

Town of Culpeper

FY10 Budget



July 1, 2009 to June 30, 2010

Town of Culpeper

FY10 Budget

July 1, 2009 – June 30, 2010

Adopted by Town Council June 9 2009

The Town Council, as the governing body for the Town of Culpeper, sets policies and establishes ordinances for the general safety, health and welfare of its citizens. Through its collective judgment, it provides a budget ensuring current and future services are provided in a sound and financially responsible manner.



Culpeper Town Council

Seated from left: Michael T. Olinger, Duke M. duFrane, Pranas A. Rimeikis (Mayor), William M. Yowell (Vice-Mayor), and James C. Risner. Standing from left: Christopher H. Snider, Calvin L. Coleman, and Laurel C. Gravatte.

Pranas A. Rimeikis (<i>Mayor</i>) Address: 801 S. East St. Office: (540) 829-8259 Term Expires: 06/2010	William M. Yowell (<i>Vice-Mayor</i>) Address: 218 W. Park Avenue Home: (540) 829-4949 Term Expires: 06/2010
Duke M. duFrane Address: 710 Zeuswyn Drive Home: (540) 825-5232 Term Expires: 06/2010	Christopher H. Snider Address: 705 E. Piedmont St. Home: (540) 829-8240 Term Expires: 06/2012
James C. Risner Address: 306 E. Spencer St. Home: (540) 825-3392 Term Expires: 06/2010	Michael T. Olinger Address: 125 Garr Avenue Office: (540) 825-2211 Home: (540) 829-1018 Term Expires: 06/2012

Robert M. Ryan Address: 102 N. West St. Home: (540) 825-9248 Term Expires: 06/2012	Calvin L. Coleman Address: 1221 Oaklawn Drive Office: (540) 727-0372 Home: (540) 825-4119 Term Expires: 06/2012
Laurel C. Gravatte Address: 1139 S. Blue Ridge Avenue Home: (540) 825-1380 Term Expires: 06/2010	

Town Council is served by a variety of Authorities, Boards, and Commissions (ABC's). These volunteer groups, appointed by Council, are an integral part of the effectiveness of local government.

Local governments are greatly served by the efforts of various volunteer Authorities, Boards, and Commissions. The Town is always looking for volunteers and accepts applications for vacancies on a rolling basis.

Architectural Review Board

Parking Authority

Culpeper Cable Commission

Parks & Recreation Commission

Economic Development Advisory Commission

Planning Commission

E911 Board of Directors

Public Transportation Board

Industrial Development Authority

Tourism Advisory Committee

Joint Board of Building Code Appeals

Veteran's Recognition Committee

Joint Board of Zoning Appeals

Town of Culpeper

Departments

Town Manager – Jeff Muzzy	540.829.8250
Town Treasurer – Ron Mabry	540.829.8220
Town Clerk – Kim Allen	540.829.8240
Police – Scott Barlow	540.727.3430
Utilities: Light & Power – Mark Bly	540.825.8165
Public Works – Bobby Thornhill	540.825.0285
Environmental Services – Chris Hively	
Wastewater	540.825.1199
Water Treatment	540.825.8671
Information Technology – Tonya Estes	540.829.8255
Community Development – Patrick Mulhern	540.829.8260
Tourism – Beth Burns	540.727.0611

The Town of Culpeper web site address is: www.culpeper.to

Town of Culpeper

The Town of Culpeper was established by the Virginia House of Burgesses on February 22, 1759. The location of the Town, with its high ground and ample water supply and proximity to the mountains, was described as "a high and pleasant situation in the County of Culpeper where the courthouse [constructed c. 1750] now stands." The original town plan, which forms the core of modern Culpeper, was 10 town blocks; five blocks flanking Main Street (then Coleman Road) running from Spencer Street to Stevens Street. The original alleys remain and are in service.

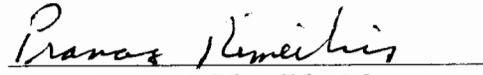
In an age where many communities often resemble everywhere else, the Town of Culpeper has managed to maintain a unique identity and distinctive appearance. The Town has an intact and thriving downtown, which attracts people from around the region. Culpeper has a small town atmosphere and, in fact, was recognized as "One of America's Top 10 Small Town's" in 1993. With approximately 15,000 residents, the Town enjoys proximity to Northern Virginia, Fredericksburg, Charlottesville and Richmond. The Town, however, sees itself as a distinctive market center in the upper Piedmont region of Virginia.

