318
	Difference from actual vs amended			\$ 8,920	\$ 22,571	\$ 23,574	\$ 81,469
FY17 Highlights: 41002 - Overtime Increase due to increase projects and snow removal							

Transfer Formula - Justification accepted by Auditors

	Salaries and Fringe Benefits	Operating Expenses	Capital		Salaries and Fringe Benefits for General	Salaries and Fringe Benefits for Electric	Salaries and Fringe Benefits for Water	Salaries and Fringe Benefits for Sewer	Salaries and Fringe Benefits for Refuse
Council/Clerk	207,130	87,385		Council/Clerk	37,283	82,852	41,426	41,426	4,143
Town Manager	250,515	18,200		Town Manager	45,093	100,206	50,103	50,103	5,010
HR/Insurance	218,795	658,300		HR/Insurance	39,383	87,518	43,759	43,759	4,376
Info Tech	171,930	416,750	118,500	Info Tech	30,947	68,772	34,386	34,386	3,439
Finance	678,515	115,485		Fin - Admin	122,133	271,406	135,703	135,703	13,570
Town Attorney	339,630	39,100	1,000	Town Attorney	61,133	135,852	67,926	67,926	6,793
Automotive	417,140	75,850	142,725	Automotive	75,085	166,856	83,428	83,428	8,343
Gen Properties	144,195	137,200		Gen Properties	25,955	57,678	28,839	28,839	2,884
	<u>\$ 2,427,850</u>	<u>\$ 1,548,270</u>	<u>\$ 262,225</u>		<u>\$ 437,013</u>	<u>\$ 971,140</u>	<u>\$ 485,570</u>	<u>\$ 485,570</u>	<u>\$ 48,557</u>

Planning / Zoning	391,580	63,260	6,750	Planning / Zoning	46,159	7,001	5,291	5,316	5,845
Police	4,337,885	428,910	107,250	Police	97,481	10,723	4,095	2,164	2,246
					<u>\$ 580,653</u>	<u>\$ 988,864</u>	<u>\$ 494,956</u>	<u>\$ 493,050</u>	<u>\$ 56,648</u>

Revenue to get %					Operating for General	Operating for Electric	Operating for Water	Operating for Sewer	Operating for Refuse
General/Street Fund	-	6,541,080	17%	Council/Clerk	15,729	34,954	17,477	17,477	1,748
Sale of Services (only)				Town Manager	3,276	7,280	3,640	3,640	364
Electric		18,291,400	48%	Human Resources	118,494	263,320	131,660	131,660	13,166
Water		5,780,000	15%	Info Tech	75,015	166,700	83,350	83,350	8,335
Sewer		6,470,500	17%	Fin - Admin	20,787	46,194	23,097	23,097	2,310
Solid Waste		1,017,500	3%	Town Attorney	7,038	15,640	7,820	7,820	782
		<u>38,100,480</u>		Automotive	13,653	30,340	15,170	15,170	1,517
				Gen Properties	24,696	54,880	27,440	27,440	2,744
					<u>\$ 278,689</u>	<u>\$ 619,308</u>	<u>\$ 309,654</u>	<u>\$ 309,654</u>	<u>\$ 30,965</u>

Formula based on revenue received through tax dollars or sale of services (this is recommended by auditors)

Apply this percentage back to all departments that support enterprise funds

Departments included in this formula all assist in some manner to the daily operations of the enterprise funds

	Capital for General	Capital for Electric	Capital for Water	Capital for Sewer	Capital for Refuse
Council/Clerk	-	-	-	-	-
Town Manager	-	-	-	-	-
Human Resources	-	-	-	-	-
Info Tech	21,330	47,400	23,700	23,700	2,370
Fin - Admin	-	-	-	-	-
Town Attorney	180	400	200	200	20
Automotive	25,691	57,090	28,545	28,545	2,855
Gen Properties	-	-	-	-	-
	<u>\$ 47,201</u>	<u>\$ 104,890</u>	<u>\$ 52,445</u>	<u>\$ 52,445</u>	<u>\$ 5,245</u>

