

Town of Front Royal

Annual Budget

2012-2013

Letter from Manager

Fiscal Policy & Budget
Appropriation Ordinance

Revenue

Expenditure Overview

General Fund

Non-Departmental

Department of Energy
Resources

Department of
Environmental Services

Personnel Information

Capital & Miscellaneous

Section

1



TOWN OF FRONT ROYAL
OFFICE OF THE TOWN MANAGER
TOWN HALL
P.O. BOX 1560
FRONT ROYAL, VIRGINIA 22630-1560

STEVEN M. BURKE, P.E.
Town Manager
(540) 635-8007
(540) 636-7475 (Fax)
sburke@frontroyalva.com

March 30, 2012

The Honorable Mayor Timothy W. Darr
The Honorable Vice-Mayor Chris. W. Holloway
The Honorable Councilman Thomas E. Conkey
The Honorable Councilman Carson C. Lauder
The Honorable Councilman N. Shae Parker
The Honorable Councilman Thomas H. Sayre
The Honorable Councilman Hollis L. Tharpe

Dear Mayor Darr and Members of Town Council:

I am pleased to present to you and the citizens of Front Royal the Town's proposed Fiscal Year 2012-2013 Budget. As always, this balanced budget conforms to Section 4-29 of the Front Royal Town Code and is provided to Town Council to ensure staff efforts conform to your policy decisions. As each Department submitted their request for the FY2012-2013 Budget, their proposed budgets were based upon our commitment to provide the very best public service, resource management, and exercise of authority to meet the needs and concerns of our citizens, customers, and visitors.

This year's budget document builds upon the previous fiscal budget objectives to promote continued enhancement of vehicle, pedestrian, and bicycle transportation networks, provide a safe and clean community, address our utility infrastructure needs, and improve customer service at all opportunities.

While still a work in progress, this year's budget preparation was a little easier for Department Heads through the stabilization of revenues. The Town is awaiting a final budget from the Commonwealth to define the true impact of contributions towards the Virginia Retirement System.

I believe you will be impressed with the quantity and caliber of work that has been achieved by staff over the past year and proposed in this budget towards goals and outcomes to keep us moving forward as a community.

The budget book is divided into three sections. The first section is this overview of the Town's proposed budget. The second provides recommended policies to be included in this budget to provide additional guidance for this and future budget preparation and management efforts. The final section contains the complete, proposed FY2012-2013 Budget. The Capital Improvement Plan will be provided in a separate document to further detail the capital expenses included in this budget, as well as provide a five-year projection on anticipated capital efforts and expenditures.

REVENUES

This year, our General Fund revenue sources have stabilized and even increased slightly. Staff has presented a budget that is based upon the FY2011-2012 personal property and real estate tax rates of \$0.64 per \$100 and \$0.11 per \$100, respectively. The real estate tax rate includes \$0.02 per \$100 dedicated to three capital projects: 1) Leach Run Parkway, 2) Local Connector Road, and 3) Facility Study. In addition, our meals and lodging tax rates remain the same as previous years. Transfers from our Enterprise Funds (Electric, Water, Sewer, & Solid Waste) continue to be based upon the funding formula endorsed by our auditors.

Meals and Lodging tax rates are proposed to remain the same at \$0.04 and \$0.06, respectively. In addition, the annual vehicle decal fee will remain at \$25.00 per vehicle.

Staff is proposing that our rates for the Electric, Solid Waste, Water, and Sewer Enterprise Funds remain the same as last year. The Town will evaluate all rate structures during the upcoming fiscal year to ensure these funds are sufficiently established to fund the infrastructure operations and expenses and to ensure permit compliance and service requirements.

The following table summarizes the various revenue sources for FY2012-2013.

FY 12-13 Recommended Budget Revenues

	FY12-13 TOTAL	
GENERAL FUND	\$ 9,558,072	25.5%
STREET FUNDING	\$ 2,158,447	5.8%
SPECIAL PROJECTS	\$ 432,639	1.2%
ELECTRIC FUND	\$16,000,241	42.7%
SOLID WASTE FUND	\$ 1,034,146	2.8%
WATER & SEWER FUND	<u>\$ 8,265,593</u>	22.1%
TOTAL	\$37,449,138	

EXPENDITURES

Staff faced challenges during the preparation of the FY2012-2013 budget due to increases in both medical insurance and retirement plan expenses. These increases have been incorporated into the Personnel and Fringe Benefits component of each Department's budget.

Budgeted expenses include the debt service on the improvements to the Water Treatment Plant, design expenses for the Wastewater Treatment Plant, loan repayment for the Administration Building, our Pavement Management Program, upgrade to our radio communication equipment, increased Tourism advertising, necessary fleet replacement, updates to our Comprehensive Plan, continued improvements to reduce our I&I issues, perform improvements to our water system, make improvements to our electrical substations, continue installation of pedestrian crossings at intersections, and accounting for increases in postage and fuel expenses.

Our budget includes reductions in the Town's funding of the Library and of the operating budget for the Economic Development Authority per the Memorandum of Understandings with Warren County. These agreements have Warren County assuming half of the Town's funding share for these efforts this fiscal year, and the County assuming the full funding amount in the FY2013-2014 budget.

A summary of the individual fund budgets is below. The difference between the total revenue of \$37,449,138 and the fund expenditures of \$31,844,054 is due to \$2,090,054 for debt service and \$3,515,030 for fund transfers.

FY 12-13 Proposed Budget Expenditures

	<u>PERSONNEL</u>	<u>OPERATING</u>	<u>CAPITAL</u>	<u>TOTAL</u>	
GENERAL FUND	\$ 6,355,269	\$ 2,064,308	\$ 230,600	\$ 8,650,177	27.2%
STREET FUND	\$ 815,597	\$ 1,152,350	\$ 190,500	\$ 2,158,447	6.8%
SPECIAL PROJECTS	-	\$ 175,162	-	\$ 175,162	0.6%
ELECTRIC FUND	\$ 1,073,216	\$13,031,525	\$ 424,500	\$14,529,241	45.6%

SOLID WASTE FUND	\$ 805,136	\$ 166,750	\$ 6,000	\$ 977,886	3.1%
WATER & SEWER FUND	\$ 2,246,561	\$ 2,095,580	\$1,011,000	\$5,353,141	16.8%
TOTAL	\$11,295,779	\$18,685,675	\$1,862,600	\$31,844,054	

Overall there is a 1.0% increase in the total Town budget from FY2011-2012 to FY2012-2013. This increase is primarily due to the increased expenses for insurance, retirement, fuel, and postage.

Other expenditure increases include:

- \$55,000 in the Town Manager's budget to contract for a Community Development representative to further business development
- \$77,000 to reorganize the Police Department staffing to facilitate a regular shift schedule
- \$313,000 for anticipated increase of purchased electricity
- \$92,000 for a one-time bonus of \$500 to each full-time employee and \$250 to each part-time employee

The following summarizes the changes between the FY2011-2012 and FY2012-2013 budgets.

FY 11-12 vs FY 12-13 Budget Comparison

	<u>FY2011-2012</u>	<u>FY2012-2013</u>	<u>Difference</u>	
GENERAL FUND	\$ 9,138,825	\$ 9,558,072	\$ 419,247	4.6%
STREET FUND	\$ 2,407,813	\$ 2,158,447	-\$ 249,366	-10.4%
SPECIAL PROJECTS	\$ 370,516	\$ 432,639	\$ 62,123	16.8%
ELECTRIC FUND	\$15,790,437	\$16,000,241	\$209,804	1.3%
SOLID WASTE FUND	\$ 1,034,146	\$ 1,034,146	\$ 0	0.0%
WATER & SEWER FUND	<u>\$ 8,217,392</u>	<u>\$ 8,265,593</u>	<u>\$ 48,201</u>	<u>1.0%</u>
TOTAL	\$36,959,129	\$37,449,138	\$490,009	1.0%

PERSONNEL

The budget includes several changes in our personnel classifications to reflect the additional effort by those individuals to serve our citizens.

The Police Department has proposed to reorganize their staffing to allow the Department to establish fixed shifts for the Patrol Division. These changes include establishing two Captains, two Lieutenants, and five Sergeants to oversee the various Divisions and shifts. In addition, the Police Department will reclassify their Administrative Assistant to a Senior Administrative Assistant to address the administrative and reporting needs of the Department. The budget also includes transitioning our Crime Prevention Specialist from part-time to full-time due to the increasing number of neighborhood watch programs, as well as the increased request for business programs.

Our Environmental Services Department includes two new part-time Custodian positions to clean the Town's municipal buildings. Staff is recommending transitioning from contract cleaning services to Town employees to improve the service that we receive.

The Town Manager is requesting that the Senior Administrative Assistant in our office be reclassified to an Executive Assistant due to the increased number of permits handled by the office, her recent certification credentialing, and due to the sensitive nature of the information processed.

The Town Attorney is requesting that the salaries of the Assistant Town Attorney and the Senior Legal Administrative Assistant be adjusted to reflect their increased workload.

I am pleased to include a one-time bonus to our employees in this budget. Full-time employees shall receive a \$500 bonus, and our part-time employees shall receive a \$250 bonus.

In addition, you will find that staff is proposing a change in our personnel policy towards the pay structure of staff in the included recommended policies. Staff would recommend evaluating the transition to a "Pay for Performance" program.

CONCLUSION

The staff of the Town of Front Royal remains committed to efficiently and effectively using the resources provided to serve our citizens. We remain focused to operate as a responsive, progressive, and performance-driven organization.

Our Finance Director, Kim Gilkey-Breeden, has worked tirelessly to assemble and balance our FY2012-2013 budget. This budget is also reflective of the efforts of our Department Heads and their staff who have worked to realize a balanced budget. Finally, my thanks to the Mayor and Members of Town Council for considering this document as staff's efforts to continuously improve our community.

The staff and I look forward to discussing this budget proposal as we move forward with the adoption of a budget for Fiscal Year 2012-2013.

Respectfully submitted,



Steven Burke, PE
Town Manager

Certificate of
Achievement
for Excellence
in Financial
Reporting

Presented to

Town of Front Royal
Virginia

For its Comprehensive Annual
Financial Report
for the Fiscal Year Ended
June 30, 2011

A Certificate of Achievement for Excellence in Financial Reporting is presented by the Government Finance Officers Association of the United States and Canada to government units and public employee retirement systems whose comprehensive annual financial reports (CAFRs) achieve the highest standards in government accounting and financial reporting.



Linda C. Davison

President

Jeffrey R. Egan

Executive Director

TOWN OF FRONT ROYAL, VIRGINIA

Approved Annual Budget Document
For Fiscal Year Ending June 30, 2013

Town Council- July 1, 2012

Timothy Darr - Mayor
Shae Parker - Vice Mayor
Thomas Sayre
Hollis Tharpe
Bret Hrbek
Eugene Tewalt
Darryl Funk

Administrative and Budget Officers

Steven M. Burke - Town Manager
Douglas Napier - Town Attorney
Jeremy Camp - Director of Planning and Zoning
Richard Furr - Chief of Police
Joseph E. Waltz - Director of Energy Resources
Jimmy Hannigan - Director of Environmental Services
Kim D. Gilkey-Breeden - Director of Finance
Julie A. Bush - Director of Human Resources
Jennifer Berry - Clerk of Council
Cynthia Hartman - Purchasing Agent

Section

2

TOWN OF FRONT ROYAL
FISCAL POLICIES

ADOPTED FY2012-2013

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 equal to 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

TOWN OF FRONT ROYAL
FISCAL POLICIES

three months 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.

Independence

TOWN OF FRONT ROYAL
FISCAL POLICIES

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

TOWN OF FRONT ROYAL
FISCAL POLICIES

- 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 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

TOWN OF FRONT ROYAL FISCAL POLICIES

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 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 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 shall be developed in FY12-13 for consideration by Town Council.

APPROPRIATION ORDINANCE

ANNUAL APPROPRIATION ORDINANCE

OF THE

TOWN OF FRONT ROYAL, VIRGINIA

FOR THE FISCAL YEAR ENDING JUNE 30, 2013

AN ORDINANCE MAKING APPROPRIATIONS OF SUMS OF MONEY FOR ALL NECESSARY EXPENDITURES OF THE TOWN OF FRONT ROYAL, VIRGINIA FOR THE FISCAL YEAR ENDING JUNE 30, 2013 TO PRESCRIBE THE PROVISOS, TERMS, CONDITIONS, AND PROVISIONS WITH RESPECT TO THE TERMS OF APPROPRIATION AND THEIR PAYMENT, AND TO REPEAL ALL ORDINANCES WHOLLY IN CONFLICT WITH THIS ORDINANCE, AND ALL PARTS OF ALL ORDINANCES INCONSISTENT WITH THIS ORDINANCE TO THE EXTENT OF SUCH INCONSISTENCY.

BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF FRONT ROYAL, VIRGINIA:

SECTION I

That the following sums of money are hereby appropriated for the general governmental purposes herein specified for the fiscal year ending June 30, 2013

GENERAL FUND EXPENDITURES

General Government	1,055,599
Financial Administration	822,594
Legal	391,810
Law Enforcement Services	3,816,653
General Property Maintenance	1,039,837
Planning and Zoning Administration	444,840
Risk Management/Insurance	627,940
Economic Development	34,955
Information Technology	429,774
Library	47,500
Transfers/Contingency Reserve	846,570
TOTAL GENERAL FUND EXPENDITURES	\$9,558,072

STREET FUND EXPENDITURES

Public Works	479,446
State Highway Maintenance System	1,679,001
TOTAL STREET FUND EXPENDITURES	\$2,158,447

ECONOMIC DEVELOPMENT FUND

Principal on Debt	135,000
Interest Payments	25,000
Operations	35,639
TOTAL DEBT SERVICE FUND EXPENDITURES	\$195,639

SPECIAL REVENUE FUND

Community Development Projects	225,000
Asset Forfeiture	12,000
TOTAL SPECIAL REVENUE FUND EXPENDITURES	\$237,000

and the following sums of money are hereby appropriated for the enterprise operations specified for the year ending June 30, 2013:

ELECTRIC FUND EXPENDITURES

Operations	2,304,091
Purchase of Bulk Electricity	12,225,150
Transfer to General Fund	1,471,000
TOTAL ELECTRIC FUND EXPENDITURES	\$16,000,241

WATER FUND EXPENDITURES

Administrative Office	115,849
Water Plant Operation	1,439,164
Maintenance of Lines	828,922
Meter Reading	93,460
Debt Service	1,118,905
Contingency and Transfers to Other Funds	623,000
TOTAL WATER FUND EXPENDITURES	\$4,219,300

SEWER FUND EXPENDITURES

Administrative Office	114,786
Wastewater Treatment Plant Operations	1,969,056
Maintenance of Lines	761,924
Debt Service	465,347
Contingency and Transfers to Other Funds	735,200
TOTAL SEWER FUND EXPENDITURES	\$4,046,313

REFUSE FUND EXPENDITURES

Operations	912,146
Transfer to General Fund	122,000
TOTAL REFUSE FUND EXPENDITURES	\$1,034,146

TOTAL ALL FUNDS EXPENDITURES **\$37,449,158**

**REVENUES
TO BE PROVIDED AS FOLLOWS**

GENERAL FUND

Real Estate Property Tax (\$.0725 Per \$100 assessed valuation)	1,091,000
Public Service Property Tax & Tax Penalties	54,612
Personal Property Tax (\$.64 per \$100 assessed valuation)	532,000
Other Local Taxes	3,932,000
Permits and Fees	30,000
Fines and Forfeitures	240,000
Revenue from Use of Money and Property	90,000
Public Rights-of-Way Use Fee	60,000
Charges for Services	16,000
Intergovernmental	654,000
Interfund Transfers:	
Electric Fund	1,471,000
Water Fund	623,000
Sewer Fund	705,200
Refuse Fund	19,260
Non-Revenue Receipts	40,000
TOTAL GENERAL FUND REVENUE	\$ 9,558,072

STREET FUND

State Highway Maintenance Funds	1,500,000
Revenue from Use of Money and Property	10,000
Street, Curb & Gutter Assessments	14,000
Transfers from General Fund	634,447
TOTAL STREET FUND REVENUE	\$2,158,447

ECONOMIC DEVELOPMENT FUND

Real Estate Property Tax (\$.0175 per \$100 assessed valuation)	195,639
TOTAL DEBT SERVICE FUND REVENUE	\$195,639

SPECIAL REVENUE FUND

Asset Forfeiture Grant Funding	12,000
Community Development (\$.0200 per \$100 assessed valuation)	225,000

TOTAL SPECIAL REVENUE FUND **\$237,000**

ELECTRIC FUND

Revenue from Use of Money and Property	80,000
Sale of Service	15,589,281
Non-Revenue Receipts	330,960

TOTAL ELECTRIC FUND REVENUE **\$16,000,241**

WATER FUND

Revenue from Use of Money and Property	50,000
Antenna Rentals	50,000
Sale of Service and Commodities	3,889,300
Connection Fees	225,000
Miscellaneous	5,000

TOTAL WATER FUND REVENUE **\$4,219,300**

SEWER FUND

Revenue from Use of Money and Property	46,000
Sale of Service and Commodities	3,830,313
Connection Fees	135,500
Miscellaneous	34,500

TOTAL SEWER FUND REVENUE **\$4,046,313**

REFUSE FUND

Revenue from Use of Money and Property	1,500
Sale of Services/Bags/Recycle Bins/Other	1,019,846
Sale of Recyclable Materials	12,800

TOTAL REFUSE FUND REVENUE **\$1,034,146**

TOTAL ALL FUNDS REVENUES **\$37,449,158**

SECTION II

All moneys appropriated as shown by the items contained in Section I are appropriated upon the provisos, terms, conditions and provisions hereinafter set forth in connection with said items and those set forth in this section.

Paragraph One

I. To provide for the current and other expenditures of the Town of Front Royal, Virginia; for the fiscal year beginning July 1, 2012 and ending June 30, 2013 the tax rates have been set at:

- A) Upon all real estate the rate shall be set at \$0.11 for each \$100.00 of assessed valuation.
- B) Upon all personal property and machinery and tools the rate shall remain set at \$0.64 for each \$100.00 of assessed valuation. Except, that personal property described in Town of Front Royal Code §75-49(B), that has been specifically accepted for special classification by the designated official, shall remain at \$0.32 for each \$100.00 of assessed valuation for such volunteer fire or rescue members' single vehicle used to respond to calls or perform other official duties.

II. Assessed valuation of property shall be determined and certified to the Town of Front Royal by the Commissioner of the Revenue of Warren County, and the State Corporation Commission on Public Service Corporation Property. All taxes 1st installment shall be due and payable on or before June 5, 2012 and second installment due on or before December 5, 2012. For taxes not paid on or before due date for each installment a penalty of ten percent of the tax due will be added to the tax due. Interest at the annual rate of ten percent of the tax due will be added after December 31, 2012 on all unpaid taxes.

III. Proration of Personal Property Tax.

A. Tax levied and prorated on monthly basis. Tangible personal property tax shall be levied and collected on motor vehicles, trailers, and boats which have acquired a situs within the Town after January 1 of any tax year for the remaining portion of the tax year. When any person acquires a motor vehicle, trailer or boat with situs in the Town after January 1 and situs remains in the Town after such acquisition, the tax shall be assessed against the new owner for the remainder of the tax year. Such tax shall be prorated on a monthly basis. For purposes of proration, a period of more than one-half of a month shall be counted as a full month and a period of less than one-half of a month shall not be counted.

B. Relief or refund. When any motor vehicle, trailer, or boat loses its situs within the Town after January 1 or after the day on which it acquires a situs within the Town (hereafter "situs day"), the tax shall be relieved, prorated on a monthly basis, and the appropriate amount of tax refunded if such tax has already been paid, upon application by the owner to the Commissioner of the Revenue and notice to the Commonwealth of Virginia Department of Motor Vehicles (if applicable); provided however that no refund shall be made if the motor vehicle, trailer, or boat acquires a situs within the Commonwealth in a non-prorating locality.

C. Relief, refund or credit on sale. When any person sells or otherwise transfers title to a motor vehicle, trailer, or boat with a situs in the Town after January 1 or situs day, the tax shall be relieved, prorated on a monthly basis, upon application by the owner to the Commissioner of the Revenue and notice to the Commonwealth of Virginia Department of Motor Vehicles (if applicable), and the

appropriate amount of tax already paid refunded or credited by the Treasurer, at the option of the taxpayer, against the tax due on any motor vehicle, trailer, or boat owned by the taxpayer during the same tax year.

D. Time Limitation for refund; minimum refund. Any refund required shall be made within thirty (30) days of the date such tax is relieved. No refund of less than five dollars (\$5.00) shall be issued to a taxpayer, unless specifically requested by the taxpayer.

E. Conditions for certain tax credits. Any person who moves from a non-prorating locality to the Town in a single tax year shall be entitled to a property tax credit in the Town if (i) the person was liable for personal property taxes on a motor vehicle, trailer, or boat and has paid those taxes to a non-prorating locality; and (ii) the owner replaces for any reason the original vehicle, trailer or boat upon which taxes are due to the non-prorating locality for the same tax year. The Town shall provide a credit against the total tax due on the replacement vehicle, trailer, or boat in an amount equal to the tax paid to the non-prorating locality for the period of time commencing with the disposition of the original vehicle, trailer, or boat and continuing through the close of the tax year in which the owner incurred tax liability to the non-prorating locality for the original vehicle, trailer or boat.

F. Exemptions of property for which tax has been paid to another jurisdiction. Tangible personal property which was legally assessed by another jurisdiction in the Commonwealth and on which the tax has been paid is exempt from taxation under this section for the tax year or portion thereof during which such property was legally assessed by other jurisdiction and taxes were paid to that jurisdiction and not refunded in whole or in part.

G. Filing of returns. Filing procedures shall be in compliance with the Warren County Code.

H. Billing for less than full year. Notwithstanding any other date for billings and payment of personal property taxes, the Town may bill all personal property taxes assessed for a portion of the tax year on or after December 15 of each year.

I. Due date of taxes. The taxes shall be due not less than thirty (30) days after the date of the tax bill or due date on the tax bill, whichever is later.

J. Time limit for applications. Any taxpayer entitled to a refund or credit must make application therefore to the Director of Finance no later than three (3) years from the last day of the tax year during which the motor vehicle, trailer or boat lost situs, was sold or had its title transferred.

Paragraph Two

Subject to the qualifications contained in this ordinance all appropriations made out of the General Fund, Street Fund, Economic Development Fund, Special Projects Fund, Service District Fund, Special Revenue Fund, Electric Fund, Water Fund, Sewer Fund, and Refuse Fund are declared to be maximum, conditional and proportionate appropriations, the purpose being to make the appropriations payable in full in the amount named, if necessary, and then only in the event the aggregate revenues collected and available during the fiscal year for which the appropriations are made are sufficient to pay all the appropriations in full. Otherwise the said appropriations shall be deemed to be payable in such proportions as the total sum of all realized revenue of the General Fund, Street Fund, Debt Service Fund, Special Projects Fund, Service District Fund, Special Revenue Fund, Electric Fund, Water Fund, Sewer

Fund, and Refuse Fund is to the total amount of revenues estimated to be available in the said fiscal year by the Town Council.

Paragraph Three

All balances of the appropriations payable out of the General Fund, Street Fund, Debt Service Fund, Special Projects Fund, Service District Fund, Special Revenue Fund, Electric Fund, Water Fund, Sewer Fund, and Refuse Fund of the Town Treasury unencumbered at the close of business on the thirtieth day of June, 2012, except as otherwise provided for, are hereby declared to be lapsed into the Town Treasury. Such unencumbered balances shall be used for the payment of the appropriations that may be made in the appropriation ordinance for the fiscal year beginning July 1, 2012. However, nothing in this paragraph shall be construed to be applicable to unencumbered balances remaining to the credit of any Sinking Fund, or any funds created by the setting up of special revenues, but such balances shall be used in financing the proposed expenditures of these funds for the fiscal year beginning July 1, 2012.

Paragraph Four

The director or administrative officer in charge of a department shall have the authority to transfer moneys between line items and categories within the budgeted appropriations of such department. No department receiving appropriations under the provisions of this ordinance shall exceed the total amount of its appropriation except with the prior consent and approval of the Town Council or the Town Manager. Where the Town Manager is the administrative officer in charge of a department, no prior consent or approval shall be required for such department to exceed its appropriation. The Town Manager may transfer moneys within any Fund to provide for such expenditure in excess of a department's budgeted appropriation. No Fund receiving appropriations under the provisions of this ordinance shall exceed the total amount of its appropriation except with the prior consent and approval of the Town Council who may then authorize by resolution the transfer of moneys between the Funds. If any such department or fund shall exceed the amount of its appropriation without such consent and approval, the director or administrative officer, in the discretion of the Town Council, may be deemed guilty of neglect of official duty and may be subject to removal therefore.

Paragraph Five

Nothing in this section shall be construed as authorizing any reduction to be made in the amounts appropriated in this ordinance for the payment of interest, bonds, or contributions to any Sinking Fund on the bonded debt of the Town Government.

Paragraph Six

None of the moneys mentioned in this ordinance in connection with the General Fund, Street Fund, Economic Development Fund, Special Projects Fund, Service District Fund, Special Revenue Fund, Electric Fund, Water Fund, Sewer Fund, and Refuse Fund shall be expended for any purpose other than those for which they are appropriated except as provided in Paragraph Four. It shall be the duty of the

Director of Finance to see that this provision is strictly observed and to report to the Town Manager any irregularities.

Paragraph Seven

Allowances out of any of the appropriations made in this ordinance by any or all of the Town departments, bureaus, or agencies to any of their officers and employees for expenses on account of the use of such officers and employees of their personal automobiles in the discharge of their official duties shall not exceed the standard mileage rate as determined by the IRS (55 cents per mile as of January 1, 2009).

Paragraph Eight

All traveling expense accounts shall be submitted on forms and according to regulations prescribed or approved by the Town Manager.

Paragraph Nine

All moneys from the sale of general government real estate or other property shall be set aside in a separate account of the General Fund and subject to expenditure only through appropriate action of the Council. Except, where the Council shall have specified that the moneys from the sale of an item or a class of property shall be paid into a specified account of a Town department.

Paragraph Ten

All moneys collected by any department, bureau, agency or individual of the Town Government shall be paid into the Town Treasury not later than the day immediately following the day of collection.

Paragraph Eleven

The Fund budgets in Section I as included in the general budget are hereby adopted and made the official budget document of the Town of Front Royal. It is expressly provided that the restrictions with respect to the expenditure of the moneys appropriated shall apply only to the lump sum amounts for the classes of expenditures, of Funds, which have been included in this ordinance.

Paragraph Twelve

All ordinances and parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed.

THIS ORDINANCE SHALL BECOME EFFECTIVE JULY 1, 2012.

APPROVED:

Timothy Darr, MAYOR

ATTEST:

Jennifer Berry, TOWN CLERK

The above ordinance was published in the *Northern Virginia Daily* on May 19, 2012, with approval on its first reading at a regular meeting of the Town Council held on May 29, 2012, and to be formally approved on the second and final reading at the regular meeting of the Town Council on June 11, 2012.

Section

3

Adopted

FY 2012-2013

Annual Revenue

REVENUE OVERVIEW

General Fund

Real Estate and Personal Property tax rates have been set (2.27.12) at the rate of .11 per \$100 of assessed value as determined by the County of Warren Assessment Department, with .02 of \$100 allocated to capital projects designated in Community Development Division of the Budget and personal property at .64 per \$100 assessed value and the PPRTA (Personal Property Tax Relief Act) percentage at 70% up to \$20,000 value of vehicle.

Revenue projects increased, very minimum, or stayed the same this year based on the trend or lack of one the Town has seen over the past 12-18 months, these projections are still very conservative. The Finance Director will continue to monitor the trends of the Towns revenue streams throughout the remaining FY12 and into the FY13 fiscal year.

Meals [.04] and lodging [.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 did increase based on the funding formula accepted by the Town Auditors.

Highway Fund

Revenue for the Highway fund will once again come from State funding of \$1,500,000 and a transfer from General Fund in the amount of \$634,447. This 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 of the latest report that localities will receive their allotted amount.

Electric Fund

Rates to the Towns' customers will remain the same as the previous year, based on the completed rate study. The department continues to work on improving the Towns electric portfolio to get the best energy resources for our customers. The Town has been informed that we have lowest electric rate for customers in this area of Virginia.