The Town has been evolving over a 250-year period and contains many examples of residential and commercial architecture. There are 14 architectural "high-styles" found in Culpeper, including Federal, Greek Revival, and Victorian, as well as vernacular examples. The Town of Culpeper National Register District contains over 140 structures, one of the largest historic districts in this part of the Commonwealth.

AN UNCODIFIED ORDINANCE ADOPTING THE BUDGET

BE IT ORDAINED by the Town Council of the Town of Culpeper, VA that the FY10 Budget totaling \$57,615,661 is hereby approved to be effective July 1, 2009 - June 30, 2010.

BY ORDER of the Council of the Town of Culpeper on the 9th day of June 2009.


Pranas A. Rimeikis, Mayor

Attest:


Kimberly D. Allen, Town Clerk

AN UNCODIFIED ORDINANCE APPROVING APPROPRIATIONS FOR THE FISCAL YEAR BEGINNING JULY 1, 2009 AND ENDING JUNE 30, 2010 BE IT ORDAINED by the Town Council of the Town of Culpeper, VA that the amounts herein named are hereby appropriated subject to the conditions set forth in this ordinance, and for the purposes listed for the fiscal year July 1, 2009 - June 30, 2010:

GENERAL FUND

Town Council	\$ 180,615
Town Manager	374,882
Town Clerk	214,207
Human Resources	59,910
Town Attorney	200,270
Independent Auditor	35,680
Treasurer	746,153
Utility Services	222,280
Risk Management	129,782
Information Technology Administration	232,668
Motor Pool	232,975
Election Board	7,900
Police	3,834,536
PD - E911 Center Costs	199,359
Fire / Rescue Services	95,000
Engineering	405,610
Streets	1,741,548
Snow and Ice Removal	61,261
Traffic Engineering	163,860
Refuse Collection	361,356
Recycle	8,850
General Properties	327,685
Parks and Recreation	320,250
Cemetery	245,051

General Fund continued...

Planning	418,095
Visitor's Center	91,983
Tourism	224,196
Economic Development	100,000
Other Agencies	212,152
Debt Service	795,663
250th Anniversary Celebration	40,000
Debt Service Reserve	88,242
TOTAL GENERAL FUND	\$ 12,372,019

CAPITAL PROJECTS - GENERAL FUND

TOTAL	\$ 6,274,740
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WATER FUND

Treatment	\$ 1,890,949
Distribution	473,626
Debt Service	577,955
Transfers	95,097
Contingency	-
TOTAL WATER FUND	\$ 3,037,627

WATER CAPITAL FUND**TOTAL** \$ 1,199,773**LIGHT & POWER CAPITAL FUND****TOTAL** \$ 2,081,856**WASTEWATER FUND**

Treatment	\$ 2,479,065
Collection	364,168
Debt Service	1,148,943
Transfers	101,833
TOTAL W/W FUND	\$ <u>4,094,009</u>

FAIRVIEW CEMETERY FUND**TOTAL** \$ 435,260**PARKING AUTHORITY FUND****TOTAL** \$ 208,455**WASTEWATER CAPITAL FUND****TOTAL** \$ 17,292,924**ALL FUNDS****TOTAL** \$ 57,615,661**LIGHT & POWER FUND**

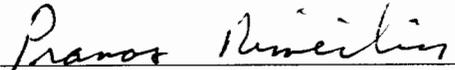
Administration	\$ 701,795
Generation	7,342,424
Distribution	1,536,165
Debt Service	783,399
Transfers	105,215
Contingency	150,000
TOTAL L & P FUND	\$ <u>10,618,998</u>

All appropriations are declared to be maximum, conditional and proportionate appropriations, the purpose being to make the appropriations payable in full in the amounts named herein if necessary, and then only in the event the aggregate revenues collected and other resources available to the Town are sufficient.

All bonded debts of the Town shall be paid in full when due and payable. All expenditures shall be made in accordance with this resolution, the Town Charter, the Town Code, Council financial management policies, and all administrative rules and regulations.

Funds for merit increases and related benefits have been budgeted in Contingency accounts. The Manager is authorized to transfer these funds on an as needed basis.