Total contribution from Enterprise Funds

	Electric	Water	Sewer	Refuse
Salaries/Benefits	\$ 988,864	\$ 494,956	\$ 493,050	\$ 56,648
Operating	\$ 619,308	\$ 309,654	\$ 309,654	\$ 30,965
Capital	\$ 104,890	\$ 52,445	\$ 52,445	\$ 5,245
Total Allowed for Transfer	\$ 1,713,062	\$ 857,055	\$ 855,149	\$ 92,858

FY17 Proposed	\$ 1,500,000	\$ 857,000	\$ 855,000	\$ 92,000
FY16 Adopted amounts	\$ 1,470,000	\$ 840,000	\$ 850,000	\$ 33,400
FY15 Adopted amounts	\$ 1,471,000	\$ 663,355	\$ 750,000	\$ 67,230
FY14 Adopted amounts	\$ 1,471,000	\$ 623,000	\$ 705,200	\$ 30,510
FY13 Adopted amounts	\$ 1,471,000	\$ 623,000	\$ 735,200	\$ 19,260
FY12 Adopted amounts	\$ 1,471,000	\$ 421,000	\$ 489,950	\$ 122,000
FY11 Adopted amounts	\$ 1,000,000	\$ 396,772	\$ 489,950	\$ 102,000
FY10 Adopted amounts	\$ 1,000,000	\$ 396,772	\$ 489,950	\$ 102,000
FY09 Adopted amounts	\$ 920,000	\$ 389,950	\$ 389,950	\$ 82,000

	CAFR FY06	CAFR FY07	CAFR FY08	CAFR FY09	CAFR FY10	CAFR FY11	CAFR FY12	CAFR FY13	CAFR FY14	CAFR FY15
General Fund	6,953,870	7,956,317	6,633,606	6,467,751	6,467,751	6,247,455	6,222,986	6,372,986	5,642,031	8,130,510
Electric	9,446,911	6,751,263	8,430,331	8,823,758	9,228,878	7,622,619	7,224,091	8,090,859	7,873,031	7,748,880
Water	13,817,551	12,447,573	7,805,032	6,118,801	5,264,439	5,297,486	4,838,039	5,369,225	9,401,855	5,009,620
Sewer	2,486,918	3,685,337	3,416,780	3,571,384	5,973,338	6,411,437	4,718,966	6,363,393	5,989,201	5,310,049
Refuse	253,090	168,127	26,963	(2,616)	(123,208)	(172,029)	(344,598)	(383,159)	(323,397)	(679,301)

***** OPBE liability has been included with the balance for FY15

Projected Fund Balances Ending June 2016

112

	Fund Balance 6/30/13 CAFR	Fund Balance 6/30/14 CAFR	Fund Balance 6/30/15 CAFR	Outstanding Obligations FY15	Amendments FY16	3 Months Reserves	Total expected 6/31/16	OPBE & Compensation liability	FY16 Budget
General Fund	6,372,986	5,642,031	8,130,510	1,013,159	\$ 32,173	3,338,734	\$ 3,746,444	\$ 4,582,794	\$ 13,354,935
Electric	8,090,859	7,873,031	7,748,880	876,322	\$ -	4,403,963	\$ 2,468,596	\$ 637,092	\$ 17,615,850
Water	5,369,225	9,401,855	5,009,620	1,008,148	\$ -	1,447,375	\$ 2,554,097	\$ 708,163	\$ 5,789,500
Sewer	6,363,393	5,989,201	5,310,049	1,377,079	\$ -	1,616,250	\$ 2,316,720	\$ 654,598	\$ 6,465,000
Refuse	(383,159)	(323,397)	(679,301)	20,000	\$ -	253,875	\$ (953,176)	\$ 453,438	\$ 1,015,500
						\$ 11,060,196	\$ 10,132,681		\$ 44,240,785