Water and Sewer Fund

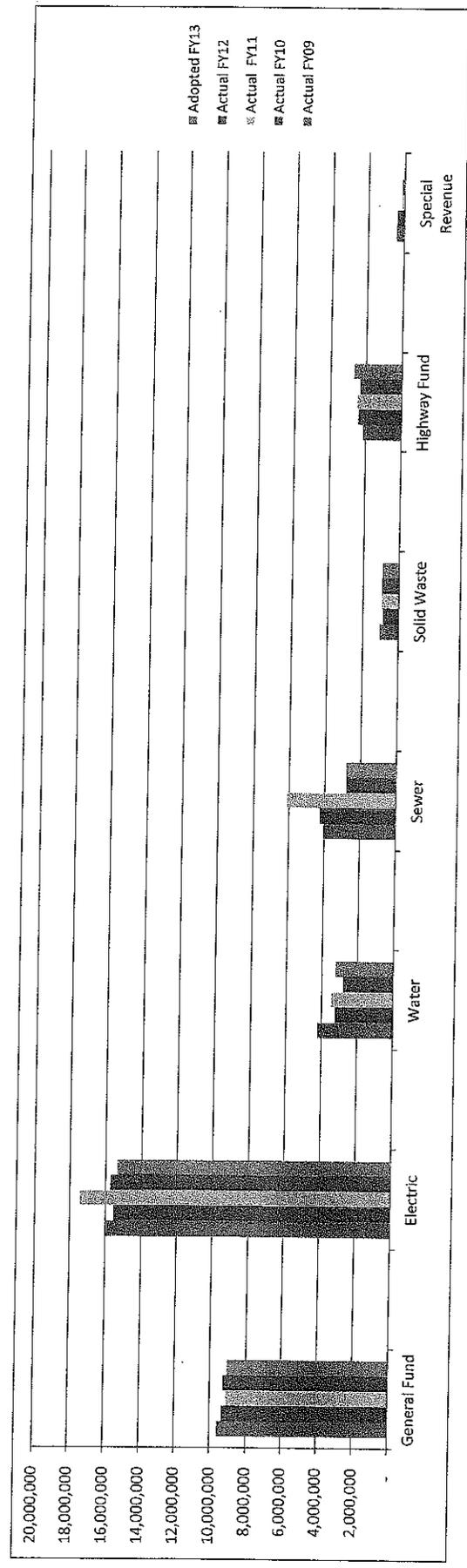
The Town during FY11 went through and extensive rate study for both water and sewer and was presented with the results of this study by Burton and Associates in early January 2011, due to bond issues for capital projects for both the water and sewer plant, it was determined that a rate increase would be needed over the next several budget cycles. Therefore, during the budget (FY12) water rates increased by 8.5% and sewer rates by 30. During the past fiscal year the Town has not moved further in the process of the expansion for the Wastewater Treatment plant and therefore the Town Manager and Director of Finance will not propose the next rate increase that would have taken effect in July 2012. Our goal is to re-evaluate the rate structure and move forward with a new proposal in FY14 fiscal year.

Solid Waste Management

The department of Solid Waste Management will not see a rate increase during the upcoming budget cycle; we will continue to maintain this department with the revenue assumptions being made. With the reorganization of the Department of Environmental Services and the hiring of a Manager to oversee the division of Solid Waste, a top priority will be to evaluate the process of this department, and bring any further suggestions to the Council as soon as possible.

Overview of Revenue

General Fund	Adopted FY13	Actual FY12	Actual FY11	Actual FY10	Actual FY09
General Fund	9,604,397	9,338,349	9,106,911	9,261,201	9,034,284
Electric	16,008,316	15,563,614	17,422,824	15,727,354	15,334,661
Water	4,229,525	3,271,730	3,493,834	2,810,046	3,266,688
Sewer	4,055,463	4,265,056	6,142,718	2,790,064	2,828,110
Solid Waste	1,042,221	877,571	959,500	948,646	915,901
Highway Fund	2,167,597	2,420,284	2,496,092	2,347,581	2,708,972
Special Revenue	432,639	389,683	131,334	140,715	-
	\$ 37,540,158	\$ 36,126,287	\$ 39,753,213	\$ 34,025,607	\$ 34,088,616



Acct #	Acct Name	FY13 Adopted	FY12 Actual	FY11 Actual	FY10 Actual	FY09 Actual
3310004	Grant - Arts Commission	5,000	5,000	5,000	5,000	5,000
3310010	Grant Proceeds	-	1,000			
3310012	Community Policing	25,000	61,597	32,647	55,152	25,551
3310112	Grant - Forestry	-	42,556	24,200	-	4,220
3310118	Grant - Gang Task Force	30,000	3,818	71,307	32,936	86,996
3410201	Sale of Gov't Vehicle & Equip	5,000	-	96	7,099	-
3410202	Sale of Real Estate	-	-	-	160,000	-
3410203	Overpayments	-	(22)	(328)	-	483
3410205	Insurance Recoveries	10,000	5,994	1,712	85	7,127
3410209	Reimbursement	-	-	108,093	-	-
3510101	Transfer from Water Fund	623,000	421,000	396,772	396,772	389,950
3510102	Transfer from Electric Fund	1,471,000	1,471,000	1,000,000	1,000,000	920,000
3510104	Transfer from Refuse Fund	19,260	122,000	102,000	102,000	82,000
3510107	Transfer from Sewer Fund	705,200	489,950	489,500	489,950	389,950
3510112	Transfer from Hwy Fund	-	125,000	-	-	-
3510108	Transfer from Asset Forfeiture		-	-	-	-
3510109	Cash Over/short		2,096	(3,343)	(79)	(106)
3510110	Appropriated Funds Forward	46,325	-	-	-	-
3888888	Special Revenue	20,000	21,369	18,414	26,193	20,085
	Total Revenue	9,604,397	\$ 9,338,349	\$ 9,106,911	\$ 9,261,201	\$ 9,034,284
	Adopted Budget	\$ 9,604,397	\$ 9,263,825	\$ 9,116,265	\$ 9,336,728	\$ 9,670,200

Dept of Energy Resources						
Acct #	Acct Name	FY13 Adopted	FY12 Actual	FY11 Actual	FY10 Actual	FY09 Actual
3150101	Interest on Bank Deposit	\$ 80,000	\$ 92,908	\$ 80,599	\$ 140,290	\$ 83,850
3150106	Misc Interest On AR	-	-	-	1,000	-
3161703	Connection Charges	100,000	51,232	210,664	62,450	113,765
3161704	Lease of Meter Socket	960	150	865	853	835
3161705	Pole Attachment	60,000	47,879	47,785	46,937	86,248
3161901	Electric Current	15,358,781	15,182,208	16,692,002	15,097,793	14,677,443
3161903	Temporary Service Charge	500	65	195	260	130
3161904	Penalties	230,000	165,593	237,731	229,272	228,610
3310111	Internal Loan - Renovation	150,000	-	125,000	125,000	125,000
3410201	Sale of Gov't Veh & Equipment	5,000	-	-	10,000	-
3410204	Sale of Materials & Supplies	-	12,985	6,156	-	11,273
3410205	Insurance Recoveries	-	-	-	-	-
3410209	Reimbursement	-	-	-	-	-
3510110	Appropriated Funds Forward	8,075	-	-	-	-
3888888	Special Revenue	15,000	10,594	21,827	13,499	7,508
Total Electric fund		\$ 16,008,316	\$ 15,563,614	\$ 17,422,824	\$ 15,727,354	\$ 15,334,661
Adopted Budget		\$ 16,008,316	\$ 15,790,437	\$ 16,887,568	\$ 15,652,295	\$ 15,706,295
Sewer Fund						
Acct #	Acct Name	FY13 Adopted	FY12 Actual	FY11 Actual	FY10 Actual	FY09 Actual
3150101	Interest on Bank Deposit	46,000	\$ 65,274	\$ 45,939	\$ 66,193	\$ 53,506
3160710	Assessment Charges	500	-	35,020	132	121
3161703	Connection Charges	135,000	188,362	244,746	66,310	225,896
3161706	Connection Fee = CIP	-	28,600	8,800	11,000	22,000
3161908	Sales of Sewer - In Town	3,180,313	3,197,929	2,638,110	2,071,695	2,092,625
3161909	Sales of Sewer - Out of Town	650,000	740,549	616,349	530,788	399,381
3161912	RV Station Fees	30,000	43,292	52,354	38,247	31,793
3410201	Sale of Gov't Vehicle & Equip	4,000	-	-	5,000	2,523
3410001	Bond Proceeds	-	-	2,500,000	-	-
3410205	Insurance Recoveries	-	-	-	-	(335)
3510110	Appropriated Funds Forward	9,150	-	-	-	-
3888888	Special Revenue	500	1,050	1,400	700	600
Total Sewer Fund		\$ 4,055,463	\$ 4,265,056	\$ 6,142,718	\$ 2,790,064	\$ 2,828,110
Adopted Budget		\$ 4,055,463	\$ 4,077,540	\$ 3,310,768	\$ 3,144,825	\$ 3,155,500

Water Fund						
Acct #	Acct Name	FY13 Adopted	FY12 Actual	FY11 Actual	FY10 Actual	FY09 Actual
3150101	Interest on Bank Deposit	50,000	\$ 59,622	\$ 51,371	\$ 51,193	\$ 120,731
3160706	Antenna Rental - Water Tower	50,000	65,880	56,901	45,916	45,776
3160707	Remote Water Meters	-	-	-	6	-
3160710	Assessment Charge	-	-	6,984	(2,738)	-
3161703	Connection Charges	225,000	84,371	189,860	56,076	282,746
3161706	Connection Fee = CIP	-	30,800	4,400	8,800	22,000
3161904	Penalties	-	-	(20)	(355)	-
3161906	Sale of Water - In Town	2,860,000	2,331,128	2,301,480	1,697,101	1,964,955
3161907	Sale of Water - Out of Town	1,029,300	699,929	882,858	949,048	828,728
3410201	Sale of Gov't Vehicles & Equip	4,000	-	-	5,000	2,088
3410205	Insurance Recoveries	-	-	-	-	(335)
3510110	Appropriated Funds Forward	10,225	-	-	-	-
3888888	Special Revenue	1,000	-	-	-	-
Total Water Fund		\$ 4,229,525	\$ 3,271,730	\$ 3,493,834	\$ 2,810,046	\$ 3,266,688
Adopted Budget		\$ 4,229,525	\$ 4,139,852	\$ 3,523,625	\$ 3,387,833	\$ 3,262,832
Solid Waste Management						
Acct #	Acct Name	FY13 Adopted	FY12 Actual	FY11 Actual	FY10 Actual	FY09 Actual
3150101	Interest on Bank Deposit	1,500	\$ 10,707	\$ (898)	\$ (3,204)	\$ (2,558)
3160802	Sale of Services	987,846	842,809	935,463	918,658	894,884
3160804	Tipping Fee- Warren County	32,000	14,282	16,329	17,042	-
3160805	Sale of Plastic Bags	4,000	3,447	3,149	3,064	3,553
3160807	Sale of Recycle Containers	300	10	-	205	(148)
3160808	Sale of Recycle - Other	6,000	6,315	5,457	7,518	7,250
3160809	Sale of Mulch	-	-	-	364	3,952
3410201	Sale of Gov't Veh & Equipment	2,500	-	-	5,000	8,831
3510110	Appropriated Funds Forward	8,075	-	-	-	137
3888888	Special Revenue	-	-	-	-	-
Total Refuse Fund		\$ 1,042,221	\$ 877,571	\$ 959,500	\$ 948,646	\$ 915,901
Adopted Budget		\$ 1,042,221	\$ 1,034,146	\$ 1,021,303	\$ 1,010,100	\$ 1,011,100

Acct #	Acct Name	FY13 Adopted	FY12 Actual	FY11 Actual	FY10 Actual	FY09 Actual
Asset Forfeitures						
3310005	Grants - Asset Forfeitures	\$ 12,000	\$ 4,892	\$ 3,804	\$ 5,247	\$ 18,474
3310121	Federal -Asset		26,275	\$ 23,007	\$ 28,796	\$ -
Downtown Service District						
3110101	Real Estate Tax			-	322	-
Economic Development						
3110101	Real Estate Tax	133,516	133,516	104,522	106,350	360
3510105	Transfer from General Fund	62,123	-	-	-	-
Special Projects						
3110101	Real Estate Tax	225,000	225,000	-	-	-
3121101	Meals Tax	-	-	-	-	-
3190106	Repayment South Town Project	-	-	-	-	1,577
Total Other Revenue		\$ 432,639	\$ 389,683	\$ 131,334	\$ 140,715	\$ 20,411
Adopted Budget		\$ 432,639	\$ 370,516	\$ 116,522	\$ 149,516	\$ 150,506
Street Fund						
		FY13 Adopted	FY12 Actual	FY11 Actual	FY10 Actual	FY09 Actual
3150101	Interest on Bank Deposit	8,000	\$ 29,041	\$ 10,418	\$ 9,291	\$ 9,856
3150106	Misc Interest on A/R	2,000	562	941	1,169	539
3160702	Street & Walk Assessment	4,000	999	9,506	2,415	7,848
3160704	Curb & Gutter Charge	10,000	1,933	2,564	3,952	10,324
3189912	Miscellaneous	-	-	-	-	25,000
3240406	Street Construction & Maint	1,500,000	1,628,936	1,570,650	1,515,389	1,525,354
3240407	Transfer from General Fund	634,447	758,813	902,013	815,365	1,130,052
3410206	Proffers			-	-	-
3410209	Reimbursement - FEMA			-	-	-
3510110	Appropriated Funds Forward	9,150		-	-	-
		\$ 2,167,597	\$ 2,420,284	\$ 2,496,092	\$ 2,347,581	\$ 2,708,972
Adopted Budget		\$ 2,167,597	\$ 2,282,813	\$ 2,428,013	\$ 2,374,365	\$ 2,759,522

Section

4

Adopted

FY 2012-2013

Annual Expense
Budget

Adopted FY13

Personnel &								
	Fringe	Operating	Capital	Debt Service	Transfers	Total	FY12	Adopted
Council	61,442	64,000	-	-	-	125,442	123,984	123,984
Clerk of Council	34,233	3,715	-	-	-	37,948	37,624	37,624
Elections	-	-	-	-	-	-	-	9,500
Town Manager	230,050	73,050	20,000	-	-	323,100	270,538	270,538
Human Resources	222,988	37,700	-	-	-	260,688	247,327	247,327
Insurance/Benefits	46,290	581,650	-	-	-	627,940	609,767	609,767
Information Tech	95,899	211,050	61,500	61,325	-	429,774	434,088	434,088
Tourism	130,958	176,163	1,300	-	-	308,421	275,955	275,955
Finance	709,594	113,000	-	-	-	822,594	767,679	767,679
Town Attorney	338,060	53,750	-	-	-	391,810	266,030	266,030
Police	3,403,278	343,375	70,000	-	-	3,816,653	3,666,722	3,666,722
Library	-	47,500	-	-	-	47,500	95,000	95,000
Planning and Zoning	331,390	44,375	32,750	-	-	408,515	397,483	397,483
Boards & Commissions	18,300	18,025	-	-	-	36,325	35,885	35,885
Economic Development	-	34,955	-	-	-	34,955	40,511	40,511
Transfer/Contingencies	-	-	-	150,000	696,570	846,570	883,813	883,813
Asset Forfeitures	-	12,000	-	-	-	12,000	12,000	12,000
Debt Service	-	-	-	195,639	-	195,639	133,516	133,516
Community Development	-	163,162	-	61,838	-	225,000	225,000	225,000
DES								
Water Admin	102,409	13,440	-	-	-	115,849	122,107	122,107
Sewer Admin	101,346	13,440	-	-	-	114,786	121,566	121,566
Water Plant	698,664	720,500	20,000	1,118,905	623,000	3,181,069	2,986,193	2,986,193
Sewer Plant	654,406	1,148,650	196,000	465,347	705,200	3,169,603	2,827,356	2,827,356
Water Line Maint	302,572	91,350	435,000	-	-	828,922	920,302	920,302
Sewer Line Maint	302,574	99,350	360,000	-	-	761,924	1,128,618	1,128,618
Meter Reading	84,610	8,850	-	-	-	93,460	111,250	111,250
Construction/Inspections	59,700	38,050	-	-	-	97,750	192,318	192,318
Automotive	316,998	36,000	31,050	-	-	384,048	349,098	349,098
General Properties	133,619	142,400	-	-	-	276,019	250,370	250,370
Horticulture	282,170	83,600	14,000	-	-	379,770	377,451	377,451
Street-Engineering	-	-	-	-	-	-	7,050	7,050
Hwy-Bridge-Sidewalks	104,696	211,500	65,500	-	-	381,696	558,590	558,590
Hwy Maint	651,201	902,800	125,000	-	-	1,679,001	1,649,855	1,649,855
Solid Waste	805,136	166,750	6,000	37,000	19,260	1,034,146	1,034,146	1,034,146
Electric								
Electric	985,380	797,200	424,500	-	1,471,000	3,678,080	3,694,767	3,694,767
Purchase of Electricity	-	12,225,150	-	-	-	12,225,150	12,011,500	12,011,500
Meter Reading	87,836	9,175	-	-	-	97,011	84,170	84,170
		11,295,799	18,685,675	1,462,600	2,090,054	3,515,030	37,449,158	36,959,129

	FY13	FY12
General Fund	9,558,072	9,138,825
Streets	2,158,447	2,407,813
Economic Development	195,639	133,516
Special Fund	12,000	12,000
Community Development	225,000	225,000
Electric	16,000,241	15,790,437
Water	4,219,300	4,139,852
Sewer	4,046,313	4,077,540
Solid Waste	1,034,146	1,034,146
	\$ 37,449,158	\$ 36,959,129

Section

5

General Government

Town Council
Town Manager
Human Resources
Information Technology
Town Attorney
Tourism

General Government

	Adopted FY13	Adopted FY12	Adopted FY11	Adopted FY10
Salaries / Fringe				
Town Council and Clerk	\$ 95,675	\$ 94,193	\$ 90,426	\$ 90,426
Town Manager	228,850	252,138	254,258	247,120
Human Resources	222,988	214,927	212,437	218,271
Information Technology	95,899	80,438	79,427	63,838
Tourism	130,958	121,123	117,392	127,298
Town Attorney	335,960	308,103	308,103	302,196
	\$ 1,110,330	\$ 1,070,922	\$ 1,062,043	\$ 1,049,149

Operations

Town Council and Clerk	\$ 117,315	\$ 76,915	\$ 68,800	\$ 83,050
Town Manager	17,000	18,400	18,950	19,200
Human Resources	37,400	32,400	38,400	37,800
Benefits and Insurances	674,265	613,987	553,042	579,800
Information Technology	211,050	223,150	203,730	207,945
Tourism	166,163	164,832	149,577	204,577
Town Attorney	53,750	49,250	31,200	159,900
	\$ 1,276,943	\$ 1,178,934	\$ 1,063,699	\$ 1,292,272

Capital

Town Council and Clerk	\$ -	\$ -	\$ -	\$ -
Town Manager	-	-	-	-
Human Resources	-	-	-	-
Information Technology	122,825	130,500	80,500.0	159,000
Tourism	1,300	-	-	-
Town Attorney	-	-	-	-
	\$ 124,125	\$ 130,500	\$ 80,500	\$ 159,000

	\$ 2,511,398	\$ 2,380,356	\$ 2,206,242	\$ 2,500,421
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Highlights:

Tourism

Funding for Trails	\$ -
FRAT Bus funding included in Tourism Budget	\$ 36,608
BRAC funding included in Tourism Budget	\$ 5,000
Co-op Adverstising Program	\$ 4,000

Capital:

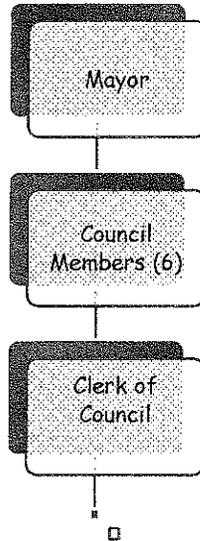
Information Technology:

Computer Upgrades	\$ 56,500	
Communications	\$ 5,000	
Police Dept Upgrade	\$ 61,325	[lease agreement]

Tourism:

Communication	\$ 1,300	[Phone upgrades to cordless]
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Town of Front Royal Office of Mayor and Council



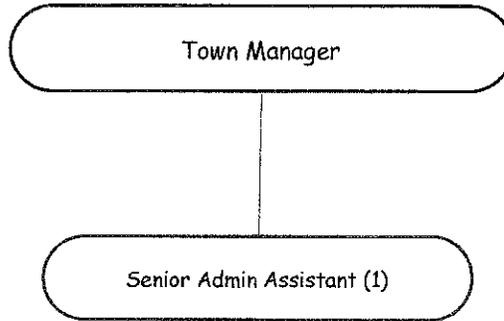
		Grade	Range
Mayor		Part-time	
Council Members		Part-time	
Clerk of Council		Part-time	
Total Employees:	-	FY13	
(Full Time)	-	FY12	
	-	FY11	
	-	FY10	
	-	FY09	
	-	FY08	
	-	FY07	
	1	FY06	
	1	FY05	
	1	FY04	
	1	FY03	
	1	FY02	
	1	FY01	
		FY00	

1101-Town Council						
Account	Name	FY13 Adopted	FY12 Actual	FY11 Actual	FY10 Actual	FY09 Actual
41003	Salaries - Parttime	\$ 57,072	\$ 56,010	\$ 55,954	\$ 55,954	\$ 55,456
42001	Fica	4,370	4,360	4,280	4,280	4,274
	Total Personnel & Fringe Benefits	\$ 61,442	\$ 60,371	\$ 60,234	\$ 60,234	\$ 59,730
43002	Professional Services	96,000	35,010	35,507	49,289	31,480
43006	Printing & Binding	500	91	150	200	1,139
43007	Advertising	7,000	6,308	2,645	1,950	3,176
43010	Catlett Mountain - Cleanup	-	-	26,335		
45201	Postal Services	400	78	10	391	608
45203	Telecommunications	-	-	242	760	594
45401	Office Supplies	200	208	575	342	89
45410	Uniforms & Wearing Apparel	-	414	-	-	-
45504	Travel & Education	6,000	7,272	4,457	6,188	5,339
45507	Council Expenses	1,500	1,291	1,009	1,635	5,587
45509	Gov't Access Channel	2,000	1,672	1,559	1,612	1,375
	Total Operating Expenses	\$ 113,600	\$ 52,344	\$ 72,489	\$ 62,367	\$ 49,387
47001	Machinery & Equipment	-	-	-	-	-
47007	ADP - Hardware/Software	-	1,543	-	-	-
	Total Capital	\$ -	\$ 1,543	\$ -	\$ -	\$ -
	Total - Department	\$ 175,042	\$ 114,257	\$ 132,723	\$ 122,601	\$ 109,117
	Adopted Budget Amount	\$ 175,042	\$ 123,984	\$ 119,684	\$ 124,684	\$ 125,584
	Amended Budget Amount		\$ 133,984	\$ 118,684	\$ 129,764	\$ 125,584

1102- Clerk of Council						
Account	Name	FY13 Adopted	FY12 Actual	FY11 Actual	FY10 Actual	FY09 Actual
41001	Salaries - Regular	\$ -	\$ -	\$ -	\$ -	\$ -
41003	Salaries - Parttime	31,800	30,887	30,400	32,383	51,670
42001	Fica	2,433	2,396	2,326	2,730	4,134
42005	Medical Insurance	-	-	-	-	-
	Total Personnel & Fringe Benefits	\$ 34,233	\$ 33,284	\$ 32,725	\$ 35,113	\$ 55,803
43006	Printing & Binding	-	-	-	106	-
43007	Advertising	-	-	5,656	5,285	5,467
45201	Postal Services	-	1	309	117	27
45401	Office Supplies	400	747	154	578	524
45504	Travel & Education	3,000	1,970	3,199	2,848	2,016
45801	Dues & Memberships	315	195	375	235	235
	Total Operating Expenses	\$ 3,715	\$ 2,913	\$ 9,693	\$ 9,169	\$ 8,268
						-
	Total Capital	\$ -				
	Total - Department	\$ 37,948	\$ 36,197	\$ 42,418	\$ 44,282	\$ 64,072
	Annual Adopted Budget	\$ 37,948	\$ 37,624	\$ 39,542	\$ 40,442	\$ 61,653
	Amended Budget Amount		\$ 37,624	\$ 38,542	\$ 45,442	\$ 61,653

1209 - Board of Elections						
Account	Name	FY13 Adopted	FY12 Actual	FY11 Actual	FY10 Actual	FY09 Actual
	Total Personnel & Fringe Benefits			\$ -	\$ -	\$ -
43006	Printing & Binding	-	1,074	-	1,100	-
43007	Advertising	-	221	-	207	-
43035	Clerks	-	6,958	-	7,590	(125)
	Total Operating Expenses	\$ -	\$ 8,253	\$ -	\$ 8,897	\$ (125)
	Total Capital	\$ -	\$ -	\$ -	\$ -	\$ -
	Total - Department	\$ -	\$ 8,253	\$ -	\$ 8,897	\$ (125)
	Annual Adopted Budget		\$ 9,500		\$ 8,350	
	Amended Budget Amount		\$ 9,500		\$ 8,950	

Town of Front Royal Office of the Town Manager
 Town Manager: Interim TM - Steve Burke



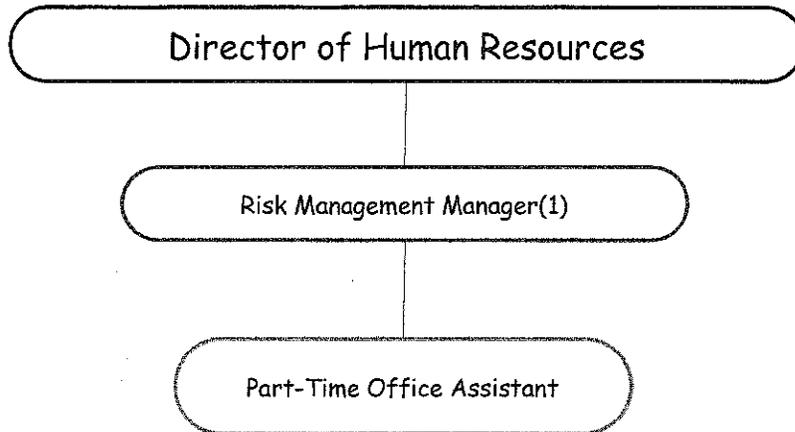
	Grade	Range
Town Manager	Contract	
Senior Admin Assistant	19	\$ 36,254 \$ 57,949

Total Employees:	2	FY13
(Full Time)	2	FY12
	2	FY11
	2	FY10
	2	FY09
	2	FY08
	2	FY07
	2	FY06
	1	FY05
	2	FY04
	2	FY03
	1	FY02
	1	FY01
	1	FY00

1201- Town Manager						
Account	Name	FY13 Adopted	FY12 Actual	FY11 Actual	FY10 Actual	FY09 Actual
41001	Salaries - Regular	\$ 159,902	\$ 158,131	\$ 253,336	\$ 181,064	\$ 180,870
41003	Salaries - Parttime	-	-	-	8	-
42001	Fica	12,018	11,688	19,983	12,071	11,923
42002	VRS/Life Insurance	33,949	27,171	24,697	27,738	27,153
42004	ICMA Contribution	4,000	2,919	3,744	3,747	3,711
42005	Medical Insurance	18,981	22,572	19,764	12,519	11,284
	Total Personnel & Fringe Benefits	\$ 228,850	\$ 222,481	\$ 321,525	\$ 237,146	\$ 234,940
43005	Maint Service Contract	-	440	-	-	-
43006	Printing & Binding	750	175	-	-	4,774
43007	Advertising	2,500	2,394	2,346	2,133	2,280
43029	Staff Development	750	379	132	-	334
45201	Postal Services	250	56	96	221	1,265
45203	Telecommunications	1,250	1,185	1,130	1,011	1,183
45401	Office Supplies	1,500	1,370	1,568	1,065	1,299
45402	Auto Maintenance	250	236	321	82	350
45407	Repairs & Maintenance	200	-	-	-	-
45408	POL	1,200	813	713	1,337	1,253
45410	Uniforms & Wearing Apparel	200	-	-	-	62
45411	Books & Subscriptions	400	482	94	237	248
45412	Furniture & Fixtures	750	-	1,444	-	44
45504	Travel & Education	3,250	4,655	2,615	2,697	3,279
45506	Manager's Expenses	1,750	1,658	1,871	394	631
45801	Dues & Memberships	2,000	2,933	440	1,910	1,441
	Total Operating Expenses	\$ 17,000	\$ 16,776	\$ 12,771	\$ 11,086	\$ 18,443
47001	Machinery & Equipment	-	-	-	-	-
47005	Vehicle	-	18,430	-	-	-
	Total Capital	\$ -	\$ 18,430	\$ -	\$ -	\$ -
	Total - Department	\$ 245,850	\$ 257,686	\$ 334,296	\$ 248,232	\$ 253,383
	Annual Adopted Budget	\$ 245,850	\$ 270,538	\$ 273,208	\$ 266,320	\$ 273,045
	Amended Budget Amount		\$ 276,788	\$ 353,258	\$ 266,320	\$ 272,095