BY ORDER of the Council of the Town of Culpeper on the 9th day of June 2009.


Pranas A. Rimeikis, Mayor

Attest:


Kimberly D. Allen, Town Clerk

**AN UNCODIFIED ORDINANCE IMPOSING AND LEVYING TAXES WITHIN THE TOWN OF CULPEPER, VIRGINIA UPON ALL
PROPERTY FOR THE CALENDAR YEAR 2009**

BE IT ORDAINED by the Town Council of the Town of Culpeper, VA that for the support of the Town Government for the tax year beginning on the 1st day of January 2009, the tax rates shall be as follows:

SECTION 1 - REAL ESTATE

Upon all lands, lots and the improvements thereon, not exempt from taxation, there shall be a tax of eleven cents (\$0.11) for every one hundred dollars (\$100) of the assessed value thereof. Said property shall be assessed at 100% of Fair Market Value.

SECTION 2 - PUBLIC SERVICE CORPORATIONS

Upon all real and personal property of public service corporations assessed by the Commonwealth, there shall be a tax equal to the Town's real and tangible personal property rate of eleven cents (\$0.11) for every one hundred dollars (\$100) of assessed value and one dollar (\$1.00) for every one hundred dollars (\$100) of assessed value, respectively. Said property shall be assessed in accordance with §58.1-2604 of the Code of Virginia.

SECTION 3 - TANGIBLE PERSONAL PROPERTY

Upon all tangible personal property of every kind and description not exempt from taxation, there shall be a tax of one dollar (\$1.00) per one hundred dollars (\$100) of assessed value. Said property shall be assessed at 100% of its value on January 1 of the taxable year. Said value shall be determined by utilizing the best available source of information on the property at question.

SECTION 4 - MACHINERY & TOOLS

Upon all machinery and tools used or employed by that person, firm or corporation in any trade or business, not exempt from taxation, there shall be a tax of eighty cents (\$0.80) for every one hundred (\$100) of assessed value thereof. Said property shall be valued in accordance with §58.1-3507 of the Code of Virginia.

SECTION 5 – SOUTHRIDGE SERVICE DISTRICT – SPECIAL TAX

Upon all lands, lots and the improvements thereon the Southridge Service District, as established by the Council of the Town of Culpeper at its regular meeting on December 11, 2007, not exempt from taxation, there shall be an additional tax of twelve cents (\$0.12) for every one hundred dollars (\$100) of the assessed value thereof. Said property shall be assessed at 100% of Fair Market Value.

SECTION 6 – LAFAYETTE RIDGE SERVICE DISTRICT – SPECIAL TAX

Upon all lands, lots and the improvements thereon the Lafayette Ridge Service District, as established by the Council of the Town of Culpeper at its regular meeting on January 13, 2009, not exempt from taxation, there shall be an additional tax of eight cents (\$0.08) for every one hundred dollars (\$100) of the assessed value thereof. Said property shall be assessed at 100% of Fair Market Value.

SECTION 7 - BANK STOCK TAX

Upon the net capital of any bank or branch bank located in the Town, the tax shall be eighty cents (\$0.80) of each one hundred dollars of net capital as provided for in Article II of Chapter 23 of the Town Code and Section 58.1-1200 *et. seq.* of the Code of Virginia.

SECTION 8 - BUSINESS, PROFESSIONAL AND OCCUPATIONAL LICENSES

Upon all businesses, professions, and occupations there is hereby imposed the below listed tax rate per one hundred dollars of gross receipts, as proved for in Section 10-25 of the Town Code, all of which are below the State allowed maximums:

- \$.10 Contracting
- .13 Retail Sales
- .36 Financial, Real Estate & Professional Services
- .23 Repair, Personal, Business & Other Services

The business license tax for new businesses is the greater of a \$30 (minimum), or the actual tax amount based on estimated gross receipts.

SECTION 9 - CIGARETTE TAX

Upon each pack of cigarettes there is hereby imposed a ten cents (\$0.10) per pack tax as provided in the Cigarette Tax Ordinance.

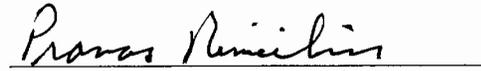
SECTION 10 - UTILITY LICENSE

Upon all gas, electric and telephone companies within the Town of Culpeper, there is hereby imposed an annual license tax of one half of one percent (1/2 of 1%) of gross receipts from sales.