Capital

Improvements

FY2016-2017

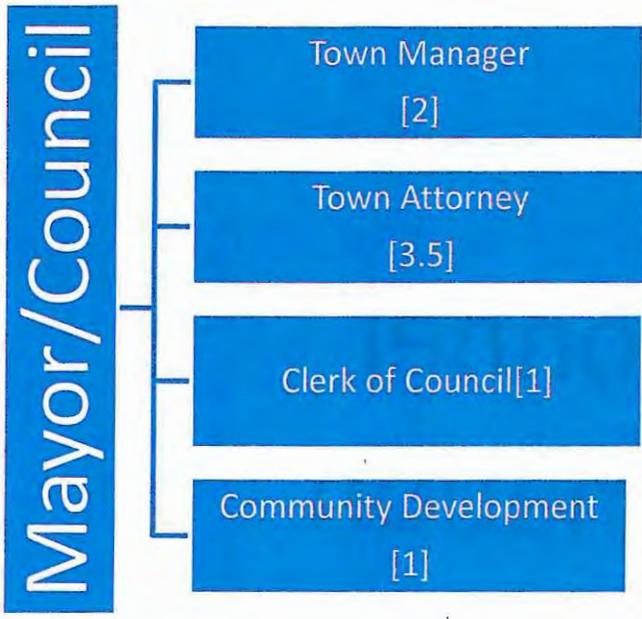
Capital Improvements:

		Unfunded Requests	
7001 ~ Machinery & Equipment:			
Replacements:			
Fleet	HVAC [year 2 of 4]	35,555	
	Band Saw	10,000	
	Alignment Machine	30,000	
	Drill Press	10,000	
Refuse	5 replacement dumpsters	10,000	20,000 [10 total]
Streets	Concrete forms	10,000	
	Plate packer & Jumping jack [\$1800.00 each]	3,600	
New [Additions]:			
Fleet	Air Compressor	15,000	
W/S Line	Mini Excavator	110,000	
Streets	Mill Head attachment	25,000	
7005 ~ Vehicles:			
Replacements:			
Police	replacement of 3 vehicles	107,250	
Electric	Bucket Truck #241	280,000	
	Pickup Truck #342	45,000	
	Pickup Truck #363	35,000	
	Truck #347 [payment 2 of 6]	33,560	
Fleet	Car #545 [school car]	25,000	
Sewer	Farm Tractor #685	60,000	
Water	Truck Bed #631	7,000	
Refuse	Rear load truck to replace #665 and Pickups 662 & 663; trailers 695 & 693	37,000	200,000 lease vehicle
	Rear load truck to replace 2 front load trucks 683 & 685	-	200,000 lease vehicle
	payment on vehicle #684 [2 of 6]	36,400	
W/S Line	Truck #638	60,000	
Streets	Pickup #768	63,000	
	Street sweeper [Payment 2 of 6]	36,710	
New [Additions]:			
IT	Vehicle for IT Staff	25,000	
Streets	Trailer - 14 ton	10,000	
7007 ~ Computer Equipment			
IT	various items - detail listed with budget	83,500	
TA	Laptop or tablet for Asst Town Attorney	1,000	
Planning	GIS mapping/computer	6,750	
7009 ~ Buildings & Structures:			
Electric	Complete renovation of new office	90,000	
	Avtex Substation - New	-	2,500,000
	Manassas Substation - repairs	223,000	
Sewer	Crooked Run - upgrades	500,000	
Water	Aluminum hand rail replacement	35,000	
	Filter media replacement	150,000	
	Fairground tank repairs	15,000	
	intake pipe replacement	50,000	
W/S Line	Roof replacement on pole shed	30,000	
Other projects			
Electric	Traffic Signalization	25,000	
	AMI - meter reading	-	460,000 fund balance
Water	AMI - meter reading	523,750	
Fleet	Radios for Vehicles with GPS	17,170	
Sewer	Nutrient Credits	230,000	
Water	Security	20,000	
W/S Line	water line upgrades to match paving plan	432,000	
	I & I abatement inventory	1,723,750	
		280,000	
Sidewalks and/or Trails			
	E Stonewall Drive	-	123,000
	Happy Creek Rd Phase II	-	229,000
	Kendrick Lane	-	232,000
	E Main St	-	117,000
	E Criser Road	210,000	
Paving Plan			
	Commerce Ave - VDOT revenue sharing	375,000	
	Bel Air Ave [in house project]	65,000	
	Dixie St [in house project]	145,000	
	Line painting	16,000	
			\$6,366,995