Town of Front Royal Office of Human Resources

Director: Julie Bush



	Grade	Range	
Director of Human Resources	30	\$ 62,400	\$ 99,715
Risk Management Manager	24	\$ 46,405	\$ 74,152

Total Employees: (Full Time)	2	FY13
	2	FY12
	2	FY11
	2	FY10
	2	FY09
	2	FY08
	1	FY07
	1	FY06
	1	FY05
	1	FY04
	1	FY03
	1	FY02
	1	FY01
1:25	FY00	

Title change HR Specialist to Risk Management Manager
Reclassified grade for Director from 27 to a 30

1202 - Human Resources						
Account	Name	FY13 Adopted	FY12 Actual	FY11 Actual	FY10 Actual	FY09 Actual
41001	Salaries - Regular	\$ 141,856	\$ 141,361	\$ 140,645	\$ 140,645	\$ 138,880
41003	Salaries - Parttime	20,000	16,440	18,159	18,466	13,733
42001	Fica	13,150	11,337	11,064	11,095	11,331
42002	VRS/Life Insurance	30,655	25,201	25,104	21,453	20,732
42005	Medical Insurance	17,327	16,788	16,468	16,439	12,922
	Total Personnel & Fringe Benefits	\$ 222,988	\$ 211,125	\$ 211,441	\$ 208,098	\$ 197,598
43004	Repairs & Maintenance	250	-	-	125	-
43005	Maint Service Contract	150	-	-	-	-
43006	Printing & Binding	800	-	-	79	38
43007	Advertising	6,000	15,392	10,574	5,063	4,866
43023	Safety Program -Risk Mang	1,500	25	30	-	57
43029	Staff Development	12,000	8,181	9,588	720	9,996
43099	Random Drug Testing	9,000	8,898	8,506	9,980	7,085
45201	Postal Services	500	749	375	449	218
45203	Telecommunications	800	1,042	1,001	1,042	380
45401	Office Supplies	1,800	1,766	1,880	1,740	1,987
45411	Books & Subscriptions	500	-	-	71	669
45412	Furniture & Fixtures	500	-	693	437	523
45413	Other Operating Expenses	150	73	56	1,639	142
45504	Travel & Education	1,600	1,155	698	877	660
45515	Training Materials -HR Low	1,500	-	-	-	-
45801	Dues & Memberships	350	180	325	145	-
	Total Operating Expenses	\$ 37,400	\$ 37,461	\$ 33,725	\$ 22,367	\$ 26,620
	Total Capital Expenses	\$ -				
	Total - Department	\$ 260,388	\$ 248,587	\$ 245,166	\$ 230,465	\$ 224,217
	Annual Adopted Budget	\$ 260,388	\$ 247,327	\$ 250,837	\$ 256,071	\$ 237,043
	Amended Budget Amount		\$ 249,527	\$ 257,537	\$ 256,071	\$ 243,043

9203 - Benefits & Insurance						
Account	Name	FY13 Adopted	FY12 Actual	FY11 Actual	FY10 Actual	FY09 Actual
42002	VRS/Life Insurance	\$ -	\$ -	\$ -	\$ -	\$ -
42005	Medical Insurance	-	56	-	(559)	(853)
42006	Life Insurance	-	-	-	-	1,925
42009	Unemployment Insurance	22,000	25,168	22,112	13,978	9,619
42011	Workman's Comp	175,000	157,612	148,702	165,405	140,819
42014	Immunization Program	1,000	212	405	367	306
42015	Reserve for Employee Compensation	92,615	47,432	-	-	-
42016	Health Insurance - Retirees	46,650	37,340	40,130	39,104	30,283
45304	Property Insurance	60,000	56,807	53,596	56,986	58,043
45305	Motor Vehicle Insurance	80,000	101,805	77,899	106,254	64,811
45306	Surety Bonds	2,000	-	-	-	-
45308	General Liability	190,000	152,379	136,041	133,465	166,376
45311	Damage Claims	5,000	-	1,047	4,000	48,741
Total - Department		\$ 674,265	\$ 578,811	\$ 479,931	\$ 518,999	\$ 520,070
Annual Adopted Budget		\$ 674,265	\$ 613,987	\$ 553,042	\$ 582,300	\$ 571,000
Amended Budget Amount			\$ 613,987	\$ 553,042	\$ 582,300	\$ 619,741

Town of Front Royal Information Technology

IT: Todd Jones

Manager

Part- time
Technician

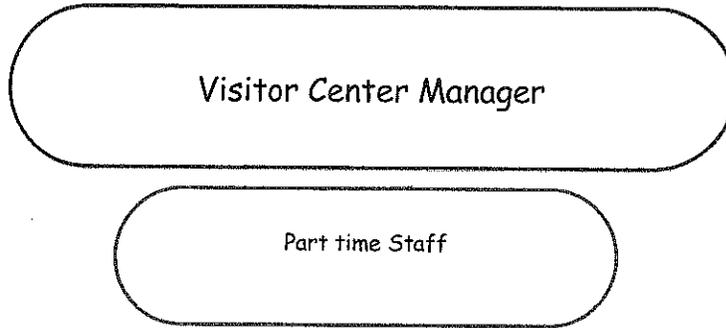
	Grade	Range	
I/T Manager	24	\$ 46,404	\$ 74,152

Total Employees: (Full Time)	1	FY13	
	1	FY12	Reclassification of title to Manager
	1	FY11	
	1	FY10	
	1	FY09	
	1	FY08	
	-	FY07	
	-	FY06	
	-	FY05	
	-	FY04	
	-	FY03	
	-	FY02	
	-	FY01	
	-	FY00	

1204 - Information Technology						
Account	Name	FY13 Adopted	FY12 Actual	FY11 Actual	FY10 Actual	FY09 Actual
41001	Salaries - Regular	\$ 54,600	\$ 48,657	\$ 42,784	\$ 40,810	\$ 40,330
41003	Salaries - Part time	15,200	5,750	1,681	-	
42001	Fica	5,340	3,922	3,321	3,041	3,036
42002	VRS/Life Insurance	11,799	8,306	7,340	5,968	5,980
42005	Medical Insurance	8,960	10,027	5,411	5,403	4,873
42013	Education Tuition	-	-	1,558	7,434	9,213
	Total Personnel & Fringe Benefits	\$ 95,899	\$ 76,662	\$ 62,094	\$ 62,655	\$ 63,431
43002	Professional Services	10,000	2,281	12,008	9,156	2,238
43004	Repairs & Maintenance	-	-	-	-	220
43005	Maint Service Contract	127,100	136,900	113,084	104,328	101,652
43006	Printing & Binding	200	37	-	-	43
43007	Advertising	200	-	-	-	297
43039	Web Page - Maintenance	4,000	6,565	5,328	4,311	1,932
45201	Postal Services	50	100	14	6	-
45203	Telecommunications	44,000	51,230	49,869	48,445	43,993
45401	Office Supplies	4,800	1,325	1,424	495	414
45410	Uniforms & Wearing Apparel	-	263	-	-	-
45411	Books & Subscriptions	1,100	-	1,284	970	360
45412	Furniture & Fixtures	-	-	150	400	1,009
45420	Small Tools	500	-	178	428	42
45421	Hardware/Software	15,000	10,874	22,699	16,117	21,932
45504	Travel & Education	4,000	87	4,359	1,088	7,743
45801	Dues & Memberships	100	-	-	473	
	Total Operating Expenses	\$ 211,050	\$ 209,662	\$ 210,398	\$ 186,218	\$ 181,875
47001	Machinery & Equipment	-	13,564	11,301	13,272	30,525
47001	Lease on Police Dispatch software	61,325	62,927			
47003	Communications Equipment	5,000	95	7,048	6,492	965
47007	Computer Equipment	56,500	53,324	85,645	268,212	205,096
			-			
	Total Capital	\$ 122,825	\$ 129,910	\$ 103,995	\$ 287,976	\$ 236,587
	Total - Department	\$ 429,774	\$ 416,234	\$ 376,487	\$ 536,849	\$ 481,893
	Annual Adopted Budget	\$ 429,774	\$ 434,088	\$ 363,657	\$ 430,783	\$ 407,305
	Amended Budget Amount		\$ 570,426	\$ 513,517	\$ 704,004	\$ 813,771

Town of Front Royal Visitor Center

Manager: Tim Smith



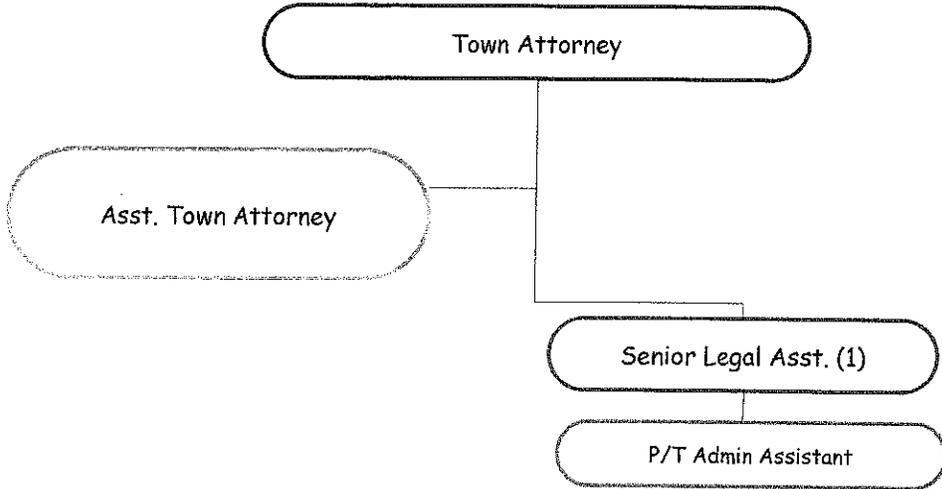
	Grade	Range		
Tourism Coordinator	18	\$ 34,507	\$ 55,140	[reclassified FY12]
Visitor Center Manager	14	\$ 28,329	\$ 45,281	

Total Employees:	1	FY13	
(Full Time)	1	FY12	Tourism Coordinator changed to Visitor Center Manager
	1	FY11	
	1	FY10	
	1	FY09	
	2	FY08	
	2	FY07	
	1	FY06	
	1	FY05	
	1	FY04	
	1	FY03	
	1	FY02	
	-	FY01	
	-	FY00	

1205 - Tourism						
Account	Name	FY13 Adopted	FY12 Actual	FY11 Actual	FY10 Actual	FY09 Actual
41001	Salaries - Regular	\$ 36,795	\$ 24,563	\$ 38,306	\$ 39,443	\$ 39,797
41002	Salaries - Overtime	150	-	267	16	-
41003	Salaries - Parttime	68,000	59,162	54,669	46,814	51,094
42001	Fica	8,020	6,362	7,131	6,600	7,005
42002	VRS/Life Insurance	9,066	3,529	5,991	5,295	5,345
42005	Medical Insurance	5,727	1,402	-	-	-
42006	Life Insurance	3,200	4,161	2,080	4,161	4,161
	Total Personnel & Fringe Benefits	\$ 130,958	\$ 99,180	\$ 108,444	\$ 102,330	\$ 107,403
43002	Professional Services	7,000	2,710	14,724	10,065	10,329
43005	Maint Service Contract	7,500	5,597	6,346	5,021	9,267
43006	Printing & Binding	8,000	5,130	6,157	1,668	5,345
43007	Advertising	50,000	51,498	39,352	45,750	68,229
43018	Tourism Promotion	20,000	12,122	8,007	5,859	4,916
43023	Safety Program	-	-	-	40	24
43070	Battle of Front Royal	1,000	1,500	1,000	1,000	1,000
43076	Maint - Credit Card Processing	500	-	-	7	497
43079	Co-op Advertising	4,000	2,746	-	-	-
45101	Electrical Services	200	129	139	135	121
45201	Postal Services	7,000	5,717	5,573	7,081	6,435
45203	Telecommunications	3,000	5,680	3,733	6,500	7,154
45401	Office Supplies	1,000	1,595	618	886	964
45402	Auto Maintenance	-	-	487	649	314
45405	Janitorial Supplies	1,000	821	685	1,419	585
45408	POL	-	-	-	-	177
45410	Uniforms & Wearing Apparel	-	204	-	-	-
45411	Books & Subscriptions	-	283	-	-	300
45413	Other Operating Expenses	5,000	7,134	2,014	5,738	2,739
45504	Travel & Education	2,500	1,865	3,698	3,422	2,318
45613	Volunteer Appreciaiton	500	341	175	152	443
45618	Grant Proceeds	-	3,810	-	-	-
45801	Dues & Memberships	1,355	1,290	1,355	1,260	925
46007	Cultural Activities (BRAC)	10,000	10,000	10,000	10,000	10,000
47012	Bus System	36,608	35,277	35,277	35,277	35,277
47017	Tourism Development	-	-	-	-	15,000
	Total Operating Expenses	\$ 166,163	\$ 155,448	\$ 139,342	\$ 141,927	\$ 182,360
47001	Machinery & Equipment	1,300	-	-	-	-
47009	Building & Structures	-	-	-	-	-
47019	Signage	-	-	-	-	912
	Total Capital	\$ 1,300	\$ -	\$ -	\$ -	\$ 912
	Total - Department	\$ 298,421	\$ 254,628	\$ 247,786	\$ 244,257	\$ 290,675
	Annual Adopted Budget	\$ 298,421	\$ 285,955	\$ 266,969	\$ 331,875	\$ 347,824
	Amended Budget Amount		\$ 296,224	\$ 267,374	\$ 415,875	\$ 378,652

Town of Front Royal Office of the Town Attorney

Attorney: Doug Napier



	Grade Contract	Range	
Town Attorney			
Asst. Town Attorney	24	\$ 46,404	\$ 74,152
Senior Legal Asst.	19	\$ 36,254	\$ 57,948
Administrative Asst. [PT]	15	\$ 29,785	\$ 47,569

Total Employees:	3	FY13
(Full Time)	3	FY12
	3	FY11
	3	FY10
	3	FY09
	3	FY08
	2	FY07
	2	FY06
	2	FY05
	2	FY04
	2	FY03
	2	FY02
	2.5	FY01
	2.5	FY00

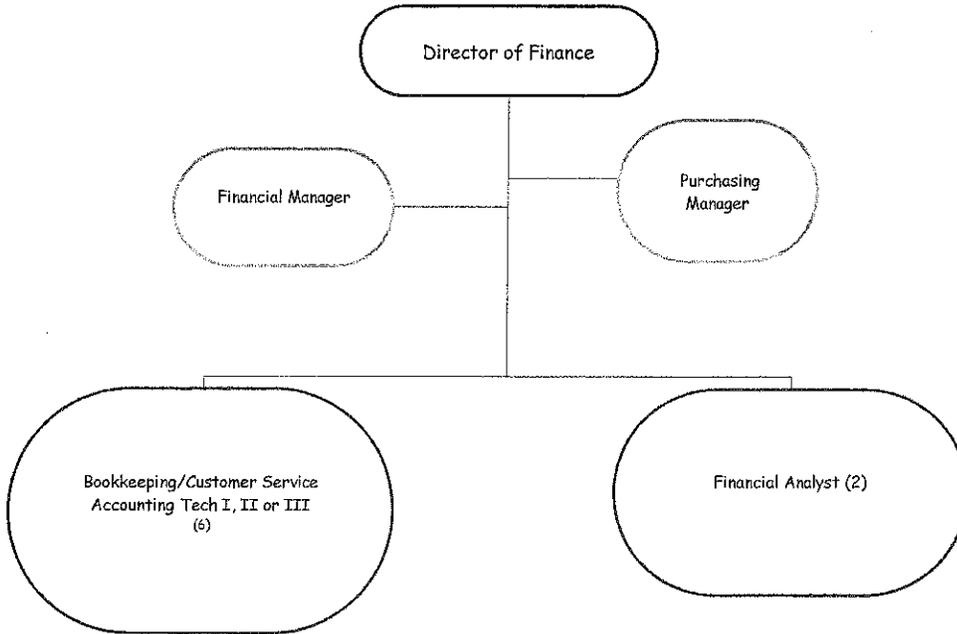
2201 - Town Attorney						
Account	Name	FY13 Adopted	FY12 Actual	FY11 Actual	FY10 Actual	FY09 Actual
41001	Salaries - Regular	\$ 212,688	\$ 202,147	\$ 211,293	\$ 210,198	\$ 208,070
41002	Salaries - Overtime	2,000	2,414	-	-	2,293
41003	Salaries - Parttime	25,410	23,708	23,012	15,472	688
42001	Fica	\$ 18,184	\$ 16,926	\$ 17,382	\$ 16,497	\$ 15,628
42002	VRS/Life Insurance	45,443	35,865	38,909	33,331	32,691
42005	Medical Insurance	32,235	28,320	23,367	23,330	21,030
	Total Personnel & Fringe Benefits	\$ 335,960	\$ 309,380	\$ 313,963	\$ 298,828	\$ 280,400
43002	Professional Services	35,000	19,764	20,135	204,930	123,945
43004	Repairs & Maintenance	250	-	-	-	200
43009	Purchased Services - Gov't	-	48	-	634	-
43013	Recording & Court Cost	3,000	367	1,122	2,523	691
45201	Postal Services	3,000	464	584	672	873
45203	Telecommunications	-	943	40	34	34
45401	Office Supplies	3,500	4,796	3,857	3,402	2,558
45411	Books & Subscriptions	3,000	3,431	4,939	3,084	3,334
45412	Furniture & Fixtures	-	-	616	-	-
45504	Travel & Education	5,000	2,363	1,773	2,283	3,408
45801	Dues & Memberships	1,000	590	910	905	960
	Total Operating Expenses	\$ 53,750	\$ 32,765	\$ 33,976	\$ 218,467	\$ 136,003
47001	Machinery & Equipment	-	-	-	-	-
	Total Capital	\$ -				
	Total - Department	\$ 389,710	\$ 342,145	\$ 347,939	\$ 517,295	\$ 416,403
	Annual Adopted Budget	\$ 389,710	\$ 357,353	\$ 339,303	\$ 462,096	\$ 315,643
	Amended Budget Amount		\$ 357,353	\$ 336,603	\$ 473,096	\$ 422,643

Department of Finance

Administration
Customer Service
Bookkeeping
Purchasing

Town of Front Royal Finance Department

Director: Kim D. Gilkey-Breeden



	Grade	Range				
Director of Finance	30	\$ 62,400	\$ 99,715	Total Employees: (Full Time)	11	FY13
Purchasing Manager	24	\$ 46,404	\$ 74,152		11	FY12
Financial Manager	24	\$ 46,404	\$ 74,152		13	FY11
Accounting Tech III	15	\$ 29,785	\$ 47,569		13	FY10
Accounting Tech II	14	\$ 28,330	\$ 45,281		14	FY09
Accounting Tech I	12	\$ 25,667	\$ 41,017		14	FY08
Customer Service Specialist	10	\$ 23,254	\$ 37,170		12	FY07
Financial Analyst	22	\$ 42,037	\$ 67,184		12	FY06
					11	FY05
					11	FY04
				11	FY03	
				11	FY02	
				11	FY01	
				11	FY00	

Department of Finance
 Director: Kim Gilkey-Breeden

	Adopted FY13	Adopted FY12	Adopted FY11	Adopted FY10
Salaries / Fringe				
Administration	\$ 206,275	\$ 195,882	\$ 182,278	\$ 186,657
Customer Service /Bookkeeping	410,474	372,550	255,362	272,452
Meter Reading	-	-	155,590	164,317
Purchasing	92,845	86,197	108,034	107,039
	<u>\$ 709,594</u>	<u>\$ 654,629</u>	<u>\$ 701,264</u>	<u>\$ 730,465</u>
Operations				
Administration	\$ 6,300	\$ 6,400	\$ 6,600	\$ 8,800
Customer Service /Bookkeeping	101,750	101,250	108,950	89,750
Meter Reading	-	-	18,750	17,750
Purchasing	4,950	5,400	5,550	5,100
	<u>\$ 113,000</u>	<u>\$ 113,050</u>	<u>\$ 139,850</u>	<u>\$ 121,400</u>
Capital				
Administration	\$ -	\$ -	\$ -	\$ -
Customer Service /Bookkeeping	-	-	-	-
Meter Reading	-	-	-	-
Purchasing	-	-	-	-
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
	<u>\$ 822,594</u>	<u>\$ 767,679</u>	<u>\$ 841,114</u>	<u>\$ 851,865</u>

Highlights:
 Personnell

1214 - Finance - Administration						
Account	Name	FY13 Adopted	FY12 Actual	FY11 Actual	FY10 Actual	FY09 Actual
41001	Salaries - Regular	142,397	\$ 140,115	\$ 137,280	\$ 137,280	\$ 135,704
42001	Fica	10,893	10,241	9,818	10,185	10,119
42002	VRS/Life Insurance	30,772	24,547	24,025	20,469	20,263
42005	Medical Insurance	22,213	21,409	22,083	10,152	11,284
	Total Personnel & Fringe Benefits	\$ 206,275	\$ 196,312	\$ 193,207	\$ 178,086	\$ 177,369
43002	Professional Services	-	-	-	500	-
43005	Maint. Service Contract	200	-	97	-	-
43006	Printing & Binding	100	-	82	46	154
45201	Postal Services	150	181	94	259	364
45203	Telecommunications	1,200	923	746	1,051	1,005
45401	Office Supplies	400	751	988	1,067	757
45407	Repairs & Maint Supplies	-	-	-	-	-
45410	Uniforms & Wearing Apparel	-	-	-	-	-
45411	Books & Subscriptions	400	-	-	-	22
45412	Furniture & Fixtures	1,000	-	362	-	-
45504	Travel & Education	2,500	3,245	3,446	2,118	4,548
45801	Dues & Memberships	350	395	685	230	164
	Total Operating Expenses	\$ 6,300	\$ 5,495	\$ 6,500	\$ 5,271	\$ 7,014
	Total Capital	\$ -				
	Total - Department	\$ 212,575	\$ 201,807	\$ 199,707	\$ 183,356	\$ 184,383
	Annual Adopted Budget	\$ 212,575	\$ 202,282	\$ 188,878	\$ 195,457	\$ 192,824
	Amended Budget Amount		\$ 205,282	\$ 190,578	\$ 197,457	\$ 191,824

1215 - Finance						
Bookkeeping/Customer Service						
Account	Name	FY13 Adopted	FY12 Actual	FY11 Actual	FY10 Actual	FY09 Actual
41001	Salaries - Regular	267,966	\$ 228,275	\$ 173,425	\$ 169,820	\$ 200,520
41002	Salaries - Overtime	-	-	18	33	-
42001	Fica	20,499	16,419	12,337	11,987	14,196
42002	VRS/Life Insurance	57,907	39,235	29,906	25,012	29,786
42005	Medical Insurance	64,102	59,656	42,194	40,720	48,625
42013	Education Tuition	-	-	-	-	-
	Total Personnel & Fringe Benefits	\$ 410,474	\$ 343,584	\$ 257,880	\$ 247,571	\$ 293,127
43002	Professional Services	-	-	-	-	260
43004	Repairs & Maintenance	200	-	125	96	135
43005	Maint Service Contract	500	1,662	8,136	2,116	5,949
43006	Printing & Binding	13,000	13,044	12,710	14,788	13,178
43007	Advertising	-	-	48	-	78
43009	Purchased Services - Gov't	2,500	2,557	128	980	915
43023	Safety Program	-	-	-	-	7
45201	Postal Services	80,000	79,728	65,440	71,203	47,273
45401	Office Supplies	3,400	5,901	3,264	4,354	3,230
45407	Repairs & Maint Supplies	250	15	191	-	-
45411	Books & Subscriptions	100	-	-	217	232
45412	Furniture & Fixtures	800	105	-	-	206
45504	Travel & Education	1,000	962	245	74	347
	Total Operating Expenses	\$ 101,750	\$ 103,974	\$ 90,286	\$ 93,828	\$ 71,811
47001	Machinery & Equipment	-	-	-	-	-
47007	ADP - Hardware/Software	-	-	-	-	-
	Total Capital	\$ -				
	Total - Department	\$ 512,224	\$ 447,558	\$ 348,166	\$ 341,399	\$ 364,938
	Annual Adopted Budget	\$ 512,224	\$ 473,800	\$ 364,312	\$ 362,202	\$ 386,984
	Amended Budget Amount		\$ 472,800	\$ 363,612	\$ 371,982	\$ 388,201

1222 - Finance - Purchasing						
Account	Name	FY13 Adopted	FY12 Actual	FY11 Actual	FY10 Actual	FY09 Actual
41001	Salaries - Regular	\$ 64,896	\$ 63,995	\$ 66,075	\$ 78,820	\$ 77,330
41002	Salaries - Overtime	-	-	-	33	-
42001	Fica	4,965	4,884	4,951	5,816	5,767
42002	VRS/Life Insurance	14,024	11,614	12,030	12,170	11,762
42005	Medical Insurance	8,960	5,516	6,134	9,634	8,686
	Total Personnel & Fringe Benefits	\$ 92,845	\$ 86,009	\$ 89,191	\$ 106,473	\$ 103,545
43005	Maint Service Contract	-	-	-	-	-
43006	Printing & Binding	150	216	-	53	190
43007	Advertising	600	274	1,418	566	341
45201	Postal Services	1,000	754	716	686	451
45203	Telecommunications	400	407	329	391	325
45401	Office Supplies	400	442	220	967	259
45402	Auto Maintenance	250	73	125	74	82
45407	Repair & Maint Supplies	100	16	11	7	11
45408	POL	600	622	456	324	279
45410	Uniforms & Wearing Apparel	-	-	-	-	100
45412	Furniture & Fixtures	300	-	201	159	-
45420	Small Tools	100	-	-	7	-
45504	Travel & Education	1,000	1,130	1,151	1,031	1,025
45801	Dues & Memberships	50	35	35	35	35
	Total Operating Expenses	\$ 4,950	\$ 3,969	\$ 4,661	\$ 4,300	\$ 3,099
	Total Capital	\$ -	\$ -	\$ -	\$ -	\$ -
	Total - Department	\$ 97,795	\$ 89,978	\$ 93,852	\$ 110,773	\$ 106,644
	Annual Adopted Budget	\$ 97,795	\$ 91,597	\$ 113,584	\$ 112,139	\$ 105,922
	Amended Budget Amount		\$ 91,597	\$ 113,584	\$ 112,139	\$ 109,922

Department of Public Safety

Police Department:

Administration

Patrol

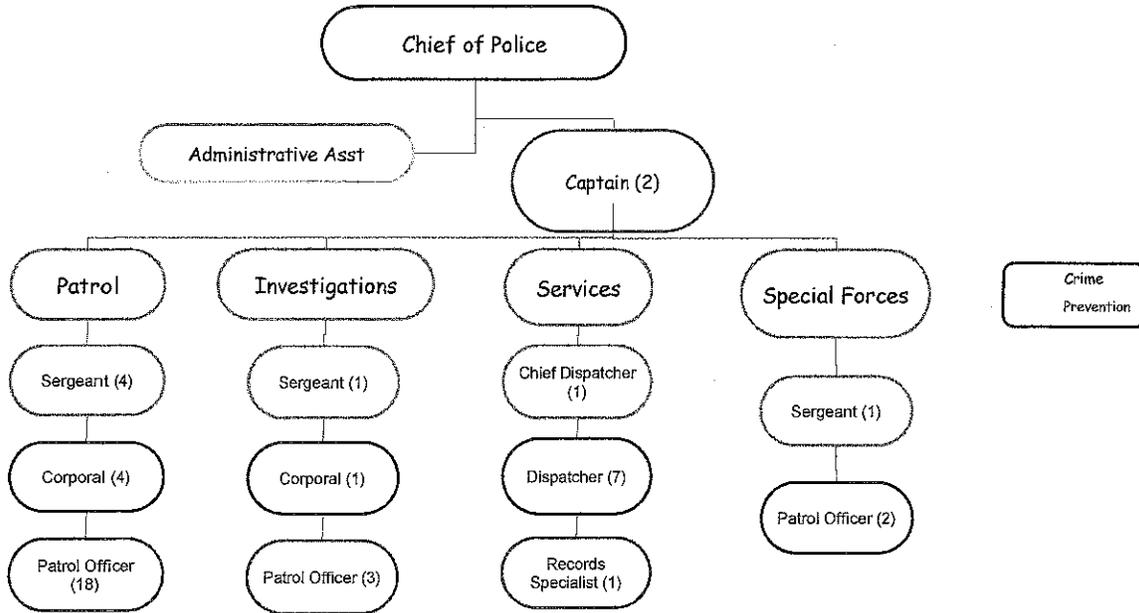
Investigations

Services

Special Forces

Town of Front Royal Police Department

Chief of Police: Richard Furr



	Grade	Range				
Chief of Police	30	\$ 62,400	\$ 99,715	Total Employees: (Full Time)	48	FY13
Police Captain	26	\$ 51,209	\$ 81,848		47	FY12
Police Lieutenant	24	\$ 46,404	\$ 74,152		47	FY11
Police Sergeant	22	\$ 42,036	\$ 67,184		47	FY10
Police Corporal	20	\$ 38,084	\$ 60,881		48	FY09
Patrol Officer	18	\$ 34,507	\$ 55,140		48	FY08
Administrative Assistant	15	\$ 29,785	\$ 47,569		46	FY07
Office Assistant	10	\$ 23,254	\$ 37,169		45	FY06
Chief Dispatcher	15	\$ 29,785	\$ 47,569		45	FY05
Dispatcher	13	\$ 26,977	\$ 43,097		45	FY04
Records Specialist	12	\$ 25,667	\$ 41,017		43	FY03
Crime Prevention Specialist	15	\$ 29,785	\$ 47,569		38	FY02
					38	FY01
				38	FY00	

Master Police Program funding has been set aside during the FY13 budget - this program is to be implemented by Sept 2012

Department of Public Safety
 Chief of Police: Richard Furr

	Adopted FY13	Adopted FY12	Adopted FY11	Adopted FY10
Salaries / Fringe				
Administration	\$ 458,016	\$ 426,942	\$ 425,729	\$ 412,863
Patrol	1,794,982	1,691,139	1,689,502	1,702,245
Investigations	440,554	427,048	425,122	446,133
Services	443,548	433,755	455,090	454,628
Special Forces	246,278	238,763	235,759	229,565
	\$ 3,383,378	\$ 3,217,647	\$ 3,231,202	\$ 3,245,434
Operations				
Administration	\$ 60,950	\$ 46,350	\$ 46,350	\$ 45,050
Patrol	173,400	175,550	163,550	150,050
Investigations	47,225	45,725	38,625	31,025
Services	18,325	21,325	20,100	20,100
Special Forces	43,475	44,125	41,625	38,425
	\$ 343,375	\$ 333,075	\$ 310,250	\$ 284,650
Capital				
Administration	\$ -	\$ -	\$ -	\$ -
Patrol	70,000	110,000	-	-
Investigations	-	-	-	-
Services	-	10,000	-	-
Special Forces	-	-	-	-
	\$ 70,000	\$ 120,000	\$ -	\$ -
	\$ 3,796,753	\$ 3,670,722	\$ 3,541,452	\$ 3,530,084

Highlights:

Reclassification of employees

Admin Asst to Sr Admin Asst
 Part time Crime Prevention Specialist to Full time
 Lieutenant to Captain
 have a 2nd Lieutenant position [part of Master Police program]
 Master Police program - funding included

Capital Items:

Purchase of 3 vehicles 70,000

3101 - Police Administration						
Account	Name	FY13 Adopted	FY12 Actual	FY11 Actual	FY10 Actual	FY09 Actual
41001	Salaries - Regular	\$ 323,964	\$ 280,123	\$ 278,519	\$ 278,442	\$ 280,380
41002	Salaries - Overtime	-	481	193	403	1,170
41003	Salaries - Parttime	-	29,147	22,036	21,916	29,645
42001	Fica	21,620	22,282	21,291	20,898	21,716
42002	VRS/Life Insurance	53,941	49,049	48,937	41,895	41,118
42003	Leas	7,130	8,896	8,749	8,526	9,081
42005	Medical Insurance	51,361	49,596	48,676	48,589	37,009
	Total Personnel & Fringe Benefits	\$ 458,016	\$ 439,574	\$ 428,400	\$ 420,669	\$ 420,118
43004	Repairs & Maintenance	500	-	173	-	-
43005	Maint Service Contract	-	-	-	1,348	-
43006	Printing & Binding	400	253	64	105	391
43008	Laundry & Dry Cleaning	200	-	-	-	189
43023	Safety Program	100	-	20	-	7
45201	Postal Services	500	518	332	732	108
45203	Telecommunications	3,800	3,968	4,289	4,058	1,909
45401	Office Supplies	1,000	1,261	1,626	809	1,178
45402	Auto Maintenance	2,750	5,025	2,993	1,908	3,017
45405	Janitorial Supplies	13,650	11,860	13,090	12,706	13,231
45408	POL	3,600	4,775	3,206	2,831	3,898
45409	Police Supplies	200	-	-	152	-
45410	Uniforms & Wearing Apparel	600	1,034	734	477	828
45411	Books & Subscriptions	150	94	94	166	106
45413	Other Operating Supplies	600	235	229	1,285	68
45425	Range supplies/Ammo	15,000	-	-	-	-
45428	Community Relations	5,000	5,713	4,848	5,388	4,603
45504	Travel & Education	2,500	5,137	2,306	6,901	3,557
45801	Dues & Memberships	1,000	1,496	304	1,088	595
46001	Joint Operations	1,400	1,400	1,283	1,283	4,080
46011	Grant Matching	8,000	-	25,824	56,017	44,890
	Total Operating Expenses	\$ 60,950	\$ 42,769	\$ 61,414	\$ 97,255	\$ 82,656
47001	Machinery & Equipment	-	-	-	-	-
	Total Capital	\$ -				
	Total - Department	\$ 518,966	\$ 482,343	\$ 489,814	\$ 517,925	\$ 502,774
	Annual Adopted Budget	\$ 518,966	\$ 473,292	\$ 472,079	\$ 457,913	\$ 449,748
	Amended Budget Amount		\$ 482,267	\$ 476,103	\$ 476,113	\$ 473,373

3102- Police Patrol						
Account	Name	FY13 Adopted	FY12 Actual	FY11 Actual	FY10 Actual	FY09 Actual
41001	Salaries - Regular	\$ 1,126,618	\$ 951,318	\$ 989,018	\$ 1,029,720	\$ 1,109,274
41002	Salaries - Overtime	80,000	98,949	60,531	76,313	58,214
41003	Salaries - Parttime	-	-	-	-	8,716
41005	Stipend - Field Training	-	-	-	-	-
42001	Fica	91,100	76,977	75,569	79,690	85,713
42002	VRS/Life Insurance	209,199	157,225	160,798	147,413	157,887
42003	Leos	30,850	33,174	34,024	33,516	37,612
42005	Medical Insurance	253,215	166,538	174,103	189,817	180,755
42013	Education Tuition	4,000	2,202	3,900	3,745	1,000
	Total Personnel & Fringe Benefits	\$ 1,794,982	\$ 1,486,382	\$ 1,497,943	\$ 1,560,213	\$ 1,639,171
43002	Professional Services	3,000	2,589	1,431	1,085	2,635
43004	Repairs & Maintenance	3,000	4,088	6,361	2,370	1,050
43005	Maint Service Contract	200	-	128	1,568	-
43006	Printing & Binding	2,500	2,605	1,565	2,292	2,374
43008	Laundry & Dry Cleaning	500	-	-	-	1,051
43023	Safety Program	1,500	1,290	1,651	1,500	7
43041	Board/Care Prisoners	3,000	3,350	2,070	1,910	2,670
45201	Postal Services	300	108	166	382	183
45203	Telecommunications	10,000	9,263	8,871	11,090	8,652
45401	Office Supplies	2,000	1,225	1,522	824	860
45402	Auto Maintenance	25,000	28,269	29,993	26,200	21,934
45408	POL	69,600	59,088	56,838	45,905	41,881
45409	Police Supplies	10,000	6,947	24,850	23,276	20,921
45410	Uniforms & Wearing Apparel	15,000	16,595	17,562	12,115	25,162
45411	Books & Subscriptions	300	107	-	386	890
45413	Other Operating Supplies	4,000	2,838	17,578	4,459	4,824
45428	Community Relations	500	1,062	-	314	60
45504	Travel & Education	12,000	6,155	521	6,825	6,936
46001	Joint Operations	11,000	8,845	9,370	11,000	9,880
	Total Operating Expenses	\$ 173,400	\$ 154,424	\$ 180,477	\$ 153,500	\$ 151,971
47001	Machinery & Equipment	-	-	-	37,734	-
47005	Motor Vehicles	70,000	120,603	83,788	-	-
47009	Buildings and Structures	-	13,600	-	-	-
	Total Capital	\$ 70,000	\$ 134,204	\$ 83,788	\$ 37,734	\$ -
	Total - Department	\$ 2,038,382	\$ 1,775,010	\$ 1,762,208	\$ 1,751,447	\$ 1,791,142
	Annual Adopted Budget	\$ 2,038,382	\$ 1,976,689	\$ 1,853,052	\$ 1,852,295	\$ 1,828,624
	Amended Budget Amount		\$ 1,895,771	\$ 1,987,757	\$ 1,859,223	\$ 1,805,059

3103 - Police Investigations						
Account	Name	FY13 Adopted	FY12 Actual	FY11 Actual	FY10 Actual	FY09 Actual
41001	Salaries - Regular	\$ 246,917	\$ 389,780	\$ 387,622	\$ 323,873	\$ 270,114
41002	Salaries - Overtime	58,000	78,830	65,024	54,678	30,140
42001	Fica	23,330	34,118	32,626	27,484	22,269
42002	VRS/Life Insurance	46,272	66,701	66,361	47,670	40,175
42003	Leas	7,087	14,025	13,753	10,874	8,678
42005	Medical Insurance	54,448	86,391	81,162	62,265	41,620
42012	Clothing Allowance	4,500	4,320	4,320	3,900	3,660
	Total Personnel & Fringe Benefitis	\$ 440,554	\$ 674,164	\$ 650,868	\$ 530,745	\$ 416,656
43004	Repairs & Maintenance	800	96	-	739	153
43006	Printing & Binding	500	-	44	197	40
43008	Laundry & Dry Cleaning	500	-	-	-	609
45201	Postal Services	250	118	51	310	76
45203	Telecommunications	7,500	4,767	5,455	7,362	6,311
45401	Office Supplies	3,500	3,089	2,079	2,401	2,952
45402	Auto Maintenance	3,000	2,892	1,172	923	1,639
45408	POL	9,000	7,737	8,307	8,041	3,808
45409	Police Supplies	3,000	5,574	2,546	3,306	6,512
45410	Uniforms & Wearing Apparel	500	770	722	393	1,551
45411	Books & Subscriptions	-	-	-	-	197
45413	Other Operating Supplies	2,175	578	350	415	761
45415	Special Investigating Supplies	4,000	-	-	1,226	-
45504	Travel & Education	10,000	10,088	4,296	7,064	5,435
45801	Dues & Memberships	400	306	456	360	300
46001	Joint Operations	2,100	2,100	2,100	2,100	1,900
	Total Operating Expenses	\$ 47,225	\$ 38,115	\$ 27,577	\$ 34,837	\$ 32,243
47001	Machinery & Equipment	-	-	-	-	-
	Total Capital	\$ -				
	Total - Department	\$ 487,779	\$ 712,280	\$ 678,446	\$ 565,581	\$ 448,899
	Annual Adopted Budget	\$ 487,779	\$ 472,773	\$ 463,747	\$ 477,158	\$ 453,201
	Amended Budget Amount		\$ 613,348	\$ 460,767	\$ 560,955	\$ 461,726

3104 - Police Services						
Account	Name	FY13 Adopted	FY12 Actual	FY11 Actual	FY10 Actual	FY09 Actual
41001	Salaries - Regular	\$ 274,123	\$ 244,217	\$ 259,335	\$ 287,350	\$ 281,492
41002	Salaries - Overtime	15,000	20,759	13,696	12,294	14,094
41003	Salaries - Parttime	10,000	5,047	7,854	20,812	26,138
42001	Fica	22,885	19,827	20,554	23,456	23,677
42002	VRS/Life Insurance	59,238	40,764	43,161	41,121	41,323
42005	Medical Insurance	62,302	49,483	44,806	46,205	41,981
	Total Personne & Fringe Benefits	\$ 443,548	\$ 380,098	\$ 389,405	\$ 431,238	\$ 428,704
43002	Professional Services	975	1,023		-	-
43004	Repairs & Maintenance	500	-	2,020	97	-
43005	Maint Service Contracts	2,000	1,653	400	1,300	1,291
43006	Printing & Binding	-	-	-	450	75
43008	Laundry & Dry Cleaning	-	-	-	-	262
43023	Safety Program	250	-	-	53	7
45201	Postal Services	450	-	295	141	107
45203	Telecommunications	1,000	759	565	451	455
45401	Office Supplies	2,000	2,279	1,942	2,650	2,266
45410	Uniforms & Wearing Apparel	1,000	137	-	-	32
45411	Books & Subscriptions	250	-	222	433	22
45412	Furniture & Fixtures	500	3,792	156	921	7,725
45413	Other Operating Supplies	300	2,017	89	242	1,455
45504	Travel & Education	3,000	1,712	2,479	3,170	2,692
45508	Dues and Memberships	1,000	-	-	-	-
46001	Joint Operations	5,100	5,100	5,100	5,100	4,180
	Total Operating Expenses	\$ 18,325	\$ 18,472	\$ 13,268	\$ 15,008	\$ 20,571
47001	Machinery & Equipment	-	-	-	-	6,895
47003	Communications	-	2,971	-	-	-
	Total Capital	\$ -	\$ 2,971	\$ -	\$ -	\$ 6,895
	Total - Department	\$ 461,873	\$ 401,541	\$ 402,673	\$ 446,246	\$ 456,169
	Annual Adopted Budget	\$ 461,873	\$ 465,080	\$ 475,190	\$ 474,728	\$ 479,845
	Amended Budget Amount		\$ 460,105	\$ 469,540	\$ 469,342	\$ 476,330

3107 - Gang/Drug Task Force						
Account	Name	FY13 Adopted	FY12 Actual	FY11 Actual	FY10 Actual	FY09 Actual
41001	Salaries - Regular	\$ 147,264	\$ 103,542	\$ 101,546	\$ 129,542	\$ 149,312
41002	Salaries - Overtime	20,000	12,213	12,189	19,450	19,399
42001	Fica	12,795	8,504	8,349	10,856	12,417
42002	VRS/Life Insurance	27,597	17,666	17,576	19,331	22,208
42003	Leos	4,227	3,717	3,645	4,412	5,330
42005	Medical Insurance	32,235	18,292	17,956	25,229	27,440
42012	Clothing Allowance	2,160	1,440	1,440	1,860	2,160
	Total Personnel & Fringe Benefits	\$ 246,278	\$ 165,375	\$ 162,701	\$ 210,680	\$ 238,266
43008	Laundry & Dry Cleaning	-	-	-	-	46
45201	Postal Services	300	-	6	5	87
45203	Telecommunications	2,500	1,884	1,886	1,289	1,426
45401	Office Supplies	200	103	-	-	2
45402	Auto Maintenance	3,000	1,155	3,779	2,036	2,794
45408	POL	9,600	7,700	8,608	6,395	8,493
45409	Police Supplies	1,000	861	-	290	598
45413	Other Operating Supplies	3,500	5,719	1,194	5,441	2,336
45415	Special Investigating Supplies	15,250	9,354	8,036	9,795	7,540
45504	Travel & Education	3,000	2,059	719	956	757
45801	Dues & Memberships	50	-	70	-	10
46001	Joint Operations	1,300	1,300	1,300	1,300	1,140
	Total Operating Expenses	\$ 39,700	\$ 30,136	\$ 25,599	\$ 27,508	\$ 25,229
47005	Motor Vehicles	-	-	-	-	-
47007	ADP - Hardware/Software	-	-	-	-	-
	Total Capital	\$ -				
	Total - Department	\$ 285,978	\$ 195,510	\$ 188,300	\$ 238,188	\$ 263,495
	Annual Adopted Budget	\$ 285,978	\$ 279,113	\$ 273,609	\$ 263,915	\$ 268,112
	Amended Budget Amount		\$ 240,491	\$ 267,609	\$ 260,865	\$ 269,292

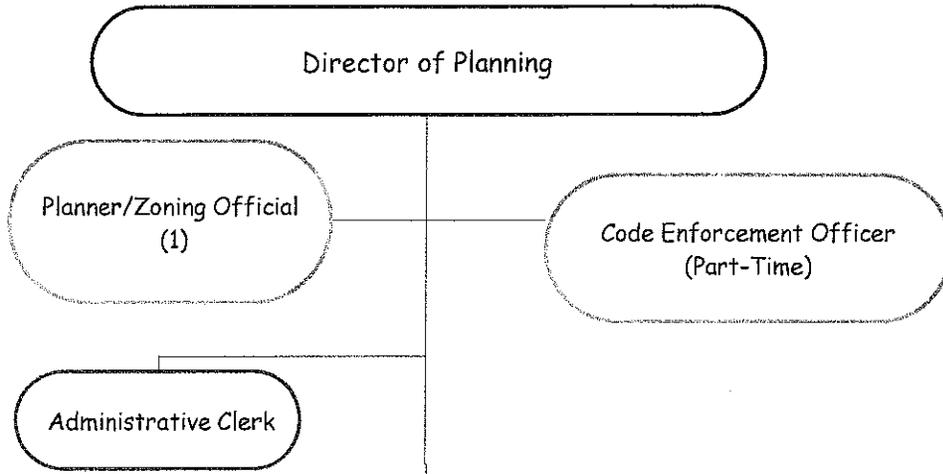
3108 - Emergency Services						
Account	Name	FY13 Adopted	FY12 Actual	FY11 Actual	FY10 Actual	FY09 Actual
41001	Salaries - Regular	\$ -	\$ -	\$ -	\$ -	\$ -
41002	Salaries - Overtime	-	-	-	-	-
42001	Fica	-	-	-	-	-
42002	VRS/Life Insurance	-	-	-	-	-
42003	Leos	-	-	-	-	-
42005	Medical Insurance	-	-	-	-	-
Total Personnel & Fringe Benefits		\$ -	\$ -	\$ -	\$ -	\$ -
45402	Auto Maintenance	625	276	247	2,598	328
45408	POL	400	109	277	151	84
45409	Police Supplies	1,000	14,925	1,049	962	-
45410	Uniforms & Wearing Apparel	750	1,162	899	790	949
45415	Special Investigating Supplies	-	-	-	-	-
45504	Travel & Education	1,000	599	2,303	-	148
Total Operating Expenses		\$ 3,775	\$ 17,071	\$ 4,774	\$ 4,500	\$ 1,509
Total Capital		\$ -	\$ -	\$ -	\$ -	\$ -
Total - Department		\$ 3,775	\$ 17,071	\$ 4,774	\$ 4,500	\$ 1,509
Annual Adopted Budget		\$ 3,775	\$ 3,775	\$ 3,775	\$ 4,075	\$ 4,540
Amended Budget Amount			\$ 15,775	\$ 5,425	\$ 2,499	\$ 2,290

Department of Planning & Zoning

Administration
Boards and Commissions

Town of Front Royal Office of Planning & Zoning

Director of Planning: Jeremy Camp



	Grade	Range	
Director of Planning	28	\$ 56,534	\$ 90,334
Senior Planner/Zoning Official	23	\$ 44,158	\$ 70,595
Planner/Zoning Official	22	\$ 42,036	\$ 67,184
Administrative Clerk	19	\$ 36,254	\$ 57,948
Code Enforcement	20	\$ 38,084	\$ 60,881

Total Employees: (Full Time)	3	FY13
	3	FY12
	3	FY11
	3	FY10
	4	FY09
	5	FY08
	4	FY07
	4	FY06
	3.75	FY05
	3.75	FY04
	3.75	FY03
	3.75	FY02
	2.50	FY01
3.25	FY00	

Department of Planning and Zoning
 Director of Planning and Zoning: Jeremy Camp

	Adopted FY13	Adopted FY12	Adopted FY11	Adopted FY10
Salaries / Fringe				
Administration	\$ 331,390	\$ 320,233	\$ 325,301	\$ 334,562
Boards and Commissions	18,300	18,785	12,920	10,443
	<u>\$ 349,690</u>	<u>\$ 339,018</u>	<u>\$ 338,221</u>	<u>\$ 345,005</u>
Operations				
Administration	\$ 44,375	\$ 32,250	\$ 32,250	\$ 31,150
Boards and Commissions	18,025	17,100	17,100	20,224
	<u>\$ 62,400</u>	<u>\$ 49,350</u>	<u>\$ 49,350</u>	<u>\$ 51,374</u>
Capital				
Administration	\$ 32,750	\$ 45,000	\$ -	\$ -
Boards and Commissions				
	<u>\$ 32,750</u>	<u>\$ 45,000</u>	<u>\$ -</u>	<u>\$ -</u>
Economic Development				
	\$ 34,955	\$ 40,511	\$ 40,591	\$ 41,436
	<u>\$ 479,795</u>	<u>\$ 473,879</u>	<u>\$ 428,162</u>	<u>\$ 437,815</u>

Highlights:

Economic Development

MOU signed with Warren County

Capital:

GIS Mapping system 32,750

8101 - Planning & Zoning						
Account	Name	FY13 Adopted	FY12 Actual	FY11 Actual	FY10 Actual	FY09 Actual
41001	Salaries - Regular	\$ 178,630	\$ 179,842	\$ 183,427	\$ 172,758	\$ 232,215
41002	Salaries - Overtime	1,500	480	1,552	1,074	763
41003	Salaries - Parttime	68,900	44,865	44,146	72,898	66,267
42001	Fica	19,050	16,692	17,261	18,144	21,843
42002	VRS/Life Insurance	38,602	30,146	31,744	22,261	34,484
42005	Medical Insurance	24,708	23,809	16,682	19,873	32,421
	Total Personnel & Fringe Benefits	\$ 331,390	\$ 295,834	\$ 294,812	\$ 307,008	\$ 387,992
43002	Professional Services	10,000	900	9,464	13,762	1,628
43005	Maint Service Contract	700	30	-	-	-
43006	Printing & Binding	800	98	613	672	685
43007	Advertising	800	1,016	-	86	160
43026	Comprehensive Plan	20,000	-	-	-	-
45201	Postal Services	1,275	723	976	703	1,189
45203	Telecommunications	1,500	1,731	1,612	2,146	1,248
45401	Office Supplies	4,100	3,305	3,333	2,238	2,672
45402	Auto Maintenance	450	78	1,648	220	652
45408	POL	600	413	388	296	648
45410	Uniforms & Wearing Apparel	250	328	501	-	146
45411	Books & Subscriptions	250	95	94	399	271
45412	Furniture & Fixtures	1,000	480	777	1,284	828
45504	Travel & Education	1,900	616	764	1,274	1,735
45801	Dues & Memberships	500	488	(137)	90	710
	Total Operating Expenses	\$ 44,125	\$ 10,299	\$ 20,034	\$ 23,168	\$ 12,572
47001	Machinery & Equipment	-	33,985	-	-	-
47014	GIS Mapping System	32,750	-	-	-	-
	Total Capital	\$ 32,750	\$ 33,985	\$ -	\$ -	\$ -
	Total - Department	\$ 408,265	\$ 340,119	\$ 314,847	\$ 330,175	\$ 400,565
	Annual Adopted Budget	\$ 408,265	\$ 397,483	\$ 357,551	\$ 363,212	\$ 466,012
	Amended Budget Amount		\$ 397,483	\$ 347,551	\$ 485,091	\$ 742,579

8104 - Boards & Commissions						
Account	Name	FY13 Adopted	FY12 Actual	FY11 Actual	FY10 Actual	FY09 Actual
41003	Salaries - Parttime	\$ 17,000	\$ 13,825	\$ 16,361	\$ 15,650	\$ 16,650
42002	Fica	1,300	1,058	1,251	1,198	1,274
43002	Professional Services	1,000	550	1,630	1,240	1,333
43006	Printing & Binding	250	9	26	669	8
43007	Advertising	2,800	2,204	2,068	1,068	1,622
45201	Postal Services	350	323	224	270	298
45401	Office Supplies	600	1,288	212	41	292
45411	Books & Subscriptions	100	59	-	131	75
45504	Travel & Education	2,500	1,769	932	460	3,930
45801	Dues & Memberships	100	48	-	-	-
46003	NSV Regional Commission	10,325	8,445	8,445	8,445	8,445
Total - Department		\$ 36,325	\$ 29,578	\$ 31,149	\$ 29,172	\$ 33,926
Annual Adopted Budget		\$ 36,325	\$ 35,885	\$ 30,020	\$ 30,667	\$ 31,667
Amended Budget Amount			\$ 35,885	\$ 30,020	\$ 30,667	\$ 42,267
8105 - Economic Development						
Account	Name	FY13 Adopted	FY12 Actual	FY11 Adopted	FY10 Actual	FY09 Actual
45606	Chamber of Commerce	\$ 750	\$ 750	\$ 680	\$ 680	\$ 680
45608	Industrial Promotion	26,855	30,511	30,511	31,915	30,917
45611	Virginia Municipal League	7,350	7,322	7,320	7,320	7,319
45627	Va Innovation Group	-	-	1,825	1,825	1,825
Total - Department		\$ 34,955	\$ 38,583	\$ 40,336	\$ 41,740	\$ 40,741
Annual Adopted Budget		\$ 34,955	\$ 40,511	\$ 40,591	\$ 42,615	\$ 40,519
Amended Budget Amount			\$ 40,511	\$ 40,591	\$ 42,615	\$ 41,436

Section

6

Non-Departmental

Library

GF Transfer/Contingencies

Asset Forfeitures

Debt Service

Community Development

Non-Departmental

	Adopted FY13	Adopted FY12	Adopted FY11	Adopted FY10
Library	\$ 47,500	\$ 95,000	\$ 95,000	\$ 82,000
General Fund Transfers/Contingencies	\$ 944,320	\$ 774,270	\$ 902,013	\$ 851,048
Asset Forfeitures	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000
Debt Service	\$ 195,639	\$ 133,516	\$ 104,522	\$ 134,506
Community Development	\$ 225,000	\$ 225,000	\$ -	\$ 4,000
	<u>\$ 1,424,459</u>	<u>\$ 1,239,786</u>	<u>\$ 1,113,535</u>	<u>\$ 1,083,554</u>

Highlights:

Community Development [.02 per \$100 increase in RE taxes for special projects]
 Facility Study 75,000
 Leach Run Parkway 75,000
 Local Connector Road 75,000

Library: MOU signed with Warren County for 50% funding of library FY13
 100% funding FY14

General Fund Transfers: \$ 150,000 [repayment to electric fund for purchase of 102 E Main St]
 Year 1 of 10

7301 - Library						
Account	Name	FY13 Adopted	FY12 Actual	FY11 Actual	Fy10 Actual	FY09 Actual
46002	Operations	\$ 47,500	\$ 95,000	\$ 95,000	\$ 82,000	\$ 68,924
	Total - Department	\$ 47,500	\$ 95,000	\$ 95,000	\$ 82,000	\$ 68,924
	MOU - from County to take over funding of library					
		1/2 in FY13 balance in FY14				

9790 - Transfers/Contingencies						
Account	Name	FY13 Adopted	FY12 Actual	FY11 Actual	FY10 Actual	FY09 Actual
49006	Transfer to Street Fund	\$ 634,447	\$ 758,813	\$ 902,013	\$ 815,365	\$ 1,130,052
49007	Transfer to Debt Service	62,123	-	-	-	-
47959	Repayment of internal loan	150,000	-			
49999	Reserve for Contingencies	-	-	-	-	1,052
42015	Reserve for Contingencies - Master Police Program	60,200	-	-	-	-
	Total - Department	\$ 906,770	\$ 758,813	\$ 902,013	\$ 815,365	\$ 1,131,104
	Annual Adopted Budget	\$ 906,770	\$ 774,270	\$ 902,013	\$ 851,048	\$ 1,192,021
	Amended Budget Amount		\$ 774,270	\$ 335,833	\$ 845,548	\$ 1,131,104
	FY13 Budget					
	Repayment of \$1.5M to electric fund					
	for purchase of 102 E Main St [1/10yrs]		2013	2018		
			2014	2019		
			2015	2020		
			2016	2021		
			2017	2022		