SECTION 11 - ALL OTHERS

All of the taxes, fees, charges, utility usage rates and penalties shall remain in the same except as noted below, as hereto set by Ordinance or Resolution by the Town Council except as Town Council may establish and or amend.

BY ORDER of the Council of the Town of Culpeper on the 9th day of June 2009.


Pranas A. Rimeikis, Mayor

Attest:

Kimberly D. Allen, Town Clerk

**AN ORDINANCE ADOPTING THE PERSONAL PROPERTY TAX RELIEF-IMPLEMENTATION OF THE 2004-2005
CHANGES TO THE PERSONAL PROPERTY TAX RELIEF ACT OF 1998; SPECIFIC RELIEF**

WHEREAS, the Personal Property Tax Relief Act of 1998, Va. Code Section 58.1-3523 *et. seq.* (“PPTRA”), has been substantially modified by the enactment of Chapter 1 of the Acts of Assembly, 2004 Special Session I (Senate Bill 5005), and the provisions of Item 503 of Chapter 951 of the 2005 Acts of Assembly (the 2005 revisions to the 2004-06 Appropriations Act, hereinafter cited as the “2005 Appropriations Act”); and

WHEREAS, these legislative enactments require the Town of Culpeper to take affirmative steps to implement these changes, and to provide for the computation and allocation of relief provided pursuant to the PPTRA as revised; and

WHEREAS, these legislative enactments provide for the appropriation to the Town of Culpeper, of a fixed sum to used exclusively for the provision of tax relief to owners of qualifying personal use vehicles that are subject to the personal property tax on such vehicles.

NOW THEREFORE BE IT ORDAINED by the Council of the Town of Culpeper as follows:

Qualifying vehicles obtaining situs within the Town of Culpeper during the tax year 2009, shall receive personal property tax relief in the following manner:

SECTION 1. Personal use vehicles valued at \$1,000 or less will be eligible for 100% tax relief.

SECTION 2. Personal use vehicles valued at \$1,001 to \$20,000 will be eligible for 32% tax relief.

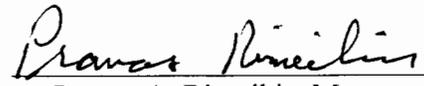
SECTION 3. Personal use vehicles valued at \$20,001 or more will be eligible for 32% tax relief on the first \$20,000 of value.

SECTION 4. All other vehicles which do not meet the definition of “qualifying” (business use vehicles, motor homes, etc.) will not be eligible for any form of tax relief under this program.

SECTION 5. Pursuant to authority conferred in Item 503.D of the 2005 Appropriations Act, the entitlement to state PPTRA relief for qualifying vehicles for tax year 2005 and all prior tax years shall expire on September 1, 2006. Supplemental assessments for tax years 2005 and prior that are made on or after September 1, 2006 shall be deemed “non-qualifying” for purposes of state tax relief and the local share due from the taxpayer shall represent 100% of the tax assessable.

SECTION 6. This Ordinance shall be deemed effective upon adoption.

BY ORDER of the Council of the Town of Culpeper on the 9th day of June 2009.


Pranas A. Rimeikis, Mayor

Attest:


Kimberly D. Allen, Town Clerk

AN UNCODIFIED ORDINANCE SETTING NEW WATER AND SEWER RATES EFFECTIVE JULY 1, 2009

WHEREAS, pursuant to Virginia Code §15.2-2109 *et seq.* and Town of Culpeper Codes §24-100 and §24-164, the Town Council shall, from time to time, fix the rates to be paid for the use of water and sewer services,

NOW, THEREFORE BE IT ORDAINED by the Council of the Town of Culpeper, Virginia, that water rates for all billings after July 1, 2009 be increased by 5% and sewer rates for all billings after July 1, 2009 be increased by 5% and amended as follows:

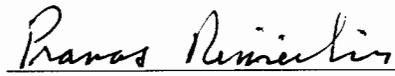
Rates per 100 Gallons of Consumption

<u>Gallons</u>	<u>In-Town Water Rates</u>		<u>Out-of Town Water Rates</u>	
	<u>Existing</u>	<u>Eff. 7-1-09</u>	<u>Existing</u>	<u>Eff. 7-1-09</u>
0 – 2,000 (min.)	\$10.20	\$10.72	\$15.28	\$16.04
2,001 – 25,000	51.0¢	53.6¢	76.4¢	80.2¢
25,001 – 100,000	40.8¢	42.8¢	61.3¢	64.4¢
OVER 100,000	30.4¢	31.9¢	45.5¢	47.8¢