Personnel Information

FY2016-2017

FY2016-2017



Town Manager

- Energy Services [15]
- Enviromental Services [79]
- Information Techonology [2]
- Human Resources [1]
- Risk Management [1]
- Police [51.5]
- Planning & Zoning [4]
- Tourism [1]
- Finance [10]

Personnell changes

			Unfunded Requests
New Positions:			
Council	Community Development [FT]	60,000	
	Clerk from PT to FT [FT]	13,000	
PD & TA	Legal Assist [FT]	40,000	
PD	Evidence Tech [FT]	50,000	
	Communication Shift Supervisor [FT]	60,000	
Electric	Engineering Tech [FT]	50,000	
	Traffic Tech [FT]	48,000	
Automotive	Automotive Tech [FT] - Mid year	27,500	27,500 full year
W/S Line	Line Tech [FT]	45,000	
Reclassifications:			
IT	IT Specialist to Network Engineer	5,585	
Horticulture	Maintenance worker to Sr Maint Worker	2,000	
Refuse	various reclassifications	8,000	
Additional Pay increases:			
Council	Clerk of Council increase 1.25 per hour	-	2,600
IT	Director increase	2,500	5,525
TA	Town Attorney	4,000	6,000
	Asst Town Attorney	7,000	8,925
	Legal Assistant	1,500	2,675
Reduction of employees:			
Finance	FT Director to FT Budget Manager	(61,450)	
	Eliminate position of one Financial Analysis	(43,900)	
New Programs:			
	\$1.00 COLA to all Full and Part time employees proposed budget has a 10% increase in GHI	475,000	

General Government

Mayor
 Town Council [6 at large]
 Clerk of Council [Full-time appointed]
 Community Development

Town Manager
 Executive Administrative Asst.

Town Attorney
 Asst. Town Attorney
 Sr Legal Administrative Asst
 Legal Administrative Asst [shared w/PD]

Department of Tourism
 Visitor Center Manager
 Various part-time staff and Volunteers

Department of Information Technology
 Director
 IT Specialist

Department of Employees & Benefits
 Director of Human Resources
 Manager of Risk Management
 Office Asst. [Part-time]

	Pay	Range	Employee History					Clerk												
			TM	TA	IT	HR	VC													
Mayor	9,324																			
Council	7,927							1												
Clerk of Council	43,721	69,867																		
Town Manager	contract																			
Executive Admin Asst	48,256	77,126																		
Town Attorney	contract																			
Asst Town Attorney	48,256	77,126																		
Serlor Legal Asst	37,710	60,257																		
Legal Asst	30,971	49,462																		
Visitor Center Manager	29,452	47,091																		
Manager of IT	48,256	77,126																		
Director of IT	64,896	103,708																		
IT Specialist	37,710	60,257																		
Director of HR	64,896	103,708																		
Manager of Risk Mngt	48,256	77,126																		
Office Asst	24,190	38,646																		
Community Development																				
			FY17	FY16	FY15	FY14	FY13	FY12	FY11	FY10	FY09	FY08	FY07	FY06	FY05	FY04	FY03	FY02	FY01	FY00
			2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
			3.5	4	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
			2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
			1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
			2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5	2.5
			n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
			1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25	1.25