1610 - Asset Forfeitures						
Account	Name	FY13 Adopted	FY12 Actual	FY11 Actual	FY10 Actual	FY09 Actual
47001	Machinery & Equipment	6,000	\$ 7,125	\$ 28,967	\$ 28,707	\$ 8,485
47013	Communication	6,000	-	-	-	-
Total - Department		\$ 12,000	\$ 7,125	\$ 28,967	\$ 28,707	\$ 8,485
Annual Adopted Budget		\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000
Amended Budget Amount			\$ 12,000	\$ 12,000	\$ 18,200	\$ 12,000
1800 - Debt Service Economic Development						
Account	Name	FY13 Adopted	FY12 Actual	FY11 Actual	FY10 Actual	FY09 Actual
40001	Principal on Debt	\$ 135,000	\$ 56,000	\$ 138,600	\$ 132,826	\$ 127,219
40005	Interest on Debt	25,000	12,062	26,468	32,145	37,582
45602	Success Farm	10,367	12,331	12,094	12,094	10,991
45603	Baugh Drive Extension	6,532	7,632	7,179	7,179	6,614
45604	Happy Creek - HLI	7,687	8,983	4,894	4,894	4,579
45610	Avtex - EDA	-	-	-	-	11,192
45624	Leach Run Parkway	-	-	2,223	-	-
45630	Stephen's Industrial Park	11,053	12,916	12,318	12,318	-
Total - Department		\$ 195,639	\$ 109,925	\$ 203,776	\$ 201,456	\$ 198,178
Annual Adopted Budget		\$ 195,639	\$ 133,516	\$ 104,522	\$ 133,516	\$ 134,506
Amended Budget Amount			\$ 133,516	\$ 104,522	\$ 133,516	\$ 134,506
9130 - Community Development						
Account	Name	FY13 Adopted	FY12 Actual	FY11 Actual	FY10 Actual	FY09 Actual
43068	Royal Village Project	\$ -	\$ -	\$ 3,772	\$ 687,494	\$ 377,363
47013	Facility Study	75,000	5,903	-	-	-
47957	Leach Run Parkway	75,000	66,553	-	-	-
47982	Local Connector Road	75,000	-	-	-	-
Total - Department		\$ 225,000	\$ 72,456	\$ 3,772	\$ 687,494	\$ 377,363
Annual Adopted Budget		\$ 225,000	\$ 225,000	\$ 4,000	\$ 4,000	\$ 4,000
Amended Budget Amount			\$ 225,000	\$ 3,772	\$ 805,979	\$ 1,033,267

Section

7

Department of Energy

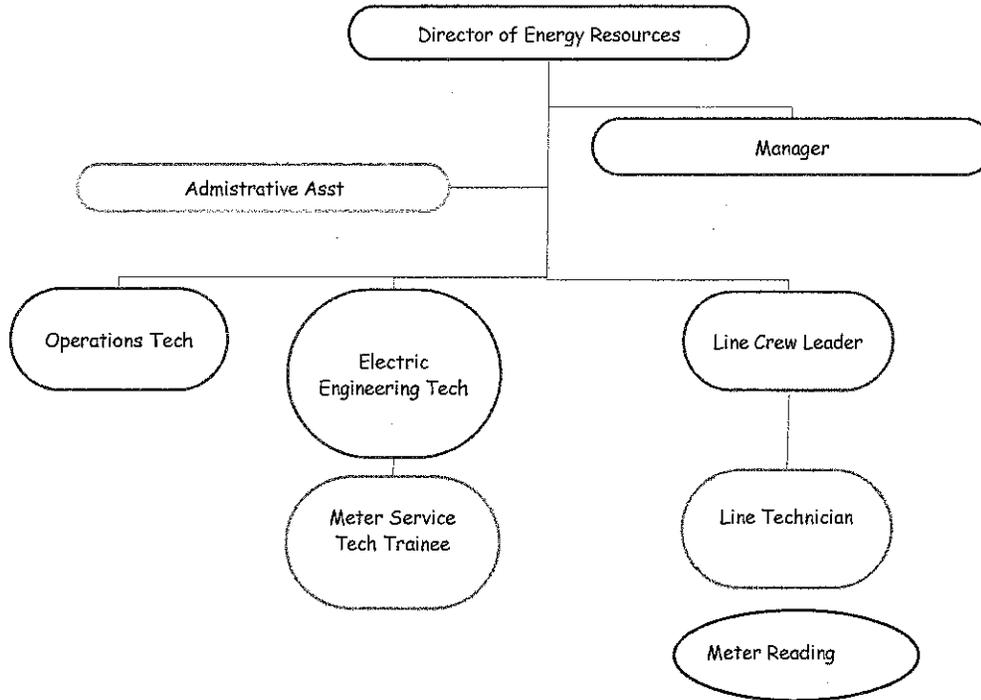
Resources

Electric Services

Meter Reading

Town of Front Royal Department of Energy Resources

Director: Joseph Waltz



	Grade	Range				
Director of Energy Services	30	\$ 62,400	\$ 99,715	Total Employees:	15	FY13
Manager	24	\$ 46,404	\$ 74,152	(Full Time)	15	FY12
Administrative Assistant	15	\$ 29,785	\$ 47,569		13	FY11
Line Crew Leader	20	\$ 38,084	\$ 60,881		13	FY10
Line Technician A	19	\$ 36,254	\$ 57,948		12.5	FY09
Line Technician B	18	\$ 34,507	\$ 55,140		11.60	FY08
Line Technician C	16	\$ 29,785	\$ 47,569		14	FY07
Electric Engineering Technician	18	\$ 34,507	\$ 55,140		12	FY06
Operations Technician	16	\$ 29,785	\$ 47,569		14	FY05
Meter Service Tech A	19	\$ 36,254	\$ 57,948		15	FY04
Meter Service Tech Trainee	16	\$ 29,785	\$ 47,569		15	FY03
Meter Reader	11	\$ 24,440	\$ 39,041		15	FY02
					13	FY01

Department of Energy Resources
 Director: Joseph Waltz

		Adopted FY13	Adopted FY12	Adopted FY11	Adopted FY10
Salaries / Fringe	Operations	\$ 993,445	\$ 951,767	\$ 937,578	\$ 937,578
	Meter Reading	87,836	74,870		
		<u>\$ 1,081,281</u>	<u>\$ 1,026,637</u>	<u>\$ 937,578</u>	<u>\$ 937,578</u>
Operations	Operations	\$ 797,200	\$ 822,000	\$ 938,400	\$ 938,400
	Meter Reading	\$ 9,175	\$ 9,300		
	Purchase of Electricity	12,225,150	11,911,500	12,161,590	12,161,590
		<u>\$ 13,031,525</u>	<u>\$ 12,742,800</u>	<u>\$ 13,099,990</u>	<u>\$ 13,099,990</u>
Capital	Operations	\$ 424,500	\$ 415,000	\$ 1,220,000	\$ 1,220,000
	Meter Reading	\$ -	\$ -		
Transfer/Contingencies		\$ 1,471,000	\$ 1,606,000	\$ 1,630,000	\$ 1,630,000
		<u>\$ 16,008,306</u>	<u>\$ 15,790,437</u>	<u>\$ 16,887,568</u>	<u>\$ 16,887,568</u>

Highlights:

Current # Full Time employees = 15

Moved part of meter reading to this department [FY12]

Capital Items:

Machinery And Equipment	104,500	includes: Utility Dump bed Arrow Board Cable Locator Power Quality Recorder Untransonic Inspection System Continue cross walks
Traffic Signalization	75,000	
Upgrades to Manassas Substation	120,000	
Upgrades to Sprint Substation	125,000	

9401 - Electric						
Account	Name	FY13 Adopted	FY12 Actual	FY11 Actual	FY10 Actual	FY09 Actual
41001	Salaries - Regular	\$ 633,526	\$ 596,435	\$ 594,931	\$ 597,351	\$ 581,987
41002	Salaries - Overtime	55,000	36,350	48,713	52,309	52,904
42001	Fica	52,672	46,433	47,335	47,667	46,509
42002	VRS/Life Insurance	136,905	103,390	104,523	89,456	87,354
42005	Medical Insurance	99,202	83,250	84,887	83,366	83,599
42015	Reserve for Employee Compensation	16,150	-	-	-	-
	Total Personnel & Fringe Benefits	\$ 993,455	\$ 865,860	\$ 880,389	\$ 870,149	\$ 852,354
43002	Professional Services	60,000	109,003	136,209	102,814	49,191
43003	Contract Electrical Maint	10,000	22,249	19,486	5,398	15,945
43004	Repairs & Maintenance	118,000	78,235	109,407	110,772	113,504
43005	Maint Service Contract	13,400	9,536	10,029	9,838	9,281
43007	Advertising	300	18	142	405	173
43012	Pole Rental	300	115	115	-	135
43014	Voltage Test on Equipment	4,000	2,921	2,548	2,249	1,625
43021	Electric Engineering Services	23,000	35,836	35,184	24,325	37,393
43023	Safety Program	15,000	19,103	21,460	22,825	13,175
45101	Electrical Services	10,000	9,608	29,380	10,530	9,099
45201	Postal Services	300	93	325	224	125
45203	Telecommunications	8,000	8,445	8,158	9,820	7,080
45401	Office Supplies	1,500	2,150	1,370	1,576	1,638
45402	Auto Maintenance	12,000	12,961	10,573	11,677	18,153
45405	Janitorial Supplies	1,000	480	492	1,018	677
45407	Repair & Maint Supplies	35,000	33,215	36,295	47,437	54,703
45408	POL	27,800	27,789	25,869	20,358	18,510
45410	Uniforms & Wearing Apparel	7,900	7,809	7,689	11,283	6,245
45411	Books & Subscriptions	500	1,079	683	789	579
45412	Furniture & Fixtures	2,000	4,980	3,443	2,157	1,181
45413	Other Operating Supplies	3,000	2,341	21,812	2,611	23,244
45420	Small Tools	4,000	4,284	5,282	4,539	1,676
45504	Travel & Education	15,000	14,044	14,240	20,670	17,955
45801	Dues & Memberships	46,200	22,894	23,641	37,668	16,730
45806	Interest Paid on Deposits	4,000	212	8,504	4,383	5,695
47502	Line Extensions	375,000	307,104	246,715	300,883	232,288
47510	Line Extensions - River Crossing	-	-	90,334	19,313	-
	Total Operating Expenses	\$ 797,200	\$ 736,503	\$ 869,386	\$ 785,562	\$ 656,001
43022	Electric Purchase	12,060,150	12,565,322	14,479,580	12,054,268	11,636,839
4302201	Deregulation - Cost	165,000	141,474	166,009	134,913	137,917
	Total Purchase Electricity	\$ 12,225,150	\$ 12,706,796	\$ 14,645,589	\$ 12,189,181	\$ 11,774,756

Account	Name	FY13 Adopted	FY12 Actual	FY11 Actual	FY10 Actual	FY09 Actual
47001	Machinery & Equipment	104,500	35,770	-	4,569	48,170
47005	Motor Vehicles	-	-	-	-	17,186
47025	Revenue sharing with VDOT cross walk	-	17,659	-	-	-
47910	Traffic Signalization	75,000	66,836	48,986	74,771	1,415
47915	Substation Upgrades	-	33,080	77,635	9,555	12,153
47921	RipRap - Happy Creed Road Project	-	-	1,308	1,539	10,192
47926	Bridge repairs	-	3,902	-	-	-
47929	Substation - East End	-	-	-	13,719	291,559
47934	Bridge Lighting	-	-	35,966	23,590	-
47936	Riverton - Substation #5	-	78,884	223,335	-	-
47937	Manassas - Substation #1	120,000	-	-	-	-
47938	Kendrick - Substation #2	-	-	-	-	-
47939	Sprint - Substation #3	125,000	-	-	-	-
47940	Happy Creek - Substation #4	-	-	-	-	-
	Total Capital	\$ 424,500	\$ 236,131	\$ 387,229	\$ 127,743	\$ 380,675
9499-9004	Transfers	\$ 1,471,000	\$ 1,471,000	\$ 1,000,000	\$ 1,000,000	\$ 920,000
9499-9014	Transfer-Loan to General Fund	-	-	\$ -	-	-
9499-0001	Debt Service	-	-	\$ -	-	-
9499-40001	Reimbursement AMPGS - project(1x expense)	-	25,000	\$ -	-	-
	Contingencies	-	-	-	-	-
	Total - Department	\$ 15,911,305	\$ 16,041,291	\$ 17,782,594	\$ 14,972,635	\$ 14,583,785
	Annual Adopted Budget	\$ 15,911,305	\$ 15,706,267	\$ 16,887,568	\$ 15,652,295	\$ 15,706,295
	Amended Budget Amount		\$ 16,527,725	\$ 16,642,954	\$ 16,186,002	\$ 15,960,651

9417-Meter Reading						
Account	Name	FY13 Adopted	FY12 Actual	FY11 Actual	FY10 Actual	FY09 Actual
41001	Salaries - Regular	\$ 52,853	\$ 49,657	\$ 101,096	\$ 96,102	\$ 103,654
41002	Salaries - Overtime	500	98	174	302	703
42001	Fica	4,080	3,392	7,396	6,979	7,554
42002	VRS/Life Insurance	11,422	8,399	17,273	14,002	15,348
42005	Medical Insurance	18,981	16,687	18,784	20,896	25,105
	Total Personnel & Fringe Benefits	\$ 87,836	\$ 78,234	\$ 144,722	\$ 138,280	\$ 152,365
43004	Repairs & Maintenance	50	-	-	-	-
43005	Maint Service Contracts	1,500	42	2,531	2,301	2,091
43023	Safety Program	200	204	587	443	740
45201	Postal Services	25	42	-	-	-
45203	Telecommunications	700	255	1,204	2,571	2,854
45401	Office Supplies	150	52	26	207	117
45402	Auto Maintenance	1,000	1,314	2,589	1,992	3,206
45407	Repairs & Maint Supplies	100	130	8	-	16
45408	POL	4,000	3,399	6,803	5,018	5,188
45410	Uniforms & Wearing Apparel	700	(21)	650	822	1,291
45420	Small Tools	500	563	2,445	3,518	4,465
45504	Travel & Educaiton	250	-	397	(5)	-
	Total Operating Expenses	\$ 9,175	\$ 5,979	\$ 17,238	\$ 16,865	\$ 19,969
47005	Motor Vehicles	-	-	-	-	-
	Total Capital	\$ -	\$ -	\$ -	\$ -	\$ -
	Total - Department	\$ 97,011	\$ 84,213	\$ 161,961	\$ 155,146	\$ 172,334
	Annual Adopted Budget	\$ 97,011	\$ 84,170	\$ 174,340	\$ 182,067	\$ 179,788
	Amended Budget Amount		\$ 84,170	\$ 173,340	\$ 182,067	\$ 179,788

Section

8

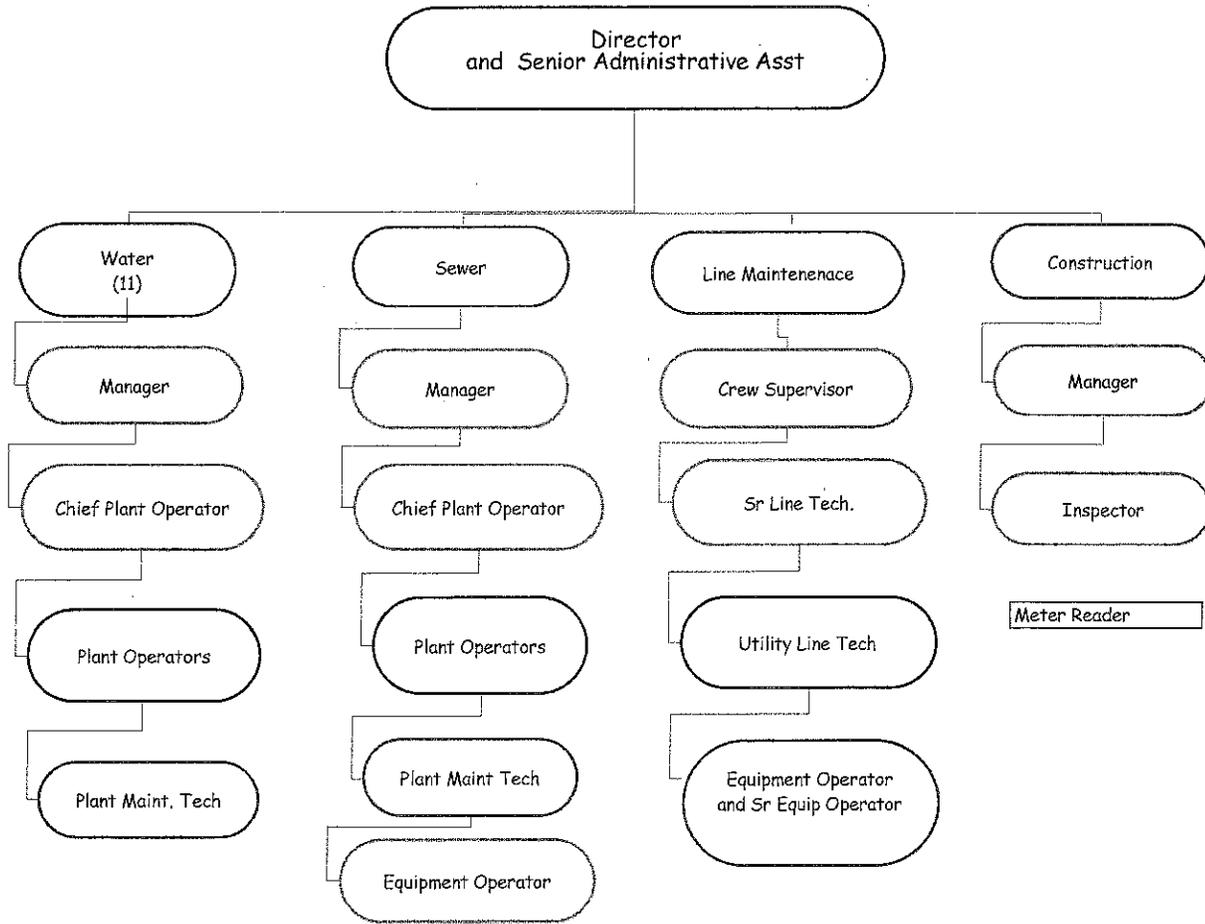
Department of Environmental Services

Water & Sewer Plant
Water-Sewer Line Maintenance
Construction/Inspections
Meter Reading
Automotive
General Properties
Horticultural
Solid Waste Management
Highway Maintenance

Town of Front Royal Department of Environmental Services

Acting Deputy Director: Jimmy Hannigan

[Utility division]



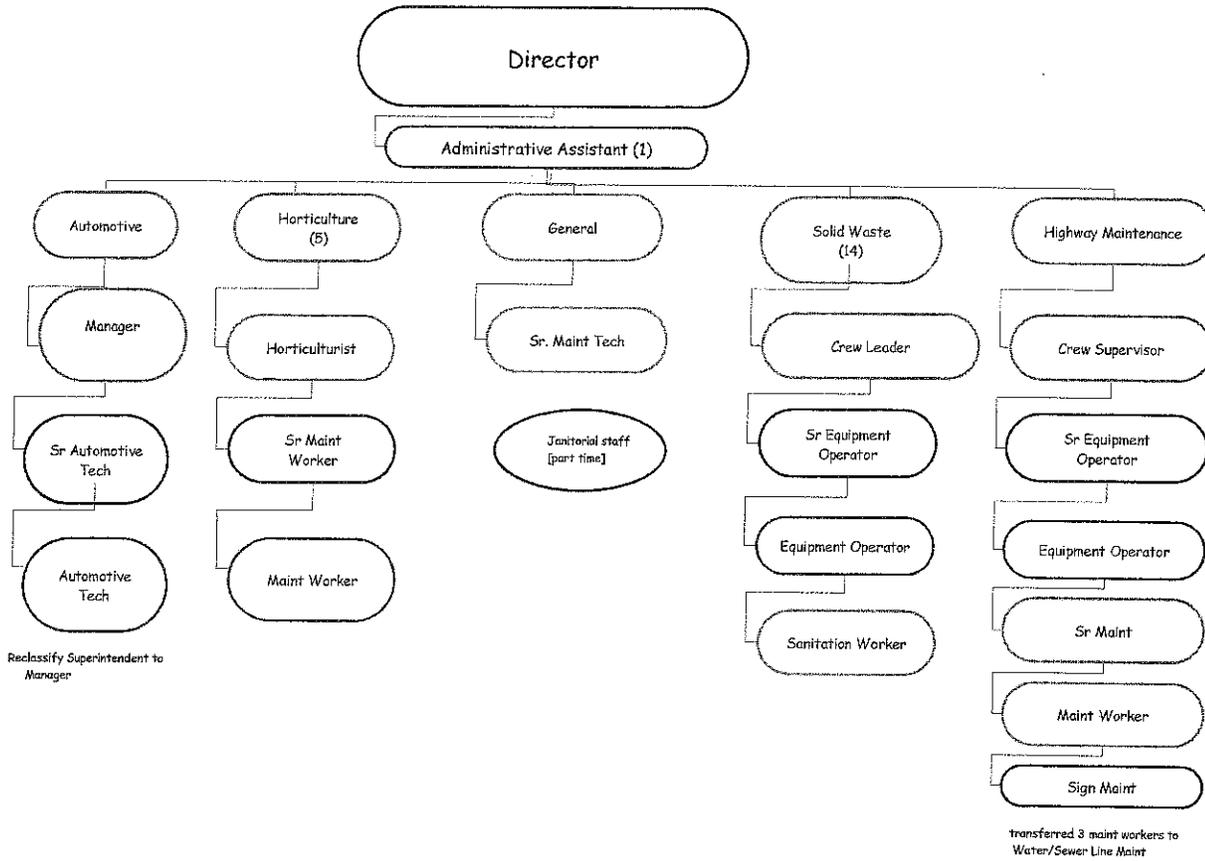
	Grade	Range				
Director	30	\$ 62,400	\$ 99,715	Total Employees:	39	FY13
Senior Administrative Asst	19	\$ 36,254	\$ 57,948	(Full Time)	39	FY12
Utility Inspector	17	\$ 32,864	\$ 52,499		32	FY11
Manager	24	\$ 46,404	\$ 74,152		32	FY10
Chief Plant Operator	18	\$ 34,507	\$ 55,140		24.5	FY09
Plant Operator I	17	\$ 32,864	\$ 52,499		30	FY08
Plant Operator II	16	\$ 31,283	\$ 49,982		32	FY07
Plant Operator III	14	\$ 28,329	\$ 45,281		30	FY06
Plant Operator IV	13	\$ 26,977	\$ 43,097		32	FY05
Plant Operator Trainee	12	\$ 25,667	\$ 41,017		33	FY04
Plant Maintenance Technician	16	\$ 31,283	\$ 49,982		33	FY03
Equipment Operator	13	\$ 26,977	\$ 43,097		33	FY02
Crew Supervisor	19	\$ 36,254	\$ 57,948		31	FY01
Senior Equipment Operator	15	\$ 29,785	\$ 47,569		31	FY00
Senior Utility Line Technician	14	\$ 28,329	\$ 45,281			
Utility Line Technician	11	\$ 24,440	\$ 39,041			
Senior Meter Reader	12	\$ 25,667	\$ 41,017			
Meter Reader	11	\$ 24,440	\$ 39,041			

Town of Front Royal Department of Environmental Services

Acting Director: Jimmy Hannigan

Part one

14



	Grade	Range		Total Employees:		
Director	30	\$ 62,400	\$ 99,715	35	FY13	
Administrative Assistant	15	\$ 29,786	\$ 47,570	35	FY12	
Manager	24	\$ 46,404	\$ 74,152	37	FY11	
Senior Auto Technician	18	\$ 34,507	\$ 55,140	40	FY10	
Automotive Technician	16	\$ 31,283	\$ 49,982	48	FY09	
Senior Maint Technician	16	\$ 31,283	\$ 49,982	50	FY08	
Horticulturist	19	\$ 36,254	\$ 57,948	52	FY07	
Senior Maint Worker	12	\$ 25,667	\$ 41,017	48	FY06	
Maint Worker	9	\$ 22,152	\$ 35,380	48	FY05	
Crew Supervisor	19	\$ 36,254	\$ 57,948	48	FY04	
Senior Equipment Operator	15	\$ 29,786	\$ 47,570	47	FY03	
Equipment Operator	13	\$ 26,977	\$ 43,097	47	FY02	
Crew Leader - Sanitation	15	\$ 29,786	\$ 47,570	43	FY01	
Sanitation Worker	9	\$ 22,152	\$ 35,380	43	FY00	
Sign Maint Technician	14	\$ 28,329	\$ 45,281			
Custodian [Part time]	11	\$ 24,440	\$ 39,041			

Department of Environmental Services
 Director - Jimmy Hannigan

	Adopted FY13	Adopted FY12	Adopted FY11	Adopted FY10
Salaries / Fringe				
Water/Sewer Administrations	\$ 203,755	\$ 217,423	\$ 188,786	\$ 185,763
Construction/Inspections	59,700	115,218	100,537	106,143
Meter Reading	84,610	81,750		
Water/Sewer Line Maintenance	605,146	642,670	422,917	396,243
Sewer Plant	663,556	648,009	629,988	603,708
Water Plant	708,889	718,138	684,492	679,584
Automotive	316,998	301,198	307,397	300,734
General Properties	133,619	73,370	66,343	66,528
Horticultural	282,170	273,751	307,967	269,019
Solid Waste Management	713,211	691,846	720,303	705,606
Highway Maintenance	765,047	697,895	919,076	886,922
	\$ 4,536,701	\$ 4,461,268	\$ 4,347,806	\$ 4,200,250

Operations				
Water/Sewer Administrations	\$ 26,880	\$ 26,250.0	\$ 29,950.0	\$ 31,650.0
Construction/Inspections	38,050	42,100	40,300	40,400
Meter Reading	8,850	9,500		
Water/Sewer Line Maintenance	190,700	191,250	177,100	178,690
Sewer Plant	1,148,650	1,104,050	1,047,370	940,650
Water Plant	720,500	678,150	589,600	540,400
Automotive	36,000	47,900	46,025	46,525
General Properties	142,400	177,000	172,250	175,450
Horticultural	50,600	79,700	77,300	73,850
Solid Waste Management	166,750	172,800	164,000	139,100
Highway Maintenance	1,114,300	1,062,600	1,123,100	1,096,900
	\$ 3,643,680	\$ 3,591,300	\$ 3,466,995	\$ 3,263,615

Capital				
Water/Sewer Administrations		\$ -	\$ -	\$ -
Construction/Inspections		35,000	-	-
Meter Reading		20,000		
Water/Sewer Line Maintenance	403,500	1,215,000	580,000	492,500
Sewer Plant	166,000	120,000	-	-
Water Plant	20,000	50,000	25,000	45,000
Automotive	31,050	-	-	-
General Properties	-	-	125,000	125,000
Horticultural	47,000	24,000	-	-
Solid Waste Management	43,000	47,500	35,000	27,000
Highway Maintenance	190,500	455,000	245,000	244,000
	\$ 901,050	\$ 1,966,500	\$ 1,010,000	\$ 933,500

Transfer to General Fund/Contingence				
Water	\$ 623,000	\$ 421,000	\$ 396,772	\$ 403,584
Sewer	\$ 735,200	\$ 489,950	\$ 489,950	\$ 510,755
Solid Waste Management	\$ 19,260	\$ 122,000	\$ 102,000	138394

Debt Services				
Water	\$ 1,118,905	\$ 1,118,905	\$ 1,119,125	\$ 1,119,125
Sewer	\$ 465,347	\$ 465,347	\$ 453,343	\$ 318,081
	\$ 12,023,883	\$ 12,514,270	\$ 11,283,991	\$ 10,748,910

Highlights:

Reorganization of Departments
 [combined Public Works and DES]
 Current # Full Time employees = 74

Capital Items:

Water/Sewer Line Maint:

Machinery & Equipment	\$ 30,000	\$ 30,000	[Backhoe purchase funding FY13 and FY14]
Water Line Upgrades	250,000		
Water/Sewer Maint. Inventory	155,000	30,000	
I & I Abatement		300,000	

Water Plant:

Security 20,000

Sewer Plant:

Vehicles & Equipment	56,000	[Fork truck and Replace #601 pickup]
Nutrient Credits/Upgrade	110,000	
Building and Structure	30,000	