<u>Gallons</u>	<u>In-Town Sewer Rates</u>		<u>Out-of Town Sewer Rates</u>	
	<u>Existing</u>	<u>Eff. 7-1-09</u>	<u>Existing</u>	<u>Eff. 7-1-09</u>
0 – 2,000 (min.)	\$11.02	\$11.58	\$16.52	\$17.34
2,001 – 25,000	55.1¢	57.9¢	82.6¢	86.7¢
25,001 – 100,000	50.0¢	52.5¢	75.1¢	78.9¢
OVER 100,000	48.5¢	50.9¢	72.8¢	76.4¢

A \$1.00/month basic charge will be assessed to all water customers and a \$1.00/month basic charge will be assessed to all sewer customers for the Automated Meter Reading (AMR) system conversion.

BY ORDER of the Council of the Town of Culpeper on the 9th day of June 2009



 Pranas A. Rimeikis, Mayor

Attest:



 Kimberly D. Allen, Town Clerk

**ORDINANCE SETTING NEW ELECTRIC RATES
EFFECTIVE JULY 1, 2009**

WHEREAS, pursuant to Town of Culpeper Code §24-32, the Town Council shall, from time to time, fix the rates to be paid for the use of electric services,

NOW, THEREFORE BE IT ORDAINED by the Council of the Town of Culpeper, Virginia, that ALL electric rates for all billings after July 1, 2009 be increased by 5% to the non fuel charge component and each basic customer charge to receive a \$1.50 special assessment for the Automated Meter Reading project and to be amended as follows:

Residential Rate – “Schedule RS” :

	<u>EXISTING</u>	<u>EFF. 7-1-09</u>
A. Basic Customer Charge:	\$8.50	\$8.95
B. Plus KWH charge:		
First 800 KWH	\$0.07749 per KWH	\$0.08136 per KWH
Excess over 800 KWH	\$0.08624 per KWH	\$0.09055 per KWH
C. Fuel Adjustment: Each kilowatt hour used is subject to adjustment for charges in fuel costs, provided such fuel costs are charged to the Town by its supplier.		

Small General Service Rate – “Schedule SGS” :

	<u>EXISTING</u>	<u>EFF. 7-1-09</u>
A. Basic Customer Charge:		
Single Phase	\$16.50	\$17.30
Three Phase	\$26.50	\$27.80
B. Plus kWh charge:	\$0.08193 per kWh	\$0.08603 per kWh
C. Fuel Adjustment: Each kilowatt hour used is subject to adjustment for charges in fuel costs, provided such fuel costs are charged to the Town by its supplier.		

Medium General Service – “Schedule MGS”

	<u>EXISTING</u>	<u>EFF. 7-1-09</u>
A. Basic Customer Charge:	\$46.50	\$48.80
B. Plus kWh Charge:	\$0.05610 per kWh	\$0.05890 per kWh
C. Plus kW demand charge:	\$5.2530 per kW	\$5.51565 per kW
D. Fuel Adjustment: Each kilowatt hour used is subject to adjustment for charges in fuel costs, provided such fuel costs are charged to the Town by its supplier.		

Large General Service – “Schedule LGS” :

	<u>EXISTING</u>	<u>EFF. 7-1-09</u>
A. Basic Customer Charge	\$86.50	\$90.85
B. Plus kWh Charge:		
First 24,000 kWh	\$0.03584 per kWh	\$0.03763 per kWh
Next 186,000 kWh	\$0.02540 per kWh	\$0.02667 per kWh
Additional kWh	\$0.02330 per kWh	\$0.02446 per kWh
C. Plus kW Charge:		
*First 100 kW	\$13.13 per kW	\$13.79 per kW
Next 650 kW	\$13.19 per kW	\$13.85 per kW
Additional kW	\$12.90 per kW	\$13.55 per kW
* Minimum Charge 50 kW		
D. Plus the following rKVA Charge		
All rKVA of demand	\$0.1765 per rKVA	\$0.1853 per rKVA
E. Fuel Adjustment: Each kilowatt hour used is subject to adjustment for charges in fuel costs, provided such fuel costs are charged to the Town by its supplier.		