Finance Department

Budget Manager

Financial Manager
Purchasing Manager

Financial Analyst

Accounting Tech
I - II - III & Trainee
Customer Service Specialist

Meter Readers
[Day to Day activities are monitored through Finance]
[Funding by Water & Electric Funds]

	Pay	Band	Employee History	
Director	64,896	103,708	FY17	10
Budger Manager	48,256	77,126	FY16	11
Purchasing Manager	48,256	77,126	FY15	11
Financial Manager	48,256	77,126	FY14	11
Financial Analyst	43,721	69,867	FY13	11
Accounting Tech I	26,686	42,660	FY12	11
Accounting Tech II	29,452	47,091	FY11	13
Accounting Tech III	30,971	49,462	FY10	13
Accounting Tech Trainee	24,190	38,646	FY09	14
Customer Service Specialist	24,190	38,646	FY08	14
			FY07	12
			FY06	12
			FY05	11
			FY04	11
			FY03	11
			FY02	11
			FY01	11
			FY00	11

FY12 - meter readers moved to enterprise funds for reporting purposes

Police Department

[49 full time employees]
FY17 2.5 additional proposed

Chief of Police
Major
Captain(s)
Administrative Asst
[5]

Division of Patrol
Master Police Officer program
MPO 1 MPO 2 MPO 3
Master Police Officer
Community Resource Officer [PT]
[26 officers]

Division of Criminal Investigations
Master Police Officer
MPO 1 MPO 2 MPO 3
Master Police Officer
[5 officers]
Legal Asst [5 shared w/TA]

Division of Public Services
Master Communications Officer
Communication Officer
Records Specialist
Crossing Guards
[12 full time civilians]
FY17 proposing 2 new positions

Division of Special Forces
Master Police Officer Program
MPO 1 MPO 2 MPO 3
Master Police Officer
[3 officers]

	Pay	Band
Chief of Police	64,896	103,708
Major	58,801	93,953
Captain	53,248	85,113
Sergeant	43,721	69,867
Master Police Officer	52,000	66,560
MPO 3	43,160	50,960
MPO 2	39,000	42,640
MPO 1	37,440	39,520
CRO - Community Resource Officer	37,440	66,560
Office Asst	24,190	38,646
Records Specialist	26,686	42,660
Admin Asst	30,971	49,462
Crime Prevention Specialist	30,971	49,462
Master Communications officer	30,971	49,462
Communications officer	28,059	44,824

Employee History	
FY17	51.5
FY16	49
FY15	49
FY14	49
FY13	48
FY12	47
FY11	47
FY10	47
FY09	48
FY08	48
FY07	46
FY06	45
FY05	45
FY04	45
FY03	43
FY02	38
FY01	38
FY00	38

Department of Planning & Zoning

Director
Administrative Clerk

PZ Official with GIS and
Surveyor

Code Enforcement Officer/Deputy Director

	Pay	Band	Employee History	
			FY	Count
Director	58,801	93,953	FY17	4
Deputy Administrator	39,603	63,315	FY16	3.5
Administrative Clerk	37,710	60,257	FY15	3.5
Planner & Zoning Official	43,721	69,867	FY14	4
Senior Planner	45,926	73,424	FY13	3
Code Enforcement	39,603	63,315	FY12	3
			FY11	3
			FY10	3
			FY09	4
			FY08	5
			FY07	5
			FY06	4
			FY05	3.75
			FY04	3.75
			FY03	3.75
			FY02	3.75
			FY01	2.50
			FY00	3.25

Department of Energy Services
[17 full time employees]

Director
Administrative Asst

Engineering & Technical Services
Manager
Operations Technician
Service Meter Technician
Meter Technician
[5]

Operations & Construction
Operations Supervisor
Line Technicians A-B-C Trainee
Operations Technician
[9]

Division of Meter Reading
Meter Reader
[1]