Bond Issue for WWTP will be addressed at a later date

4107 - Construction/Inspections						
Account	Name	FY13 Adopted	FY12 Actual	FY11 Actual	FY10 Actual	FY09 Actual
41001	Salaries - Regular	\$ 34,859	\$ 43,547	\$ 66,763	\$ 61,088	\$ 70,110
41002	Salaries - Overtime	7,000	5,118	7,645	5,755	2,654
42001	Fica	3,202	4,970	4,065	4,961	5,280
42002	VRS/Life Insurance	7,513	6,999	8,330	8,963	8,684
42005	Medical Insurance	7,126	4,020	7,876	9,803	10,944
	Total Personnel & Fringe Benefits	\$ 59,700	\$ 64,653	\$ 94,678	\$ 90,570	\$ 97,671
43002	Professional Services	-	-	284	-	-
43005	Maint Service Contract	2,500	830	1,126	1,219	1,467
43006	Printing & Binding	1,000	-	392	-	54
43007	Advertising	500	-	230	83	-
43023	Safety Program	3,000	159	1,374	357	321
43028	Surveying	3,000	1,300	-	2,700	4,796
45201	Postal Services	50	6	32	50	36
45203	Telecommunications	3,000	2,068	3,005	3,953	3,501
45401	Office Supplies	1,000	988	1,464	1,023	652
45402	Auto Maintenance	2,500	503	2,315	1,146	5,481
45405	Janitorial Supplies	200	304	79	87	133
45407	Repair & Maint Supplies	250	6	-	216	-
45408	POL	3,000	2,744	3,060	2,367	1,591
45410	Uniforms & Wearing Apparel	1,500	1,109	1,347	1,585	1,727
45411	Books & Subscriptions	400	50	465	37	463
45412	Furniture & Fixtures	400	-	379	20	-
45413	Other Operating Supplies	5,000	2,902	3,743	2,728	5,738
45418	Engineering Material	-	-	-	-	173
45420	Small Tools	1,000	1,973	737	238	1,625
45428	Community Relations	1,250	1,222	230	655	1,010
45504	Travel & Education	5,000	4,003	4,781	3,926	4,389
45515	Training / Licenses	1,500	-	80	-	80
45801	Dues & Memberships	2,000	1,090	350	220	717
	Total Operating Expenses	\$ 38,050	\$ 21,257	\$ 25,471	\$ 22,608	\$ 33,953
47005	Motor Vehicles	-	24,939	-	-	-
	Total Capital	\$ -	\$ 24,939	\$ -	\$ -	\$ -
	Total - Department	\$ 97,750	\$ 110,849	\$ 120,149	\$ 113,178	\$ 131,624
	Annual Adopted Budget	\$ 97,750	\$ 192,318	\$ 140,837	\$ 146,543	\$ 158,520
	Amended Budget Amount		\$ 192,318	\$ 142,237	\$ 146,543	\$ 158,520

1203 - Automotive						
Account	Name	FY13 Adopted	FY12 Actual	FY11 Actual	FY10 Actual	FY09 Actual
41001	Salaries - Regular	\$ 209,213	\$ 203,099	\$ 205,926	\$ 205,344	\$ 203,481
41002	Salaries - Overtime	5,000	587	4,606	5,140	256
42001	Fica	16,390	14,854	15,205	15,294	14,790
42002	VRS/Life Insurance	45,210	35,355	35,950	30,535	30,449
42005	Medical Insurance	41,185	39,005	38,756	38,736	35,332
	Total Personnel & Fringe Benefits	\$ 316,998	\$ 292,900	\$ 300,443	\$ 295,049	\$ 284,308
43005	Maint Service Contracts	800	1,564	1,114	1,559	1,088
43023	Safety Program	800	1,109	749	1,123	960
43038	Auto Service Charge Back	(175,000)	(183,638)	(172,045)	(181,025)	(155,248)
45102	Heating Service	1,500	1,197	539	1,755	1,133
45201	Postal Services	100	7	9	26	5
45203	Telecommunications	900	1,055	721	787	760
45401	Office Supplies	300	213	21	68	73
45402	Auto Maintenance	2,500	2,047	2,567	1,435	853
45407	Repairs & Maintenance Supplies	175,000	191,752	194,941	175,077	173,495
45408	POL	17,500	18,108	14,694	13,201	12,972
45410	Uniforms & Wearing Apparel	3,600	4,496	3,240	3,787	4,851
45420	Small Tools	5,000	3,534	4,448	4,024	6,830
45427	Repairs to Shop	2,000	2,395	1,056	2,305	1,955
45429	Repairs of Paint Booth	-	-	-	295	-
45504	Travel & Education	1,000	100	295	774	586
	Total Operating Expenses	\$ 36,000	\$ 43,937	\$ 52,350	\$ 25,191	\$ 50,314
47001	Machinery & Equipment	31,050	-	-	-	-
47005	Motor Vehicles	-	-	-	-	20,555
	Total Captial	\$ 31,050	\$ -	\$ -	\$ -	\$ 20,555
	Total - Department	\$ 384,048	\$ 336,837	\$ 352,794	\$ 320,240	\$ 355,177
	Annauil Adopted Budget	\$ 384,048	\$ 349,098	\$ 353,422	\$ 347,259	\$ 395,030
	Amended Budget Amount		\$ 349,098	\$ 361,182	\$ 372,259	\$ 422,547

4302 - General Properties						
Account	Name	FY13 Adopted	FY12 Actual	FY11 Actual	FY10 Actual	FY09 Actual
41001	Salaries - Regular	\$ 54,250	\$ 35,898	\$ 44,418	\$ 44,310	\$ 36,742
41002	Salaries - Overtime	1,000	13	176	790	116
41003	Salaries -Parttime	41,000	-	-	-	-
42001	Fica	7,365	2,421	2,980	3,441	2,696
42002	VRS/Life Insurance	11,825	6,148	7,688	6,534	5,410
42005	Medical Insurance	18,179	12,524	14,204	8,873	7,386
	Total Personnel & Fringe Benefits	\$ 133,619	\$ 57,004	\$ 69,466	\$ 63,948	\$ 52,349
43004	Repairs & Maintenance	30,000	7,089	24,051	27,450	30,722
43005	Maintenance Service Contract	17,000	1,886	1,048	1,391	1,566
43023	Safety Program	400	421	433	669	212
43030	Janitorial Contract	6,000	30,063	27,647	23,502	25,781
43078	Dam Removal	-	-	97,920		
45101	Electrical Services	50,000	26,166	56,099	55,627	52,066
45102	Heating Services	9,000	10,486	15,036	12,839	15,239
45203	Telecommunications	800	777	952	1,068	985
45401	Office Supplies	300	50	287	92	49
45402	Auto Maintenance	600	222	56	118	94
45405	Janitorial Supplies	8,600	1,338	1,540	1,651	702
45407	Repairs & Maintenance Supplies	15,000	18,630	21,710	13,236	7,942
45408	POL	1,800	1,153	1,460	791	796
45410	Uniforms & Wearing Apparel	400	601	421	232	213
45411	Books & Subscriptions	-	-	-	-	221
45413	Other Operating Supplies	1,000	63	678	1,062	654
45420	Small Tools	500	637	831	739	961
45504	Travel & Education	1,000	9	230	404	1,364
	Total Operating Expenses	\$ 142,400	\$ 99,591	\$ 250,399	\$ 140,870	\$ 139,567
47001	Machinery & Equipment	-	920	-	-	-
47005	Motor Vehicles	-	-	-	-	-
47009	Building & Structures	-	-	556	24,999	699
47009	Building & Structures [purchase]	-	1,155,169	-	-	-
47912	Happy Creek Trail	-	30,641	11,173	-	-
47952	Demolition	-	-	5,998	-	-
47959	Repayment for Renovation to Town Buildings	-	-	125,000	125,000	125,000
	Total Capital	\$ -	\$ 1,186,730	\$ 142,726	\$ 149,999	\$ 125,699
	Total - Department	\$ 276,019	\$ 1,343,325	\$ 462,591	\$ 354,818	\$ 317,615
	Annual Adopted Budget	\$ 276,019	\$ 250,370	\$ 363,593	\$ 366,978	\$ 480,336
	Amended Budget Amount		\$ 1,795,871	\$ 510,247	\$ 393,477	\$ 407,045

4305 - Horticultural						
Account	Name	FY13 Adopted	FY12 Actual	FY11 Actual	FY10 Actual	FY09 Actual
41001	Salaries - Regular	\$ 157,626	\$ 136,555	\$ 161,457	\$ 166,055	\$ 172,265
41002	Salaries - Overtime	5,000	-	2,183	11,048	6,959
41003	Salaries - Parttime	35,000	37,319	38,536	34,317	24,257
42001	Fica	15,120	12,830	14,826	15,872	14,701
42002	VRS/Life Insurance	34,064	23,715	28,154	24,712	25,075
42005	Medical Insurance	35,360	32,420	29,427	33,679	36,785
	Total Personnel & Fringe Benefits	\$ 282,170	\$ 242,839	\$ 274,582	\$ 285,683	\$ 280,041
43002	Professional Services	20,000	12,450	5,825	9,684	7,910
43006	Printing & Binding	-	-	-	125	206
43007	Advertising	200	-	-	-	-
43023	Safety Program	200	994	755	1,346	1,138
43043	Tree Stewards	2,500	2,500	2,500	2,007	2,564
45201	Postal Services	50	1	9	4	24
45203	Telecommunications	800	1,884	2,346	1,329	307
45401	Office Supplies	250	171	88	260	86
45402	Auto Maintenance	4,000	9,418	5,427	925	1,117
45407	Repair & Maint Supplies	2,500	693	2,612	1,645	2,848
45408	POL	6,000	6,592	6,202	4,600	2,849
45410	Uniforms & Wearing Apparel	1,000	650	1,191	2,039	2,044
45411	Books & Subscriptions	200	173	127	55	89
45413	Other Operating Supplies	1,200	986	782	803	904
45420	Small Tools	1,200	1,449	574	1,958	1,222
45436	Flower - Baskets	-	1,550	-	-	-
45437	Flower Gardens	10,000	10,332	9,032	7,626	10,293
45504	Travel & Education	500	274	913	558	489
	Total Operating Expenses	\$ 50,600	\$ 50,116	\$ 38,382	\$ 34,964	\$ 34,090
47001	Machinery & Equipment	-	-	-	4,679	-
47009	Buildings & Structures	-	-	-	-	4,196
47031	Main St Tree Replacement Phase I & II	14,000	10,146	-	140	-
47974	Beautifications Projects	33,000	14,342	43,034	41,115	51,940
	Total Capital	\$ 47,000	\$ 24,488	\$ 43,034	\$ 45,934	\$ 56,136
	Total - Department	\$ 379,770	\$ 317,444	\$ 355,998	\$ 366,580	\$ 370,267
	Annual Adopted Budget	\$ 379,770	\$ 377,451	\$ 385,267	\$ 368,079	\$ 337,106
	Amended Budget Amount		\$ 391,651	\$ 403,993	\$ 375,857	\$ 362,526

9501 - 9502							
Water/Sewer Administration (Combined Account)							
Account	Name	FY13 Adopted 9501 Water	FY13 Adopted 9502 Sewer	FY12 Actual	FY11 Actual	FY10 Actual	FY09 Actual
41001	Salaries - Regular	\$ 68,101	\$ 67,279	\$ 77,213	\$ 126,168	\$ 110,529	\$ 136,264
41002	Salaries - Overtime	500	500	2,602	9,754	7,822	9,650
42001	Fica	5,250	5,185	5,637	6,973	8,657	10,695
42002	VRS/Life Insurance	14,716	14,539	13,112	15,007	16,357	18,587
42005	Medical Insurance	13,842	13,843	15,859	13,844	17,467	19,211
	Total Personnel & Fringe Benefits	\$ 102,409	\$ 101,346	\$ 114,424	\$ 171,746	\$ 160,833	\$ 194,406
43002	Professional Services	2,000	2,000	-	1,332	7,362	1,136
43005	Maint contract [lease copier]	1,140	1,140	-	-	-	-
43006	Printing & Binding	500	500	82	75	303	164
43007	Advertising	500	500	-	1,314	458	364
43023	Safety Program	250	250	-	175	90	14
43050	Information Technology	1,500	1,500	-	2,520	600	1,479
45201	Postal Services	50	50	37	119	27	53
45203	Telecommunications	1,000	1,000	2,660	1,042	506	392
45401	Office Supplies	500	500	1,353	1,028	330	574
45402	Auto Maintenance	750	750	269	682	184	1,338
45405	Janitorial Supplies	100	100	16	-	-	-
45408	POL	700	700	1,006	1,068	649	396
45410	Uniforms & Wearing Apparel	300	300	522	536	46	110
45411	Books & Subscriptions	200	200	-	228	341	204
45412	Furniture & Fixtures	200	200	178	580	505	29
45420	Small Tools	250	250	80	30	-	471
45428	Community Relations	500	500	880	800	679	275
45504	Travel & Education	2,250	2,250	2,134	1,192	1,826	1,656
45801	Dues & Memberships	750	750	1,206	898	1,773	855
	Total Operating Expenses	\$ 13,440	\$ 13,440	\$ 10,423	\$ 13,619	\$ 15,676	\$ 9,509
47001	Machinery & Equipment	-	-	-	-	-	-
	Total Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total - Department	\$ 115,849	\$ 114,786	\$ 124,847	\$ 185,365	\$ 176,509	\$ 203,916
	9501 Water Annual Adopted Budget	\$ 115,849		\$ 122,107	\$ 218,736	\$ 108,923	\$ 134,611
	9501 Water Amended Budget Amount			\$ 122,107	\$ 258,236	\$ 113,423	\$ 134,611
	9502 Sewer Annual Adopted Budget		\$ 114,786	\$ 121,566	\$ 110,105	\$ 108,490	\$ 134,612
	9502 Sewer Amended Budget Amount			\$ 156,966	\$ 147,355	\$ 149,140	\$ 169,612

9602 - 9802							
Water/Sewer Maintenance (Combined Account)							
Account	Name	FY13 Adopted 9602 Water	FY13 Adopted 9802 Sewer	FY12 Actual	FY11 Actual	FY10 Actual	FY09 Actual
41001	Salaries - Regular	\$ 178,549	\$ 178,550	\$ 326,689	\$ 222,600	\$ 242,901	\$ 244,463
41002	Salaries - Overtime	20,000	20,000	29,324	39,187	26,308	32,294
42001	Fica	15,075	15,075	23,306	18,110	18,907	20,110
42002	VRS/Life Insurance	38,263	38,263	55,684	38,396	35,756	36,363
42005	Medical Insurance	50,685	50,686	94,733	63,781	63,374	45,157
	Total Personnel & Fringe Benefits	\$ 302,572	\$ 302,574	\$ 529,736	\$ 382,074	\$ 387,245	\$ 378,386
43005	Maint Service Contract	-	-	103	100	-	100
43007	Advertising	100	100	126	1,006	387	1,036
43023	Safety Program	2,800	2,800	7,519	6,522	5,332	5,724
45201	Postal Service	50	50	8	2,455	46	45
45203	Telecommunications	1,100	1,100	1,678	1,842	2,180	2,498
45401	Office Supplies	275	275	948	1,125	623	799
45402	Auto Maintenance	9,000	9,000	14,234	14,632	11,708	19,328
45405	Janitorial Supplies	250	250	1,058	-	-	-
45407	Repair & Maint Supplies	39,000	39,000	63,003	70,119	60,093	73,074
45408	POL	9,000	9,000	17,937	18,236	15,072	15,141
45410	Uniforms & Wearing Apparel	2,000	2,000	2,824	3,470	3,857	3,650
45411	Books & Subscriptions	75	75	-	80	-	67
45412	Furniture & Fixtures	200	200	-	-	-	494
45413	Other Operating Supplies	22,000	30,000	51,696	36,709	55,337	30,592
45420	Small Tools	2,500	2,500	3,521	1,715	5,154	5,012
45504	Travel & Education	3,000	3,000	4,789	5,151	2,391	2,238
	Total Operating Expenses	\$ 91,350	\$ 99,350	\$ 169,445	\$ 163,162	\$ 162,180	\$ 159,797
47001	Machinery & Equipment	30,000	30,000	9,801	1,594	623	10,444
47005	Motor Vehicles	-	-	244	-	-	-
47009	Building & Structures	-	-	-	-	-	-
47513	Water Line - Upgrades	250,000	-	328,637	8,010	154,542	-
47530	Capital Inventory - Water	155,000	-	167,649	145,951	168,500	121,069
47530	Capital Inventory - Sewer	-	30,000	2,973	11,854	2,636	18,543
47998	I & I Abatement	-	300,000	365,451	27,713	-	33,800
	Total Capital	\$ 435,000	\$ 360,000	\$ 874,756	\$ 195,122	\$ 326,301	\$ 183,856
	Total - Department	\$ 828,922	\$ 761,924	\$ 1,573,936	\$ 740,358	\$ 875,725	\$ 722,039
	9602 Water Annual Adopted Budget	\$ 828,922		\$ 920,302	\$ 600,005	\$ 491,216	\$ 418,436
	9602 Water Amended Budget Amount			\$ 941,270	\$ 619,005	\$ 562,233	\$ 741,710
	9802 Sewer Annual Adopted Budget		\$ 761,924	\$ 1,128,619	\$ 580,012	\$ 576,216	\$ 573,436
	9802 Sewer Amended Budget Amount			\$ 1,992,680	\$ 1,221,860	\$ 1,124,914	\$ 915,934

9601 - Water Plant						
Account	Name	FY13 Adopted	FY12 Adopted	FY11 Actual	FY10 Actual	FY09 Actual
41001	Salaries - Regular	\$ 401,768	\$ 351,853	\$ 368,026	\$ 410,178	\$ 345,225
41002	Salaries - Overtime	50,000	25,580	39,371	41,883	52,862
41003	Salaries - Parttime	23,000	18,301	19,304	21,499	11,943
42001	Fica	36,320	28,475	31,006	33,961	29,989
42002	VRS/Life Insurance	86,821	57,764	61,154	59,476	49,936
42005	Medical Insurance	90,530	67,607	65,254	76,450	51,986
42015	Reserve for employee compensation	20,450	-	-	-	-
	Total Personnel & Fringe Benefits	\$ 708,889	\$ 549,580	\$ 584,116	\$ 643,448	\$ 541,941
43002	Professional Services	65,000	27,961	94,394	14,821	14,995
43004	Repairs & Maintenance	5,000	4,322	1,353	1,281	1,700
43005	Maint Service Contracts	105,000	79,982	71,909	72,632	64,731
43006	Printing & Binding	3,500	1,466	1,358	1,103	1,667
43007	Advertising	1,500	564	2,063	3,043	3,850
43023	Safety Program	6,000	4,653	1,362	3,756	4,748
43077	Lab Testing	25,000	15,443	15,530	23,447	28,021
45101	Electrical Services	230,000	160,448	208,306	192,412	196,280
45102	Heating Services	6,000	2,817	2,584	7,220	3,898
45201	Postal Services	4,500	3,309	559	3,332	3,114
45203	Telecommunications	8,500	7,044	7,933	8,688	8,401
45401	Office Supplies	2,100	1,230	1,389	963	1,470
45402	Auto Maintenance	4,000	2,264	3,115	1,927	3,686
45405	Janitorial Supplies	2,100	1,689	1,774	1,917	2,085
45407	Repair & Maint Supplies	42,000	34,375	33,781	40,522	43,640
45408	POL	9,000	8,115	8,075	6,544	8,863
45410	Uniforms & Wearing Apparel	7,000	6,187	5,281	8,184	6,851
45411	Books & Subscriptions	1,000	511	-	-	-
45412	Furniture & Fixtures	3,000	1,968	1,727	-	4,103
45413	Other Operating Supplies	174,000	151,149	133,938	156,287	121,534
45420	Small Tools	1,000	533	320	463	542
45428	Community Relations	300	260	249	-	-
45504	Travel & Education	4,500	3,139	1,842	5,904	5,285
45515	Training / Licenses	6,000	5,913	5,441	1,341	4,485
45801	Dues & Memberships	4,500	70	733	2,233	2,218
	Total Operating Expenses	\$ 720,500	\$ 525,412	\$ 605,015	\$ 558,020	\$ 536,166
47001	Machinery & Equipment	-	-	3,428	-	7,676
47005	Motor Vehicles	-	25,991	-	-	-
47009	Building & Structures	-	-	-	-	-
47507	Water Plant Expansion - Bond 10,513,000 [FY07]	-	-	21,974	253,500	1,181,534
47903	Security	20,000	14,213	54,627	-	2,508
	Total Capital	20,000	\$ 40,204	\$ 80,029	\$ 253,500	\$ 1,191,719
	Total - Department	\$ 1,449,389	\$ 1,115,196	\$ 1,269,159	\$ 1,454,968	\$ 2,269,825
	Annual Adopted Budget	\$ 1,449,389	\$ 1,446,288	\$ 1,299,092	\$ 1,264,984	\$ 1,181,363
	Amended Budget Amount		\$ 1,498,329	\$ 1,468,275	\$ 2,979,950	\$ 4,148,647

9617- Meter Reading Water						
Account	Name	FY13 Adopted	FY12 Adopted	FY11 Actual	FY10 Actual	FY09 Actual
41001	Salaries - Regular	\$ 55,765	\$ 50,065	\$ 101,096	\$ 96,102	\$ 103,654
41002	Salaries - Overtime	1,000	89	174	302	703
42001	Fica	4,340	3,687	7,396	6,979	7,554
42002	VRS/Life Insurance	12,051	8,563	17,273	14,002	15,348
42005	Medical Insurance	11,454	10,371	18,784	20,896	25,105
	Total Personnel & Fringe Benefits	\$ 84,610	\$ 72,776	\$ 144,722	\$ 138,280	\$ 152,365
43004	Repairs & Maintenance	500	-	-	-	-
43005	Maint Service Contracts	1,500	42	2,531	2,301	2,091
43023	Safety Program	150	271	587	443	740
45201	Postal Services	50	42	-	-	-
45203	Telecommunications	600	334	1,204	2,571	2,854
45401	Office Supplies	150	74	26	207	117
45402	Auto Maintenance	1,000	1,473	2,589	1,992	3,206
45407	Repairs & Maint Supplies	200	128	8	-	16
45408	POL	2,750	3,755	6,803	5,018	5,188
45410	Uniforms & Wearing Apparel	750	45	650	822	1,291
45420	Small Tools	1,000	576	2,445	3,518	4,465
45504	Travel & Educaiton	200	-	397	(5)	-
	Total Operating Expenses	\$ 8,850	\$ 6,739	\$ 17,238	\$ 16,865	\$ 19,969
47005	Motor Vehicles	-	18,430	-	-	-
	Total Capital	\$ -	\$ 18,430	\$ -	\$ -	\$ -
	Total - Department	\$ 93,460	\$ 97,944	\$ 161,961	\$ 155,146	\$ 172,334
	Annual Adopted Budget	\$ 93,460	\$ 111,250	\$ 174,340	\$ 182,067	\$ 179,788
	Amended Budget Amount		\$ 111,250	\$ 173,340	\$ 182,067	\$ 179,788

9801 - Wastewater Treatment Plant						
Account	Name	FY13 Adopted	FY12 Actual	FY11 Actual	FY10 Actual	FY09 Actual
41001	Salaries - Regular	\$ 395,039	\$ 366,050	\$ 349,671	\$ 352,245	\$ 326,391
41002	Salaries - Overtime	30,000	18,838	20,926	20,538	34,414
42001	Fica	32,500	26,954	26,069	26,347	26,171
42002	VRS/Life Insurance	85,366	62,192	60,137	51,635	47,466
42005	Medical Insurance	102,351	93,254	83,715	84,108	59,596
42015	Reserve for employee compensation	18,300	-	-	-	-
	Total Personnel & Fringe Benefits	\$ 663,556	\$ 567,289	\$ 540,519	\$ 534,872	\$ 494,037
43002	Professional Services	14,000	8,248	11,019	13,722	15,484
43004	Repairs & Maintenance	7,500	2,479	2,897	3,751	199
43005	Maint Service Contract	355,000	277,699	226,182	273,766	247,957
43007	Advertising	300	501	-	-	673
43023	Safety Program	6,500	5,488	3,500	3,448	5,402
43077	Lab Testing	36,000	21,958	14,476	13,525	11,681
45101	Electrical Services	435,000	401,484	457,766	419,995	357,399
45201	Postal Services	150	12	31	48	4
45203	Telecommunications	6,300	4,810	5,920	6,568	5,368
45401	Office Supplies	900	621	397	353	885
45402	Auto Maintenance	5,800	3,122	4,903	4,582	3,404
45405	Janitorial Supplies	1,800	1,684	1,488	2,665	2,201
45407	Repair & Maint Supplies	120,000	147,776	104,669	88,669	129,815
45408	POL	14,400	13,249	15,202	10,283	8,391
45410	Uniforms & Wearing Apparel	7,500	1,622	2,651	8,886	7,088
45411	Books & Subscriptions	-	-	-	-	126
45413	Other Operating Supplies	125,800	119,393	101,676	138,230	115,342
45420	Small Tools	2,200	2,213	1,236	2,034	1,930
45504	Travel & Education	4,500	456	875	1,675	1,452
45515	Training / Licenses	500	4,574	1,581	579	1,977
45801	Dues & Memberships	4,500	5,300	1,546	3,735	1,880
	Total Operating Expenses	\$ 1,148,650	\$ 1,022,688	\$ 958,016	\$ 996,512	\$ 918,659
47001	Machinery & Equipment	-	-	-	-	-
47001	Nutrient Credits/Upgrade	110,000	134,086	-	-	-
47005	Motor Vehicles	56,000	25,991	-	-	-
47009	Building & Structures	-	-	-	-	14,000
47015	Sewer Plant Expansion	-	73,000	304,300	-	10,650
47504	Line Ext	-	-	-	-	37,000
	Total Capital	\$ 166,000	\$ 233,077	\$ 304,300	\$ -	\$ 61,650
	Total - Department	\$ 1,978,206	\$ 1,823,054	\$ 1,802,835	\$ 1,531,384	\$ 1,474,346
	Annual Adopted Budget	\$ 1,978,206	\$ 1,872,059	\$ 1,677,358	\$ 1,631,283	\$ 1,492,512
	Amended Budget Amount		\$ 4,346,744	\$ 4,438,726	\$ 4,446,049	\$ 1,694,199
Bond for \$2,500,000 was obtained in 2010 for Engineering services for expansion of WWTP						

9872 - Sewer Debt Service						
Account	Name	FY13 Adopted	FY12 Actual	FY11 Actual	FY10 Actual	FY09 Actual
40001	Principal on Debt	\$ 298,659	\$ 282,498	\$ 284,545	\$ 282,498	\$ 280,515
40005	Interest on Debt	166,688	34,647	131,241	65,401	49,314
Total - Department		\$ 465,347	\$ 317,145	\$ 415,785	\$ 347,899	\$ 329,829
9899 - Sewer Transfers/Contingencies						
Account	Name	FY13 Adopted	FY12 Actual	FY11 Actual	FY10 Actual	FY09 Actual
49004	Transfer to General Fund	\$ 735,200	\$ 489,950	\$ 489,950	\$ 489,950	\$ 389,950
49999	Reserve for Contingencies	-	-	-	-	-
Total - Department		\$ 735,200	\$ 489,950	\$ 489,950	\$ 489,950	\$ 389,950
9672 - Water Debt Service						
Account	Name	FY13 Adopted	FY12 Actual	FY11 Actual	FY10 Actual	FY09 Actual
40001	Principal on Debt	\$ 685,000	\$ 591,921	\$ 663,078	\$ 637,609	\$ 626,071
40005	Interest on Debt	433,905	597,705	445,789	464,335	504,486
Total - Department		\$ 1,118,905	\$ 1,189,626	\$ 1,108,867	\$ 1,101,944	\$ 1,130,556
9699 - Water Transfers/Contingencies						
Account	Name	FY13 Adopted	FY12 Actual	FY11 Actual	FY10 Actual	FY09 Actual
49004	Transfer to General Fund	\$ 623,000	\$ 421,000	\$ 396,772	\$ 396,772	\$ 389,950
49999	Reserve for Contingencies	-	-	-	-	0
Total - Department		\$ 623,000	\$ 421,000	\$ 396,772	\$ 396,772	\$ 389,950