Time of Use Service Rate – “Schedule TOU” :

	<u>EXISTING</u>	<u>EFF. 7-1-09</u>
A. Basic Customer Charge	\$46.50	\$48.80
B. Plus the following kW Demand charge:		
Billing months June through Septembers	\$7.6447 per kW	\$8.0269 per kW
Billing months October through May	\$5.9216 per kW	\$6.2177 per kW
C. Plus distribution demand charge		
All kW of demand	\$3.2381 per kW	\$3.4000 per kW
D. Plus kWh Charge:		
All on-peak kWh	\$0.03863 per kWh	\$0.04056 per kWh
All off-peak kWh	\$0.00641 per kWh	\$0.00673 per kWh
E. Fuel Adjustment: Each kilowatt hour used is subject to adjustment for charges in fuel costs, provided such fuel costs are charged to the Town by its supplier.		
F. The minimum charge shall be such as may be contracted for but no less than the Basic Customer Charge.		

Street and Yard Light Service Rate – “Schedule “SL” :

Mercury Vapor

<u>TYPE</u>	<u>LUMENS</u>	<u>Monthly kWh</u>	<u>EXISTING</u>	<u>EFF. 7-1-09</u>
100	3300	40	\$ 8.53	\$ 8.96
175	7000	70	\$10.90	\$11.45
250	11000	100	\$14.21	\$14.92
400	20000	150	\$20.60	\$21.63

High Pressure Sodium

<u>TYPE</u>	<u>LUMENS</u>	<u>Monthly kWh</u>	<u>EXISTING</u>	<u>EFF. 7-1-09</u>
70	5000	30	\$ 9.59	\$10.07
100	8000	40	\$14.53	\$15.26
150	14000	70	\$15.11	\$15.87
250	23000	105	\$18.36	\$19.28
400	42000	160	\$27.95	\$29.35

Traffic Control Service Rate— “Schedule “TCS” :

	<u>EXISTING</u>	<u>EFF. 7-1-09</u>
A. Energy Charge	\$0.03745 per kWh	\$0.03932 per kWh
B. Minimum Charge	\$4.83	\$5.07
C. Fuel Adjustment: Each kilowatt hour used is subject to adjustment for charges in fuel costs, provided such fuel costs are charged to the Town by its supplier.		

<u>Electric Meter Charge: New Rate</u>	<u>EXISTING</u>	<u>EFF. 7-1-09</u>
Residential	\$ 96.00	\$100.80
Small and Medium General Service	\$318.00	\$333.90
Large General Service	\$553.00	\$580.65

BY ORDER of the Council of the Town of Culpeper on the 9th day of June 2009.


Pranas A. Rimeikis, Mayor

Attest:


Kimberly D. Allen, Town Clerk

AN UNCODIFIED ORDINANCE SETTING NEW WATER METER SERVICE FEES EFFECTIVE JULY 1, 2009

WHEREAS, in February 2005, Town Council authorized the initiation of water meter service fees to recover the cost of meters and meter boxes, and

WHEREAS, the cost of meters has increased since the initiation of the fee in conjunction with the implementation of Automated Meter Reading system,

NOW, THEREFORE BE IT ORDAINED by the Council of the Town of Culpeper, Virginia that all water meters set after June 30, 2009 shall be charged at the following rates:

5/8" meter size = \$173

1" meter size = \$232

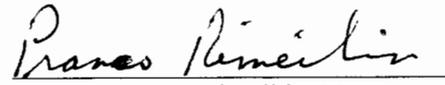
1 1/2" meter size = \$332

2" meter size = \$424

3" meter size = \$1,357

4" meter size = \$1,806

BY ORDER of the Council of the Town of Culpeper on the 9th day of June 2009.


Pranas A. Rimeikis, Mayor

Attest:

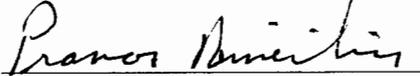

Kimberly D. Allen, Town Clerk

AN UNCODIFIED ORDINANCE APPROVING THE EMPLOYEE CLASSIFICATION PLAN

BE IT ORDAINED by the Town Council of the Town of Culpeper, VA that pursuant to Section 8.2 of the Personnel Policies and Employee Handbook, after a general review was made to the Employee Position Classifications and Salary/Wage Scale by the Town Manager, the Employee Positions Classification and Salary/Wage Scale are hereby approved. There will be no cost-of-living adjustment or merit increases for all classified employee positions for the fiscal year 2010.