FY17
Traffic Tech - proposed
Engineering Tech - proposed

	Pay	Band
Director	64,896	103,708
Manager	48,256	77,126
Administrative Asst	30,971	49,462
Crew Leader	39,603	63,315
Crew Supervisor	41,600	66,497
Line Tech A	37,710	60,257
Line Tech B	35,880	57,345
Line Tech C	32,531	51,979
Line Tech Trainee	29,452	47,091
Operations Tech	32,531	51,979
Engineering Tech	35,880	57,345
Meter Service Tech	37,710	60,257
Meter Service Tech Trainee	32,531	51,979
Meter Reader	25,417	40,601

Employee	History
FY17	17
FY16	15
FY15	14
FY14	15
FY13	15
FY12	15
FY11	13
FY10	13
FY09	12.5
FY08	11.6
FY07	14
FY06	12
FY05	14
FY04	15
FY03	15
FY02	15
FY01	13

Department of Environmental Services
[79 full time employees]

Director of DES
Manager of General Services
Sr Administrative Asst
Administrative Asst

Fleet Management[5]
Manager
Sr Automotive Technical
Automotive Technical [2]

Division of General Properties [1]
Sr Maintenance Technical
Janitorial Services (part-time)

Division of Horticulture [4]
Horticulturist
Maintenance Worker
Seasonal Part-time gardeners

Division of Solid Waste Management [14]
Crew Supervisor
Solid Waste Worker
Sr Equipment Operator & Equipment Operator

Division of Water Plant Operations [12]
Manager and Asst. Manager
Plant Operations I-II-III-IV and trainee
Senior Maintenance Worker

Division of Sewer Plant Operations [12]
Manager and Asst Manager
Plant Operators I-II-III-IV and trainee
Senior Maintenance Worker

Division of Water-Sewer Line Maintenance [12]
Crew Supervisor
Sr Line Technical and Line Technical
Sr Equipment Operator and Equipment Operator
Maintenance Worker

Division of Highways and Streets [12]
Crew Supervisor
Sr Maintenance Worker & Maintenance Worker
Sr Equipment Operator & Equipment Operator
Sign Maintenance Technician

Division of Meter Reading [2]
Meter Reader

Division of Inspections & Construction [1]
Chief Inspector

	Pay	Band
Director	64,896	103,708
Manager	48,256	77,126
Asst Manager	41,600	66,497
Sr Admin Asst	37,710	60,257
Crew Supervisor	37,710	60,257
Horticulturist	37,710	60,257
Sr Auto Tech	35,880	57,345
Auto Tech	32,531	51,979
Utility Inspector	34,174	54,600
Plant Operator I	34,185	54,600
Plant Operator II	32,531	51,979
Plant Operator III	29,452	47,091
Plant Operator IV	28,059	44,824
Plant Operator Trainee	26,686	42,660
Maintenance Tech	32,531	51,979
Sr Maint Tech	32,531	51,979
Admin Asst	30,971	49,462
Crew Leader	30,971	49,462
Sr Equipment Operator	30,971	49,462
Equipment Operator	28,059	44,824
Sr Utility Line Tech	29,452	47,091
Utility Line Tech	25,417	40,601
Sign Maint Tech	29,452	47,091
Sr Maint Worker	26,686	42,660
Maintenance Worker	23,046	36,795
Sr Meter Reader	26,686	42,660
Meter Reader	25,417	40,601
Custodian	25,417	40,601
Sanitation Worker	23,046	36,795

Employee History	
FY17	79
FY16	77
FY15	75
FY14	74
FY13	76
FY12	74
FY11	69
FY10	72
FY09	72.5
FY08	80
FY07	84
FY06	78
FY05	80
FY04	81
FY03	80
FY02	80
FY01	74
FY00	74

**THE LOCAL CHOICE HEALTH CARE PROGRAM
Anthem Blue Cross and Blue Shield**

**Renewal Analysis For:
Town Of Front Royal
Group #47189**

For the Period: July 1, 2016 through June 30, 2017

Your group's monthly renewal premiums are a blend of the pooled rate applicable to TLC groups and your group's Medical claims experience as shown below. Your renewal components (excluding Medicare Retiree programs and HMO coverage) are highlighted below.