4203 - Solid Waste Fund						
Account	Name	FY13 Adopted	FY12 Actual	FY11 Actual	FY10 Actual	FY09 Actual
41001	Salaries - Regular	\$ 477,872	\$ 399,706	\$ 384,975	\$ 397,325	\$ 385,493
41002	Salaries - Overtime	10,000	5,131	5,951	18,592	11,921
41003	Salaries - Parttime	47,000	45,253	44,116	49,830	64,973
42001	Fica	40,920	32,662	31,225	33,838	32,164
42002	VRS/Life Insurance	103,266	67,648	63,287	58,285	56,917
42005	Medical Insurance	118,003	77,683	83,438	95,384	86,038
42015	Reserve for Employee compensation	16,150	-	-	-	-
	Total Personnel & Fringe Benefits	\$ 813,211	\$ 628,083	\$ 612,993	\$ 653,255	\$ 637,506
43002	Professional Services	-	18,082	55,579	60,401	32,516
43006	Printing & Binding	500	128	-	350	412
43007	Advertising	2,000	-	445	1,954	3,676
43009	Warren County Tipping Fees	22,000	35,023	23,449	-	-
43010	Clean-up Services	-	-	414	150	220
43023	Safety Program	1,500	1,775	2,047	2,202	3,605
45101	Electrical Services	700	392	831	807	532
45201	Postal Services	100	25	13	40	17
45203	Telecommunications	1,200	880	1,294	1,240	1,645
45401	Office Supplies	250	280	74	267	72
45402	Auto Maintenance	42,000	72,727	52,825	55,368	43,544
45403	Tub Grinder - Maint	5,000	-	882	-	-
45407	Repair & Maint Supplies	5,000	3,986	2,902	7,455	2,083
45408	POL	66,000	78,358	65,563	51,672	54,682
45410	Uniforms & Wearing Apparel	4,000	666	2,148	5,894	5,649
45413	Other Operating Supplies	5,000	3,068	5,412	3,678	3,954
45414	Materials for Re-Sale	10,000	8,200	-	-	-
45420	Small Tools	500	57	554	148	68
45504	Travel & Education	1,000	100	688	615	1,414
45801	Dues & Memberships	-	-	-	-	-
	Total Operating Expenses	\$ 166,750	\$ 223,748	\$ 215,119	\$ 192,240	\$ 154,089
47001	Machinery & Equipment	6,000	15,032	13,830	14,753	20,652
47005	Motor Vehicles	37,000	22,161	-	-	36,262
47009	Building & Structure	-	-	-	-	-
	Total Capital	\$ 43,000	\$ 37,193	\$ 13,830	\$ 14,753	\$ 56,914
4299-9001	Transfer to General Fund	19,260	\$ 122,000	\$ 102,000	\$ 102,000	82,000
4299-9999	Contingencies	-	-	-	-	-
	Total - Department	\$ 1,042,221	\$ 1,011,024	\$ 943,941	\$ 962,248	\$ 930,509
	Annual Adopted Budget	\$ 1,042,221	\$ 1,034,146	\$ 1,021,303	\$ 1,010,100	\$ 1,011,100
	Amended Budget Amount		\$ 1,042,768	\$ 1,021,303	\$ 1,052,699	\$ 1,016,838

Account	Name	FY13 Adopted	FY12 Actual	FY11 Actual	FY10 Actual	FY09 Actual
	4101 - Street Fund - Admin Cost					
	[this expense is combined with 4102]					
41001	Salaries - Regular	\$ -	\$ -	\$ -	\$ -	\$ -
41002	Salaries - Overtime				-	-
41003	Salaries - Parttime				-	-
42001	Fica				-	-
42002	VRS/Life Insurance				-	-
42005	Medical Insurance				-	-
	Total Personnel & Fringe Benefits	\$ -	\$ -	\$ -	\$ -	\$ -
43004	Repairs & Maintenance		-	-	-	-
43005	Maint Service Contract		-	-	71	-
43006	Printing & Binding		-	-	291	476
43023	Safety Program		228	88	716	331
45201	Postal Services		-	21	34	32
45203	Telecommunications		5	51	199	47
45401	Office Supplies		574	990	998	1,105
45402	Auto Maintenance		209	1,250	176	865
45407	Repair & Maint Supplies		-	-	-	-
5408	POL		-	-	-	-
45410	Uniforms & Wearing Apparel		-	154	237	127
45411	Books & Subscriptions		50	222	431	-
45412	Furniture & Fixtures		97	735	1,258	263
45413	Other Operating Supplies		304	316	603	1,340
45420	Small Tools		-	-	-	-
45428	Community Relations		659	-	683	447
45504	Travel & Education		2,013	1,999	1,692	1,119
45801	Dues & Memberships		-	80	35	151
	Total Operating Expenses	\$ -	\$ 4,139	\$ 5,906	\$ 7,423	\$ 6,302
47001	Machinery & Equipment		-	-	-	-
47012	Bus System		-	-	-	-
	Total Capital	\$ -	\$ -	\$ -	\$ -	\$ -
	Total - Department	\$ -	\$ 4,139	\$ 5,906	\$ 7,423	\$ 6,302
	Annual Adopted Budget		\$ 7,050	\$ 7,450	\$ 7,750	\$ 9,900
	Amended Budget Amount		\$ 7,050	\$ 5,950	\$ 7,925	\$ 9,900

4102 - Hwy, Bridges & Sidewalks						
Acct #	Name	FY13 Adopted	FY12 Actual	FY11 Actual	FY10 Actual	FY09 Actual
41001	Salaries - Regular	\$ 62,557	\$ 42,008	\$ 70,114	\$ 75,218	\$ 66,424
41002	Salaries - Overtime	1,000	260	344	1,647	426
41002	Salaries - Parttime	-	-	-	92	-
42001	Fica	4,860	3,066	5,036	5,463	4,809
42002	VRS/Life Insurance	13,519	7,244	12,318	11,294	9,993
42005	Medical Insurance	13,610	7,094	13,724	15,473	12,778
42015	Reserve for Employee Compensation	18,300	-	-	-	-
	Total Personnel & Fringe Benefits	\$ 113,846	\$ 59,672	\$ 101,536	\$ 109,186	\$ 94,429
43005	Maint Service Contract	500	505	-	-	-
43007	Advertising	1,000	128	963	193	1,396
43016	Asphalt - Paving Projects	5,500	1,126	15,433	30,819	5,870
43023	Safety Program	2,500	894	631	701	989
45101	Electrical Services	28,000	23,454	28,803	29,279	29,894
45203	Telecommunications	1,000	405	599	1,058	600
45401	Office Supplies	500	465	286	171	139
45402	Auto Maintenance	50,000	32,041	37,673	73,628	36,725
45407	Repair & Maint Supplies	50,000	11,249	68,651	45,835	49,897
45408	POL	12,000	9,538	9,078	7,948	7,900
45410	Uniforms & Wearing Apparel	2,500	816	727	1,258	2,277
45413	Other Operating Supplies	7,000	4,454	7,068	7,411	7,985
45420	Small Tools	3,000	3,032	2,474	1,693	1,497
45470	Maintain Alley Ways	20,000	9,016	-	-	18,230
45471	Storm Drainage Maintenance	10,000	8,056	5,902	4,434	-
45473	Line Painting	6,000	-	-	-	-
45504	Travel & Education	3,500	2,134	2,675	2,212	3,037
47003	Communication Equipment	1,000	-	-	-	-
47907	Replace Curb & Gutter	7,500	4,905	2,768	3,973	5,632
	Total Operating Expenses	\$ 211,500	\$ 112,219	\$ 183,730	\$ 210,613	\$ 172,069
47001	Machinery & Equipment	5,000	-	31,100	10,374	-
47005	Motor Vehicles	-	21,642	-	-	-
47009	Building & Structures	-	-	-	-	-
47902	Local Contribution - Urban	40,000	39,546	49,873	10,419	2,502
47909	New Sidewalk Construction	20,500	13,222	10,950	15,320	16,027
49004	Transfer - General Fund	-	125,000	-	-	-
	Total Capital	\$ 65,500	\$ 199,410	\$ 91,923	\$ 36,113	\$ 18,529
	Total - Department	\$ 390,846	\$ 371,301	\$ 377,189	\$ 355,912	\$ 285,027
	Annual Adopted Budget	\$ 390,846	\$ 558,590	\$ 375,362	\$ 392,122	\$ 410,858
	Amended Budget Amount			\$ 494,462	\$ 410,858	\$ 421,058

4500 - Highway Maint						
Account	Name	FY13 Adopted	FY12 Actual	FY11 Actual	FY10 Actual	FY09 Actual
41001	Salaries - Regular	421,674	\$ 363,706	\$ 506,644	\$ 519,632	\$ 490,824
41002	Salaries - Overtime	15,000	6,814	13,085	42,182	4,983
41003	Salaries - Parttime	-	-	-	425	-
42001	Fica	33,400	26,480	36,307	37,660	35,394
42002	VRS/Life Insurance	91,125	62,888	88,536	77,722	73,704
42005	Medical Insurance	90,002	66,943	111,875	115,546	97,881
	Total Personnel & Fringe Benefits	\$ 651,201	\$ 526,831	\$ 756,447	\$ 793,167	\$ 702,787
43002	Professional Services	-	-	-	41,783	1,973
43005	Maint Service Contract	500	-	-	-	-
43006	Printing & Binding	200	-	-	-	32
43007	Advertising	-	-	-	-	211
43016	Asphalt - Paving Projects	350,000	304,672	296,873	422,026	782,185
43023	Safety Program	2,500	1,206	770	2,276	1,963
43028	Surveying	1,000	950	-	22	400
43046	Curb & Gutter - concrete	75,000	-	-	-	196,970
45201	Postal Service	200	24	5	6	20
45203	Telecommunications	750	209	700	863	515
45401	Office Supplies	200	154	31	138	75
45407	Repair & Maint Supplies	175,000	136,378	187,161	222,681	171,770
45408	POL	60,000	39,430	35,709	38,383	31,606
45410	Uniforms & Wearing Apparel	6,000	563	258	3,495	3,734
45413	Other Operating Supplies	20,000	12,545	3,244	13,256	14,030
45418	Engineering Materials	-	-	-	-	-
45420	Small Tools	750	667	528	841	377
45471	Storm Drainage Maintenance	20,000	2,196	7,975	1,178	25,375
45472	Bridge Inspections	16,000	8,800	4,597	8,400	3,500
45473	Line Painting	20,000	19,610	20,329	8,218	29,367
45477	Curb & Gutter Reconstruction	75,000	166,992	5,837	167,675	273,948
45478	Snow Removal	75,000	22,744	-	-	-
45504	Travel & Education	3,500	2,246	5,433	2,213	2,074
45801	Dues & Memberships	200	-	-	-	-
47003	Communication Equipment	1,000	-	-	-	-
	Total Operating Expenses	\$ 902,800	\$ 719,388	\$ 569,451	\$ 933,454	\$ 1,540,125
47005	Motor Vehicles	-	-	-	-	163,495
47926	Bridge Repair	50,000	-	126,317	-	-
47927	Street Reconstruction	75,000	153,720	63,473	78,675	384,128
	Total Capital	\$ 125,000	\$ 153,720	\$ 189,790	\$ 78,675	\$ 547,623
4999	Contingencies	\$ -	\$ -	\$ -	\$ -	\$ -
	Total - Department	\$ 1,679,001	\$ 1,399,939	\$ 1,515,687	\$ 1,805,296	\$ 2,790,534
	Annual Adopted Budget	\$ 1,679,001	\$ 1,649,855	\$ 1,904,364	\$ 1,827,950	\$ 2,180,274
	Amended Budget Amount		\$ 1,899,978	\$ 1,828,595	\$ 2,489,661	\$ 3,431,620

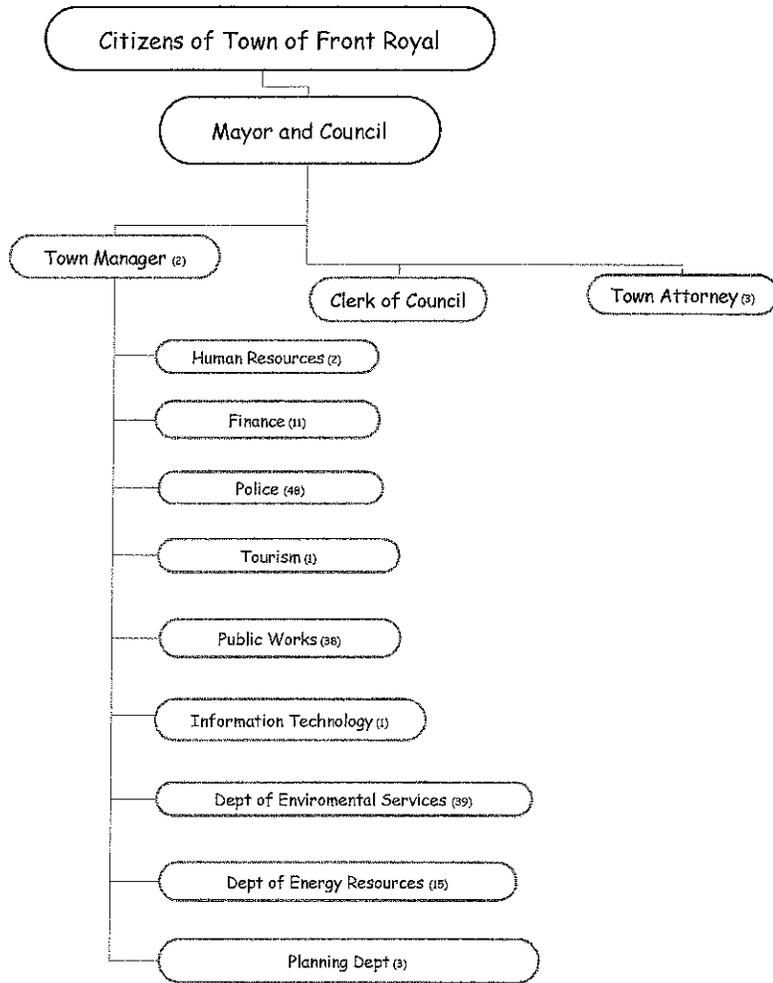
Section

9

Personnel
and
Misc Information

Adopted
FY2012-2013

Town of Front Royal Organizational Chart
Full time employees



Total Employees:	163	FY13
(Full Time)	162	FY12
	157	FY11
	157	FY10
	158.5	FY09
	159	FY08
	155	FY07
	151	FY06
	151	FY05
	154	FY04
	152	FY03
	145	FY02
	147	FY01
	146	FY00

Town of Front Royal
Proposed Pay Grade/Step
For Fiscal Yr Ending
June 30, 2012

STEP	GRADE	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	STEP	
1	1	14992.80	15267.20	15841.60	16057.60	16452.80	16868.80	17284.80	17721.60	18179.20	18636.80	19094.40	19572.80	20072.00	20571.20	21070.40	21590.40	22152.00	22692.80	23254.40	23836.80	24440.00	25043.20
	Annual	1241.07	1272.27	1303.47	1336.13	1371.07	1405.73	1440.40	1476.80	1514.93	1553.07	1591.20	1631.07	1672.67	1714.27	1755.87	1799.20	1846.00	1897.87	1949.40	2006.93	2066.93	2138.93
	Month	286.40	293.60	300.80	308.80	316.40	324.40	332.40	340.80	349.60	358.40	367.20	376.40	386.00	395.60	405.20	415.20	426.00	436.40	447.20	458.40	470.00	483.60
	Week	7.16	7.34	7.52	7.72	7.91	8.11	8.31	8.52	8.74	8.96	9.18	9.41	9.65	9.89	10.13	10.38	10.65	10.91	11.18	11.46	11.75	12.04
	Per Hour	15641.60	16057.60	16452.80	16868.80	17284.80	17721.60	18179.20	18636.80	19094.40	19572.80	20072.00	20571.20	21070.40	21590.40	22152.00	22692.80	23254.40	23836.80	24440.00	25043.20	25667.20	26332.80
2	2	1303.47	1336.13	1371.07	1405.73	1440.40	1476.80	1514.93	1553.07	1591.20	1631.07	1672.67	1714.27	1755.87	1799.20	1846.00	1897.87	1949.40	2006.93	2066.93	2138.93	2194.40	2248.13
	Annual	300.80	308.80	316.40	324.40	332.40	340.80	349.60	358.40	367.20	376.40	386.00	395.60	405.20	415.20	426.00	436.40	447.20	458.40	470.00	483.60	506.40	518.80
	Month	7.52	7.72	7.91	8.11	8.31	8.52	8.74	8.96	9.18	9.41	9.65	9.89	10.13	10.38	10.65	10.91	11.18	11.46	11.75	12.04	12.34	12.66
	Week	18179.20	18636.80	19094.40	19572.80	20072.00	20571.20	21070.40	21590.40	22152.00	22692.80	23254.40	23836.80	24440.00	25043.20	25667.20	26332.80	26977.60	27643.20	28329.60	29057.60	29875.60	30534.40
	Per Hour	18179.20	18636.80	19094.40	19572.80	20072.00	20571.20	21070.40	21590.40	22152.00	22692.80	23254.40	23836.80	24440.00	25043.20	25667.20	26332.80	26977.60	27643.20	28329.60	29057.60	29875.60	30534.40
3	3	1371.07	1405.73	1440.40	1476.80	1514.93	1553.07	1591.20	1631.07	1672.67	1714.27	1755.87	1799.20	1846.00	1897.87	1949.40	2006.93	2066.93	2138.93	2194.40	2248.13	2303.60	2360.80
	Annual	316.40	324.40	332.40	340.80	349.60	358.40	367.20	376.40	386.00	395.60	405.20	415.20	426.00	436.40	447.20	458.40	470.00	483.60	506.40	518.80	531.60	544.80
	Month	7.91	8.11	8.31	8.52	8.74	8.96	9.18	9.41	9.65	9.89	10.13	10.38	10.65	10.91	11.18	11.46	11.75	12.04	12.34	12.66	12.97	13.29
	Week	17284.80	17721.60	18179.20	18636.80	19094.40	19572.80	20072.00	20571.20	21070.40	21590.40	22152.00	22692.80	23254.40	23836.80	24440.00	25043.20	25667.20	26332.80	26977.60	27643.20	28329.60	29057.60
	Per Hour	17284.80	17721.60	18179.20	18636.80	19094.40	19572.80	20072.00	20571.20	21070.40	21590.40	22152.00	22692.80	23254.40	23836.80	24440.00	25043.20	25667.20	26332.80	26977.60	27643.20	28329.60	29057.60
4	4	1440.40	1476.80	1514.93	1553.07	1591.20	1631.07	1672.67	1714.27	1755.87	1799.20	1846.00	1897.87	1949.40	2006.93	2066.93	2138.93	2194.40	2248.13	2303.60	2360.80	2421.47	2482.13
	Annual	349.60	358.40	367.20	376.40	386.00	395.60	405.20	415.20	426.00	436.40	447.20	458.40	470.00	483.60	506.40	518.80	531.60	544.80	568.00	582.00	601.60	616.40
	Month	8.31	8.52	8.74	8.96	9.18	9.41	9.65	9.89	10.13	10.38	10.65	10.91	11.18	11.46	11.75	12.04	12.34	12.66	12.97	13.29	13.62	14.00
	Week	18179.20	18636.80	19094.40	19572.80	20072.00	20571.20	21070.40	21590.40	22152.00	22692.80	23254.40	23836.80	24440.00	25043.20	25667.20	26332.80	26977.60	27643.20	28329.60	29057.60	29875.60	30534.40
	Per Hour	18179.20	18636.80	19094.40	19572.80	20072.00	20571.20	21070.40	21590.40	22152.00	22692.80	23254.40	23836.80	24440.00	25043.20	25667.20	26332.80	26977.60	27643.20	28329.60	29057.60	29875.60	30534.40
5	5	1591.20	1631.07	1672.67	1714.27	1756.21	1799.20	1846.00	1897.87	1949.40	2006.93	2066.93	2138.93	2194.40	2248.13	2303.60	2360.80	2421.47	2482.13	2544.53	2606.93	2671.07	2738.67
	Annual	367.20	376.40	386.00	395.60	405.20	415.20	426.00	436.40	447.20	458.40	470.00	483.60	506.40	518.80	531.60	544.80	568.00	582.00	601.60	616.40	632.00	647.60
	Month	9.18	9.41	9.65	9.89	10.13	10.38	10.65	10.91	11.18	11.46	11.75	12.04	12.34	12.66	12.97	13.29	13.62	14.00	14.32	14.68	15.04	15.41
	Week	19094.40	19572.80	20072.00	20571.20	21070.40	21590.40	22152.00	22692.80	23254.40	23836.80	24440.00	25043.20	25667.20	26332.80	26977.60	27643.20	28329.60	29057.60	29875.60	30534.40	31283.20	32052.80
	Per Hour	19094.40	19572.80	20072.00	20571.20	21070.40	21590.40	22152.00	22692.80	23254.40	23836.80	24440.00	25043.20	25667.20	26332.80	26977.60	27643.20	28329.60	29057.60	29875.60	30534.40	31283.20	32052.80
6	6	1672.67	1714.27	1756.21	1799.20	1846.00	1897.87	1949.40	2006.93	2066.93	2138.93	2194.40	2248.13	2303.60	2360.80	2421.47	2482.13	2544.53	2606.93	2671.07	2738.67	2806.27	2875.60
	Annual	386.00	395.60	405.20	415.20	426.00	436.40	447.20	458.40	470.00	483.60	506.40	518.80	531.60	544.80	568.00	582.00	601.60	616.40	632.00	647.60	663.60	680.40
	Month	9.18	9.41	9.65	9.89	10.13	10.38	10.65	10.91	11.18	11.46	11.75	12.04	12.34	12.66	12.97	13.29	13.62	14.00	14.32	14.68	15.04	15.41
	Week	20072.00	20571.20	21070.40	21590.40	22152.00	22692.80	23254.40	23836.80	24440.00	25043.20	25667.20	26332.80	26977.60	27643.20	28329.60	29057.60	29875.60	30534.40	31283.20	32052.80	32864.00	33675.20
	Per Hour	20072.00	20571.20	21070.40	21590.40	22152.00	22692.80	23254.40	23836.80	24440.00	25043.20	25667.20	26332.80	26977.60	27643.20	28329.60	29057.60	29875.60	30534.40	31283.20	32052.80	32864.00	33675.20
7	7	1755.87	1799.20	1846.00	1897.87	1949.40	2006.93	2066.93	2138.93	2194.40	2248.13	2303.60	2360.80	2421.47	2482.13	2544.53	2606.93	2671.07	2738.67	2806.27	2875.60	2946.40	3021.20
	Annual	405.20	415.20	426.00	436.40	447.20	458.40	470.00	483.60	506.40	518.80	531.60	544.80	568.00	582.00	601.60	616.40	632.00	647.60	663.60	680.40	697.20	714.80
	Month	10.13	10.38	10.65	10.91	11.18	11.46	11.75	12.04	12.34	12.66	12.97	13.29	13.62	14.00	14.32	14.68	15.04	15.41	15.80	16.19	16.59	17.01
	Week	22152.00	22692.80	23254.40	23836.80	24440.00	25043.20	25667.20	26332.80	26977.60	27643.20	28329.60	29057.60	29875.60	30534.40	31283.20	32052.80	32864.00	33675.20	34507.20	35390.80	36340.00	37353.60
	Per Hour	22152.00	22692.80	23254.40	23836.80	24440.00	25043.20	25667.20	26332.80	26977.60	27643.20	28329.60	29057.60	29875.60	30534.40	31283.20	32052.80	32864.00	33675.20	34507.20	35390.80	36340.00	37353.60
8	8	1846.00	1897.87	1949.40	2006.93	2066.93	2138.93	2194.40	2248.13	2303.60	2360.80	2421.47	2482.13	2544.53	2606.93	2671.07	2738.67	2806.27	2875.60	2946.40	3021.20	3097.47	3173.73
	Annual	426.00	436.40	447.20	458.40	470.00	483.60	506.40	518.80	531.60	544.80	568.00	582.00	601.60	616.40	632.00	647.60	663.60	680.40	697.20	714.80	732.40	750.80
	Month	10.65	10.91	11.18	11.46	11.75	12.04	12.34	12.66	12.97	13.29	13.62	14.00	14.32	14.68	15.04	15.41	15.80	16.19	16.59	17.01	17.43	17.87
	Week	23254.40	23836.80	24440.00	25043.20	25667.20	26332.80	26977.60	27643.20	28329.60	29057.60	29875.60	30534.40	31283.20	32052.80	32864.00	33675.20	34507.20	35390.80	36340.00	37353.60	38424.00	39553.60
	Per Hour	23254.40	23836.80	24440.00	25043.20	25667.20	26332.80	26977.60	27643.20	28329.60	29057.60	29875.60	30534.40	31283.20	32052.80	32864.00	33675.20	34507.20	35390.80	36340.00	37353.60	38424.00	39553.60
9	9	1949.40	2006.93	2066.93	2138.93	2194.40	2248.13	2303.60	2360.80	2													

Town of Front Royal
Proposed Pay Grade/Step
For Fiscal Yr Ending
June 30, 2012

STEP	A/1	B/2	C/3	D/4	E/5	F/6	G/7	H/8	I/9	J/10	K/11	L/12	M/13	N/14	O/15	P/16	Q/17	R/18	S/19	T/20	STEP	
12	25667.60	26332.80	26977.60	27643.20	28329.60	29057.60	29785.60	30534.40	31283.20	32052.80	32864.00	33675.20	34507.20	35380.80	36254.40	37169.60	38084.80	39041.60	39998.40	41017.60	42036.80	13
Annual	2138.88	2194.40	2248.13	2303.60	2360.80	2421.47	2482.13	2544.53	2606.93	2671.07	2738.67	2806.27	2875.60	2948.40	3021.20	3097.47	3173.73	3253.47	3333.20	3418.13	3503.07	14
Month	493.80	506.40	516.80	531.60	544.80	558.80	572.80	587.20	601.60	616.40	632.00	647.60	663.60	680.40	697.20	714.80	732.40	750.80	769.20	788.80	808.40	15
Week	12.34	12.66	12.97	13.29	13.62	13.97	14.32	14.68	15.04	15.41	15.80	16.19	16.59	17.01	17.43	17.87	18.31	18.77	19.23	19.72	20.21	16
Per Hour	26977.60	27643.20	28329.60	29057.60	29785.60	30534.40	31283.20	32052.80	32864.00	33675.20	34507.20	35380.80	36254.40	37169.60	38084.80	39041.60	39998.40	41017.60	42036.80	43097.60	44158.40	17
Annual	2248.13	2303.60	2360.80	2421.47	2482.13	2544.53	2606.93	2671.07	2738.67	2806.27	2875.60	2948.40	3021.20	3097.47	3173.73	3253.47	3333.20	3418.13	3503.07	3591.47	3679.87	18
Month	544.80	558.80	572.80	587.20	601.60	616.40	632.00	647.60	663.60	680.40	697.20	714.80	732.40	750.80	769.20	788.80	808.40	828.80	849.20	870.80	892.40	19
Week	13.62	13.97	14.32	14.68	15.04	15.41	15.80	16.19	16.59	17.01	17.43	17.87	18.31	18.77	19.23	19.72	20.21	20.72	21.23	21.77	22.31	20
Per Hour	32864.00	33675.20	34507.20	35380.80	36254.40	37169.60	38084.80	39041.60	39998.40	41017.60	42036.80	43097.60	44158.40	45281.60	46404.80	47569.60	48755.20	49982.40	51209.60	52499.20	53809.60	21
Annual	3021.20	3097.47	3173.73	3253.47	3333.20	3418.13	3503.07	3591.47	3679.87	3773.47	3867.07	3964.13	4062.93	4165.20	4267.47	4374.93	4484.13	4595.07	4711.20	4829.07	4948.67	22
Month	693.60	714.80	732.40	750.80	769.20	788.80	808.40	828.80	849.20	870.80	892.40	914.80	937.60	961.20	984.80	1009.60	1034.80	1060.40	1087.20	1114.40	1142.00	23
Week	16.59	17.01	17.43	17.87	18.31	18.77	19.23	19.72	20.21	20.72	21.23	21.77	22.31	22.87	23.44	24.03	24.62	25.24	25.87	26.51	27.18	24
Per Hour	39998.40	41017.60	42036.80	43097.60	44158.40	45281.60	46404.80	47569.60	48755.20	49982.40	51209.60	52499.20	53809.60	55140.80	56534.40	57948.80	59384.00	60881.60	62400.00	63939.20	65540.80	25
Annual	3333.20	3418.13	3503.07	3591.47	3679.87	3773.47	3867.07	3964.13	4062.93	4165.20	4267.47	4374.93	4484.13	4595.07	4711.20	4829.07	4948.67	5073.47	5200.00	5328.27	5461.73	26
Month	769.20	788.80	808.40	828.80	849.20	870.80	892.40	914.80	937.60	961.20	984.80	1009.60	1034.80	1060.40	1087.20	1114.40	1142.00	1170.80	1200.00	1229.60	1260.40	27
Week	19.23	19.72	20.21	20.72	21.23	21.77	22.31	22.87	23.44	24.03	24.62	25.24	25.87	26.51	27.18	27.86	28.55	29.27	30.00	30.74	31.51	28
Per Hour	42036.80	43097.60	44158.40	45281.60	46404.80	47569.60	48755.20	49982.40	51209.60	52499.20	53809.60	55140.80	56534.40	57948.80	59384.00	60881.60	62400.00	63939.20	65540.80	67184.00	68968.80	29
Annual	3503.07	3591.47	3679.87	3773.47	3867.07	3964.13	4062.93	4165.20	4267.47	4374.93	4484.13	4595.07	4711.20	4829.07	4948.67	5073.47	5200.00	5328.27	5461.73	5598.67	5739.07	30
Month	808.40	828.80	849.20	870.80	892.40	914.80	937.60	961.20	984.80	1009.60	1034.80	1060.40	1087.20	1114.40	1142.00	1170.80	1200.00	1229.60	1260.40	1292.00	1324.40	31
Week	20.21	20.72	21.23	21.77	22.31	22.87	23.44	24.03	24.62	25.24	25.87	26.51	27.18	27.86	28.55	29.27	30.00	30.74	31.51	32.30	33.11	32
Per Hour	44158.40	45281.60	46404.80	47569.60	48755.20	49982.40	51209.60	52499.20	53809.60	55140.80	56534.40	57948.80	59384.00	60881.60	62400.00	63939.20	65540.80	67184.00	68968.80	70895.20	72905.20	33
Annual	3679.87	3773.47	3867.07	3964.13	4062.93	4165.20	4267.47	4374.93	4484.13	4595.07	4711.20	4829.07	4948.67	5073.47	5200.00	5328.27	5461.73	5598.67	5739.07	5882.93	6032.40	34
Month	849.20	870.80	892.40	914.80	937.60	961.20	984.80	1009.60	1034.80	1060.40	1087.20	1114.40	1142.00	1170.80	1200.00	1229.60	1260.40	1292.00	1324.40	1357.60	1391.60	35
Week	21.23	21.77	22.31	22.87	23.44	24.03	24.62	25.24	25.87	26.51	27.18	27.86	28.55	29.27	30.00	30.74	31.51	32.30	33.11	33.94	34.81	36
Per Hour																						