▪ Enrollment as of December 31, 2015	168
▪ Annualized Total Premiums at Current Rates (includes medical/surgical, behavioral health, comprehensive dental and drug)	\$2,189,904
▪ Projected Medical Claims Related Charges	\$1,743,511

This is the total amount of projected claims costs for the upcoming year based on an underwriting formula which blends 12 months of actual medical claims experience with the TLC pool medical claims. The weight of the current year claims versus the TLC pool claims is determined by the group size.

Projected claims include a charge for pooling insurance to manage the impact of individual large claims. In projecting claims, an excess claims discount of \$100,731 has been removed from the current review period claims costs.

Your current year's claims costs have been reduced by \$1,309,408, your actual facility and professional network savings. These savings are available through the Participating Facility and Professional Agreements of Anthem Blue Cross and Blue Shield, and the other Blue Cross and Blue Shield plans.

▪ Renewal Component for Medical Administrative Expenses, Network Access Fees, and Affordable Care Act.	\$96,008
▪ Renewal Premium Component for pooled coverage for Comprehensive Dental and Drug	\$555,705
▪ Required Annual Renewal Premium based on Current Enrollment	\$2,395,224
▪ Required Premium Adjustment	9.4%

Assumes all have Comprehensive Dental.

THE LOCAL CHOICE HEALTH BENEFITS PROGRAM

Town Of Front Royal

Proposed Rates Effective from
July 1, 2016 through June 30, 2017

With Comprehensive Dental

	Single	Dual	Family
ACTIVE EMPLOYEES			
* Key Advantage Expanded	\$695	\$1,286	\$1,877
* Key Advantage 250	\$632	\$1,169	\$1,706
Key Advantage 500	\$584	\$1,080	\$1,577
Key Advantage 1000	\$549	\$1,016	\$1,482
* High Deductible Health Plan	\$459	\$849	\$1,239
RETIREES NOT ELIGIBLE FOR MEDICARE			
* Key Advantage Expanded	\$695	\$1,286	\$1,877
* Key Advantage 250	\$632	\$1,169	\$1,706
Key Advantage 500	\$584	\$1,080	\$1,577
Key Advantage 1000	\$549	\$1,016	\$1,482
* High Deductible Health Plan	\$459	\$849	\$1,239

With Preventive Dental Only

	Single	Dual	Family
ACTIVE EMPLOYEES			
* Key Advantage Expanded	\$684	\$1,265	\$1,847
* Key Advantage 250	\$621	\$1,149	\$1,677
Key Advantage 500	\$573	\$1,060	\$1,547
Key Advantage 1000	\$538	\$995	\$1,453
* High Deductible Health Plan	\$448	\$829	\$1,210
RETIREES NOT ELIGIBLE FOR MEDICARE			
* Key Advantage Expanded	\$684	\$1,265	\$1,847
* Key Advantage 250	\$621	\$1,149	\$1,677
Key Advantage 500	\$573	\$1,060	\$1,547
Key Advantage 1000	\$538	\$995	\$1,453
* High Deductible Health Plan	\$448	\$829	\$1,210

Medicare Retiree Rates

RETIREES WITH MEDICARE	
* Advantage 65	\$169
Advantage 65 and Dental/Vision	\$201

* Benefit Plans Currently Offered

Coverage under The Local Choice Key Advantage and HDHP contracts is for:

- Active Employees and their Dependents
- Retirees not eligible for Medicare and their Dependents not eligible for Medicare, and/or
- Dependents of Medicare eligible Retirees who are not Medicare eligible.

If coverage is offered to Medicare eligible retirees and their Medicare eligible Dependents, it must be obtained through one of our Medicare Supplemental contracts which require participation in both Parts A and B of Medicare to receive maximum benefits.

The PCORI fee is the responsibility of the group and payment should be submitted directly to HHS, therefore, this fee has not been included in your rates.