Town of Front Royal
Proposed Pay Grade/Step
For Fiscal Yr Ending
June 30, 2012

STEP	A/1	B/2	C/3	D/4	E/5	F/6	G/7	H/8	I/9	J/10	K/11	L/12	M/13	N/14	O/15	P/16	Q/17	R/18	S/19	T/20	STEP	
24	46404.90	47589.60	48755.20	49882.40	51209.60	52499.20	53809.60	55140.80	56534.40	57948.80	59384.00	60881.60	62400.00	63939.20	65540.80	67184.00	68868.80	70595.20	72342.40	74152.00	76003.20	24
Annual	3867.07	3864.13	4062.93	4165.20	4267.47	4374.93	4484.13	4595.07	4711.20	4829.07	4948.67	5073.47	5200.00	5328.27	5461.73	5598.67	5739.07	5882.93	6028.53	6179.33	6333.60	74152.00
Month	892.40	914.90	937.60	961.20	984.80	1009.60	1034.80	1060.40	1087.20	1114.40	1142.00	1170.80	1200.00	1229.60	1260.40	1292.00	1324.40	1357.60	1392.40	1426.00	1461.60	1780.80
Week	22.31	22.87	23.44	24.03	24.62	25.24	25.87	26.51	27.18	27.86	28.55	29.27	30.00	30.74	31.51	32.30	33.11	33.94	34.78	35.65	36.54	44.52
Per Hour	48755.20	49882.40	51209.60	52499.20	53809.60	55140.80	56534.40	57948.80	59384.00	60881.60	62400.00	63939.20	65540.80	67184.00	68868.80	70595.20	72342.40	74152.00	76003.20	77896.00	79851.20	81848.00
25	4062.93	4267.47	4374.93	4484.13	4595.07	4711.20	4829.07	4948.67	5073.47	5200.00	5328.27	5461.73	5598.67	5739.07	5882.93	6028.53	6179.33	6333.60	6491.33	6654.27	6820.67	7003.20
Annual	984.80	1009.60	1034.80	1060.40	1087.20	1114.40	1142.00	1170.80	1200.00	1229.60	1260.40	1292.00	1324.40	1357.60	1392.40	1426.00	1461.60	1498.00	1535.60	1574.00	1613.20	1653.60
Month	23.44	24.03	24.62	25.24	25.87	26.51	27.18	27.86	28.55	29.27	30.00	30.74	31.51	32.30	33.11	33.94	34.78	35.65	36.54	37.45	38.39	39.35
Week	5828.27	5998.67	6028.53	6179.33	6333.60	6491.33	6654.27	6820.67	6990.53	7165.60	7344.13	7527.87	7716.80	7909.20	8106.80	8309.60	8518.40	8733.20	8954.27	9181.60	9410.40	9650.80
Per Hour	62400.00	63939.20	65540.80	67184.00	68868.80	70595.20	72342.40	74152.00	76003.20	77896.00	79851.20	81848.00	83886.40	85967.20	88129.60	90334.40	92601.60	94910.40	97281.60	99715.20	102216.00	104784.00
26	4267.47	4374.93	4484.13	4595.07	4711.20	4829.07	4948.67	5073.47	5200.00	5328.27	5461.73	5598.67	5739.07	5882.93	6028.53	6179.33	6333.60	6491.33	6654.27	6820.67	6990.53	7165.60
Annual	1034.80	1060.40	1087.20	1114.40	1142.00	1170.80	1200.00	1229.60	1260.40	1292.00	1324.40	1357.60	1392.40	1426.00	1461.60	1498.00	1535.60	1574.00	1613.20	1653.60	1694.80	1737.20
Month	25.24	25.87	26.51	27.18	27.86	28.55	29.27	30.00	30.74	31.51	32.30	33.11	33.94	34.78	35.65	36.54	37.45	38.39	39.35	40.33	41.34	42.37
Week	62400.00	63939.20	65540.80	67184.00	68868.80	70595.20	72342.40	74152.00	76003.20	77896.00	79851.20	81848.00	83886.40	85967.20	88129.60	90334.40	92601.60	94910.40	97281.60	99715.20	102216.00	104784.00
Per Hour	52499.20	53809.60	55140.80	56534.40	57948.80	59384.00	60881.60	62400.00	63939.20	65540.80	67184.00	68868.80	70595.20	72342.40	74152.00	76003.20	77896.00	79851.20	81848.00	83886.40	85967.20	88129.60
27	4484.13	4595.07	4711.20	4829.07	4948.67	5073.47	5200.00	5328.27	5461.73	5598.67	5739.07	5882.93	6028.53	6179.33	6333.60	6491.33	6654.27	6820.67	6990.53	7165.60	7344.13	7527.87
Annual	1087.20	1114.40	1142.00	1170.80	1200.00	1229.60	1260.40	1292.00	1324.40	1357.60	1392.40	1426.00	1461.60	1498.00	1535.60	1574.00	1613.20	1653.60	1694.80	1737.20	1780.80	1825.20
Month	26.51	27.18	27.86	28.55	29.27	30.00	30.74	31.51	32.30	33.11	33.94	34.78	35.65	36.54	37.45	38.39	39.35	40.33	41.34	42.37	43.43	44.52
Week	52499.20	53809.60	55140.80	56534.40	57948.80	59384.00	60881.60	62400.00	63939.20	65540.80	67184.00	68868.80	70595.20	72342.40	74152.00	76003.20	77896.00	79851.20	81848.00	83886.40	85967.20	88129.60
Per Hour	62400.00	63939.20	65540.80	67184.00	68868.80	70595.20	72342.40	74152.00	76003.20	77896.00	79851.20	81848.00	83886.40	85967.20	88129.60	90334.40	92601.60	94910.40	97281.60	99715.20	102216.00	104784.00
28	46404.90	47589.60	48755.20	49882.40	51209.60	52499.20	53809.60	55140.80	56534.40	57948.80	59384.00	60881.60	62400.00	63939.20	65540.80	67184.00	68868.80	70595.20	72342.40	74152.00	76003.20	77896.00
Annual	4948.67	4948.67	5200.00	5328.27	5461.73	5598.67	5739.07	5882.93	6028.53	6179.33	6333.60	6491.33	6654.27	6820.67	6990.53	7165.60	7344.13	7527.87	7716.80	7909.20	8106.80	8309.60
Month	1142.00	1170.80	1200.00	1229.60	1260.40	1292.00	1324.40	1357.60	1392.40	1426.00	1461.60	1498.00	1535.60	1574.00	1613.20	1653.60	1694.80	1737.20	1780.80	1825.20	1870.80	1917.60
Week	28.55	29.27	30.00	30.74	31.51	32.30	33.11	33.94	34.78	35.65	36.54	37.45	38.39	39.35	40.33	41.34	42.37	43.43	44.52	45.63	46.77	47.94
Per Hour	52499.20	53809.60	55140.80	56534.40	57948.80	59384.00	60881.60	62400.00	63939.20	65540.80	67184.00	68868.80	70595.20	72342.40	74152.00	76003.20	77896.00	79851.20	81848.00	83886.40	85967.20	88129.60
29	4948.67	4948.67	5200.00	5328.27	5461.73	5598.67	5739.07	5882.93	6028.53	6179.33	6333.60	6491.33	6654.27	6820.67	6990.53	7165.60	7344.13	7527.87	7716.80	7909.20	8106.80	8309.60
Annual	1142.00	1170.80	1200.00	1229.60	1260.40	1292.00	1324.40	1357.60	1392.40	1426.00	1461.60	1498.00	1535.60	1574.00	1613.20	1653.60	1694.80	1737.20	1780.80	1825.20	1870.80	1917.60
Month	28.55	29.27	30.00	30.74	31.51	32.30	33.11	33.94	34.78	35.65	36.54	37.45	38.39	39.35	40.33	41.34	42.37	43.43	44.52	45.63	46.77	47.94
Week	62400.00	63939.20	65540.80	67184.00	68868.80	70595.20	72342.40	74152.00	76003.20	77896.00	79851.20	81848.00	83886.40	85967.20	88129.60	90334.40	92601.60	94910.40	97281.60	99715.20	102216.00	104784.00
Per Hour	52499.20	53809.60	55140.80	56534.40	57948.80	59384.00	60881.60	62400.00	63939.20	65540.80	67184.00	68868.80	70595.20	72342.40	74152.00	76003.20	77896.00	79851.20	81848.00	83886.40	85967.20	88129.60
30	4948.67	4948.67	5200.00	5328.27	5461.73	5598.67	5739.07	5882.93	6028.53	6179.33	6333.60	6491.33	6654.27	6820.67	6990.53	7165.60	7344.13	7527.87	7716.80	7909.20	8106.80	8309.60
Annual	1142.00	1170.80	1200.00	1229.60	1260.40	1292.00	1324.40	1357.60	1392.40	1426.00	1461.60	1498.00	1535.60	1574.00	1613.20	1653.60	1694.80	1737.20	1780.80	1825.20	1870.80	1917.60
Month	28.55	29.27	30.00	30.74	31.51	32.30	33.11	33.94	34.78	35.65	36.54	37.45	38.39	39.35	40.33	41.34	42.37	43.43	44.52	45.63	46.77	47.94
Week	62400.00	63939.20	65540.80	67184.00	68868.80	70595.20	72342.40	74152.00	76003.20	77896.00	79851.20	81848.00	83886.40	85967.20	88129.60	90334.40	92601.60	94910.40	97281.60	99715.20	102216.00	104784.00
Per Hour	52499.20	53809.60	55140.80	56534.40	57948.80	59384.00	60881.60	62400.00	63939.20	65540.80	67184.00	68868.80	70595.20	72342.40	74152.00	76003.20	77896.00	79851.20	81848.00	83886.40	85967.20	88129.60

**TOWN OF FRONT ROYAL, VA
GROUP HEALTH INSURANCE CONTRIBUTIONS
FOR THE FISCAL YEAR 2013**

FULL-TIME EMPLOYEES

GHI PLAN	FY2013 MONTHLY PREMIUM			Bi-weekly	Bi-weekly	FY2012 MONTHLY PREMIUM		
	TOTAL	ER	EE	Deduction	Deduction	TOTAL	ER	EE
Key Adv. Expanded (ER/EE%)								
Employee only (84/16)	\$ 568	\$ 477	\$ 91	45.50	44.00	\$ 550	\$ 462	\$ 88
Employee and one (71/29)	\$ 1,052	\$ 747	\$ 305	152.50	147.50	\$ 1,018	\$ 723	\$ 295
Employee and family (72/28)	\$ 1,534	\$ 1,104	\$ 430	215.00	207.50	\$ 1,485	\$ 1,070	\$ 415
Key adv. 250 (ER/EE%)						<i>below as key advantage 200</i>		
Employee only (87/13)	\$ 529	\$ 460	\$ 69	34.50	34.00	\$ 512	\$ 445	\$ 67
Employee and one (74/26)	\$ 978	\$ 724	\$ 254	127.00	127.00	\$ 947	\$ 701	\$ 246
Employee and family (75/25)	\$ 1,428	\$ 1,071	\$ 357	178.50	178.00	\$ 1,382	\$ 1,037	\$ 345

PART-TIME EMPLOYEES

GHI PLAN	FY2013 MONTHLY PREMIUM			Bi-weekly	Bi-weekly	FY2010 MONTHLY PREMIUM		
	TOTAL	ER ¹	EE	Deduction	Deduction	TOTAL	ER ¹	EE
Key Adv. Expanded (ER/EE %)								
Employee only (40/60)	\$ 568	\$ 227	\$ 341	170.50	165.00	\$ 550	\$ 220	\$ 330
Employee and one (22/78)	\$ 1,052	\$ 220	\$ 832	416.00	399.00	\$ 1,018	\$ 220	\$ 798
Employee and family (15/85)	\$ 1,534	\$ 220	\$ 1,314	657.00	632.50	\$ 1,485	\$ 220	\$ 1,265
Key Adv. 250 (ER/EE %)						<i>below as key advantage 200</i>		
Employee only (42/58)	\$ 529	\$ 215	\$ 314	157.00	154.00	\$ 512	\$ 220	\$ 308
Employee and one (22/78)	\$ 978	\$ 215	\$ 763	381.50	378.50	\$ 947	\$ 220	\$ 757
Employee and family (15/85)	\$ 1,428	\$ 215	\$ 1,213	606.50	603.00	\$ 1,382	\$ 220	\$ 1,162

RETIREEES

GHI PLAN	FY2013 MONTHLY PREMIUM		
	TOTAL	ER	EE
Key Advantage Expanded:			
Employee only	\$ 568		Note 2
Employee and one	\$ 1,052		Note 2
Employee and family	\$ 1,534		Note 2
Key Advantage 250:			
Employee only	\$ 529		Note 2
Employee and one	\$ 978		Note 2
Employee and family	\$ 1,428		Note 2
Key Advantage 65	\$ 160		Note 2

FY2012 MONTHLY PREMIUM		
TOTAL	ER	EE
\$ 550		Note 2
\$ 1,018		Note 2
\$ 1,485		Note 2
<i>below as Key Adv. 200</i>		
\$ 512		Note 2
\$ 947		Note 2
\$ 1,382		Note 2
\$ 160		Note 2

Note 1:

The Local Choice Program requires the Employer to contribute a minimum of 40% of the "employee only" monthly premium for "Part-Time" employees. Front Royal provides the same payment for the Key Advantage Expanded and Key Advantage 250 programs. This requirement does not apply to "Retirees."

Note 2: Effective January 1, 2002, Council directed that the Town contribute a portion of a Retiree's or Retiree's spouse's monthly group health insurance premium. The amount of the contribution is equal to 1% of the monthly premium for each year, or portion of a year, of Town of Front Royal service.

Town of Front Royal
Classes Grouped Alphabetically
Fiscal Year Ending
June 30, 2013

Classification Title	Grade	Range Beginning	Range End
Accounting Technician I	12	\$ 25,667	\$ 41,017
Accounting Technician II	14	28,329	45,281
Accounting Technician III	15	29,785	47,569
Accounting Technician Trainee	10	23,254	37,169
Administrative Assistant	15	29,785	47,569
Assistant Chief Dispatcher	14	28,329	45,281
Assistant Manager [WWTP/WTP]	21	39,998	63,939
Assistant Town Attorney	24	46,404	74,152
Asst Town Manager - Community Development		contract	
Automotive Technician	16	31,283	49,982
Building Official	22	42,036	67,184
Chief Dispatcher - Police	15	29,785	47,569
Chief Inspector	17	32,864	52,499
Chief Meter Reader	14	28,329	45,281
Chief of Police	30	62,400	99,715
Clerk of Council	22	42,036	67,184
Code Enforcement Officer	20	38,084	60,881
Crew Supervisor [Solid Waste/Utility Line/PW]	19	36,254	57,948
Customer Service Specialist	10	23,254	37,169
Deputy Director [Electric/Finance/DES/PW]	24	46,404	74,152
Deputy Utility Inspector	15	29,785	47,569
Director [Finance/Electric/DES/PW/Engineer]	30	62,400	99,715
Director of Human Resources	27	53,809	85,987
Director of Planning	28	56,534	90,334

Town of Front Royal
Classes Grouped Alphabetically
Fiscal Year Ending

Classification Title	Grade	Range	
		June 30, 2013	Range
		Beginning	End
Electric Engineering Assistant	18	34,507	55,140
Electric Engineering Techniciana	19	36,254	57,948
Electric Inspector	17	32,864	52,499
Electric Line Crew Leader	20	38,084	60,881
Electric Line Crew Supervisor	21	39,998	63,939
Electric Line Technician A	19	36,254	57,948
Electric Line Technician B	18	34,507	55,140
Electric Line Technician C	16	31,283	49,982
Electric Meter Service Tech A	18	34,507	55,140
Electric Meter Service Tech Trainee	16	31,283	49,982
Electric Operations Technician	16	31,283	49,982
Electric Service Meter Tech	19	36,254	57,948
Equipment Operator [PW/Utilities/Solid Waste]	13	26,977	43,097
Financial Analysis	22	42,036	67,184
GIS Tech	19	36,254	57,948
Horticulturist	19	36,254	57,948
Human Resource Specialist	24	46,404	74,152
Information Tech Technician	21	39,998	63,939
Legal Assistant	15	29,785	47,569
Manager [Risk Management/Purchasing/Finance/IT/ Infrastructure/Automotive/WTP/WWTP Electric Operations/General Service]	24	46,404	74,152
Management Analyst	18	34,507	55,140
Maintenance Technician - Works	16	31,283	49,982
Maintenance Worker	9	22,152	35,380
Meter Reader	11	24,440	39,041
Office Assistant	10	23,254	37,269

Town of Front Royal
Classes Grouped Alphabetically
Fiscal Year Ending
June 30, 2013

Classification Title	Grade	Range Beginning	Range End
Planner/Zoning Official	22	42,036	67,184
Planner/GIS Analyst	22	42,036	67,184
Planning Technician	17	32,864	52,499
Plant Maint Technician [WTP - WWTP]	16	31,283	49,982
Plant Operator I [WTP - WWTP]	17	32,864	52,499
Plant Operator II [WTP - WWTP]	16	31,283	49,982
Plant Operator III [WTP - WWTP]	14	28,329	45,281
Plant Operator IV [WTP - WWTP]	13	26,977	43,097
Plant Operator Trainee [WTP - WWTP]	12	25,667	41,017
Police Captain	26	51,209	81,848
Police Corporal	20	38,084	60,881
Police Dispatcher	13	26,977	43,097
Police Investigator	18	34,507	55,140
Police Lieutenant	24	46,404	74,152
Police Officer	18	34,507	55,140
Police Records Specialist	12	25,667	41,017
Police Sergeant	22	42,036	67,184
Project Administrator	26	51,209	81,848
Senior Administrative Assistant	19	36,254	57,948
Senior Automotive Technician	18	34,507	55,140
Senior Equipment Operator [Utilities/Solid Waste/St Cleaning/DES]	15	29,785	47,569
Senior Legal Assistant	19	36,254	57,948
Senior Maint Tech - General Properties	16	31,283	49,982
Senior Maint Worker - DES	12	25,667	41,017
Senior Maint Worker - WWTP	13	26,977	43,097
Senior Meter Reader	12	25,667	41,017
Senior Planner/Zoning Official	23	44,158	70,595
Senior Utility Line Technician	14	28,329	45,281
Sign Maintenance Technician	14	28,329	45,281
Solid Waste - Lead Worker	15	29,785	47,569
Solid Waste Worker	9	22,152	35,380
Superintendent [Automotive/WTP/WWTP/Electric]	22	42,036	67,184
Tourism Coordinator	18	34,507	55,140
Town Attorney		contract	
Town Manager		contract	

Town of Front Royal
Classes Grouped Alphabetically
Fiscal Year Ending
June 30, 2013

Classification Title	Grade	Range Beginning	Range End
Utility Line Technician	11	24,440	39,041
Utility System Technician - Electric	18	34,507	55,140
Utility Systems Inspector	17	32,864	52,499
Utility Systems Technician	19	36,254	57,948
Visitor Center Manager	14	28,329	45,281

Section

10

Capital Requests FY13

			Acct #	
Information Technology	Communications	5,000	1204-7001	Need for telecom equipment
	ADP - Hardware	56,500	1204-7003	Needed for hardware and software
	Police Records System	61,325	1204-7007	Purchased FY12 payment options through vendor 1 of 6 payments
Police Department	Vehicles	70,000	3102-7005	Replacement Vehicles - 3 [Admin Vehicles]
Planning/Zoning	GIS Mapping System	32,750	8101-7014	
Tourism	Machinery & Equipment	3,000	1205-7001	Upgrade phones to cordless
Electric	Machinery & Equipment	104,500	9401-7001	Utility Dump/Arrow Board/Cable Locator/Power recorder
	Traffic Signalization	75,000	9401-7910	Untrasonic Insp System
	Manassas Substation	120,000		Cross walks
	Sprint Substation	125,000		
DES				
Sewer Plant	Nutrient Credits	110,000	9801-7001	Replace 1998 pickup
	Vehicles	26,000	9801-7005	Fork Truck replacement
		30,000	9801-7005	Replace #601 pickup
Water Plant	Security	20,000	9601-7903	
W/S Line Maint	Machinery & Equipment	30,000	9602/9802-7001	Back hoe to be purchased with funding from FY13 and FY14
	Water - Inventory	155,000	9602-7530	
	Sewer - Inventory	30,000	9802-7530	
	I & I Abatement	300,000	9802-7998	
Solid Waste	Machinery & Equipment	6,000	4203-7003	
	Vehicle	37,000	4203-7005	Lease to purchase year 3 of 6
Horticulture	Main St tree replacement	14,000	4305-7975	Phase 2 of 3
Streets	Machinery & Equipment	5,000	4102-7001	
	New Sidewalks	20,500	4102-7909	
	Bridge Repair	50,000	4500-7926	
	Street Reconstruction	75,000	7500-7927	
	Paving Projects	350,000	4500-3016	[listed in operations portion of budget]
	Curb & Gutter Projects	75,000	4500-5477	[listed in operations portion of budget]
Community Development	Facility Study	75,000		
	Kendrick-Kerfoot Connector	75,000		
	Leach Run Parkway	75,000		

\$ 2,211,575

Town of Front Royal FY13 Rate Schedules

Electric:

Residential:	0.0849 Per KWH
	6.24 Base Charge
Commercial:	0.0881 First 700 KWH
	0.0579 >700 KWH
	6.40 Base Charge

Water:

	7/1/2010	2/1/2011	7/1/2011
In-Town	6.75	6.95	7.54 First 3,000 Gallons
	5.79	5.96	6.47 Per 1,000 Gallons >3,000
Laundry In-Town:	5.50	6.41	6.95 Per 1,000 Gallons up to 100,000 Gallons
	5.00	5.82	6.31 Per 1,000 Gallons 100,001 to 500,000
	4.75	5.53	6.00 Per 1,000 Gallons >500,001 Gallons

(Out of Town Water = Double In-Town Rate)

Sewer:

In-Town	7.75	10.08	13.10 First 3,000 Gallons
	6.67	8.67	11.27 Per 1,000 Gallons >3,000
Laundry In-Town:	6.33	9.30	12.09 Per 1,000 Gallons up to 100,000 Gallons
	5.75	8.45	10.99 Per 1,000 Gallons 100,001 to 500,000
	5.47	8.03	10.44 Per 1,000 Gallons >500,001 Gallons

(Out of Town Sewer = Double In-Town Rate)

Monthly Charges:

	7/1/2010	2/1/2011	7/1/2011
1.25"	7.32	12.16	13.19
1.50"	9.82	16.31	17.70
2"	23.33	38.76	42.05
3"	122.40	203.33	220.61
4"	159.12	264.33	286.80
6"	244.80	406.66	441.23

Fire Suppression:

3"	26.99	27.80	30.16
4"	53.96	55.58	60.30
6"	109.86	113.16	122.78
8"	163.83	168.74	183.08
10"	217.80	224.33	243.40
12"	271.78	279.93	303.72

(Out of Town Rates = Double In-Town Rate)

Connection Fees:

	7/1/2010		2/1/2011	7/1/2011
<u>Electric:</u>				
\$	2,500	Electric In-Town <1 Acre	\$	2,500
\$	5,000	Electric In-Town 1-2 Acres	\$	5,000
\$	7,500	Electric In-Town >2 Acres	\$	7,500
 <u>Sewer:</u>				
\$	5,000	3/4" Tap	\$	7,500
\$	10,814	1" Tap	\$	16,875
\$	13,194	1 1/2" Tap	\$	32,500
\$	16,230	2" Tap	\$	51,250
\$	36,519	3" Tap	\$	101,250
\$	64,921	4" Tap	\$	157,500
\$	313,750	6" Tap	\$	313,750
\$	259,674	8" Tap	\$	501,250
\$	405,736	10" Tap	\$	720,000
\$	584,261	12" Tap	\$	938,750
			\$	1,219,400
 <u>Water:</u>				
\$	5,000	3/4" Tap	\$	4,000
\$	8,091	1" Tap	\$	8,125
\$	10,555	1 1/2" Tap	\$	15,000
\$	12,984	2" Tap	\$	23,250
\$	29,215	3" Tap	\$	43,250
\$	51,937	4" Tap	\$	70,000
\$	116,858	6" Tap	\$	138,750
\$	207,739	8" Tap	\$	221,250
\$	324,589	10" Tap	\$	317,500
\$	467,409	12" Tap	\$	413,750
			\$	537,875
 <u>Fire Suppression:</u>				
\$	1,268	3" Line	\$	1,585
\$	2,536	4" Line	\$	3,170
\$	5,072	6" Line	\$	6,340
\$	7,608	8" Line	\$	9,510
\$	10,144	10" Line	\$	12,680
\$	12,681	12" Line	\$	15,851

(Out of Town Rates = Double In-Town Rate)

Solid Waste Management:

Effective January 1, 2009

\$	11.00	Each	32 Gallon Container
\$	12.00	Each	96 Gallon Container
\$	180.00	4 Yd	Small Commercial
\$	230.00	>4 Yd	Large Commercial
\$	5.00		Private Pickup

General Fund Revenue Rates:

Real Estate	.11 per \$100.00	[adopted 3/28/11]
Personal Property	.64 per \$100.00	[adopted 3/28/11]
Meals Tax	6%	
Lodging Tax	4%	
Vehicle Decals	\$ 25	Auto
	\$ 15	Motorcycle
	\$ 15	Trailer

Category	Description	Amount	Unit
Finance	Bad check charge	35.00	
	Credit Card Convenience fee	2.35%	
	Penalty on utility bill after original due date	0.25	transaction
	Late fee on utility bill after 2nd due date	2%	
	Reconnection fee [non payment]	10.00	
	Work order fee	20.00	
	Tampering with electric or water meter fee	30.00	
	Copies	1,000.00	
		0.15	each
Misc	Complete copy of Town Code	100.00	
	Update service, Town code	40.00	
	Filing fee - Right of Way Vacation	100.00	per year
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	