All tax, budget and appropriation resolutions and parts thereof in conflict herewith are hereby repealed.

BY ORDER of the Council of the Town of Culpeper on the 9th day of June 2009.


Pranas A. Rimeikis, Mayor

Attest:


Kimberly D. Allen, Town Clerk

Salary Grade 9

\$12.64/hr. - \$18.77/hr.
\$26,291 \$39,042

Electric Ground Worker (NE)
Meter Reader (NE)
Office Assistant (NE)
Wastewater Plant Operator Trainee (NE)
Water Plant Operator Trainee (NE)
CIS Administrative Clerk (NE)
Building & Grounds Maintenance Tech. (NE)

Salary Grade 10

\$13.29/hr. - \$19.72/hr.
\$27,643 \$41,018

Customer Service Representative (NE)
Plant Maintenance Worker (NE)
Sanitation Equipment Operator (NE)
Senior Maintenance/Construction Worker (NE)
Wastewater Plant Operator IV (NE)
Water Plant Operator IV (NE)

Salary Grade 11

\$13.95/hr. - \$20.72/hr.
\$29,016 \$43,098

Accounting Assistant (NE)
Administrative Assistant (NE)
Equipment Operator (NE)
Tourism and Marketing Specialist (NE)
Utility Locator (NE)
Cable TV Technical Assistant (NE)
Billing/Accounting Clerk (NE)
Records Section Supervisor (NE)
Gardner (NE)

Salary Grade 16

\$17.86/hr. - \$26.52/hr.
\$37,149 \$55,162

Construction Inspector (NE)
Police Sergeant (NE)
Wastewater Plant Operator I (NE)
Water Plant Operator I (NE)

Salary Grade 17

\$18.77/hr. - \$27.86/hr.
\$39,042 \$57,949

Electric Meter/Substation Technician (NE)
Line Technician 2nd Class (NE)
Planner II (E)
Accountant (E)
Engineer I (E)

Salary Grade 18

\$19.72/hr. - \$29.27/hr.
\$41,018 \$60,882

Assistant Town Engineer (E)
Generation Supervisor (E)
Laboratory Supervisor (E)
Planner (E)
Police Lieutenant (NE)
Zoning Administrator (E)
Lab Analyst (E)
Engineer II (E)

Salary Grade 19

\$20.72/hr. - \$30.75/hr.
\$43,098 \$63,960

Plant Maintenance Supervisor (NE)
Chief Wastewater Plant Operator (NE)
Chief Water Plant Operator (NE)
Line Technician 1st Class (NE)
Engineer III (E)

<u>Salary Grade 20</u>	\$21.79/hr. - \$32.34/hr. \$45,323 \$67,267
<u>Salary Grade 21</u>	\$22.87/hr. - \$33.94/hr. \$47,570 \$70,595
Deputy Town Treasurer/Accounting Supervisor (E) Public Works Operations Supervisor (E) Public Works Superintendent (E) Tourism Director (E)	
<u>Salary Grade 22</u>	\$24.02/hr. - \$35.65/hr. \$49,962 \$74,152
Distribution Supervisor (E) Substation – Generation/Metering Supervisor	
<u>Salary Grade 23</u>	\$25.24/hr. - \$37.46/hr. \$52,499 \$77,917
Information Technology Manager (E) Police Captain (E)	
<u>Salary Grade 24</u>	\$26.52/hr. - \$39.35/hr. \$55,162 \$81,848
Town Clerk	
<u>Salary Grade 25</u>	\$27.97/hr. - \$41.50/hr. \$58,178 \$86,320
<u>Salary Grade 26</u>	\$29.41/hr. - \$43.65/hr. \$61,173 \$90,792
<u>Salary Grade 27</u>	\$30.86/hr. - \$45.80/hr. \$64,189 \$95,264

Salary Grade 28

\$32.31/hr. - \$47.95/hr.
\$67,205 \$99,736

- Chief of Police (E)
- Environmental Services Director (E)
- Finance Director/Town Treasurer (E)
- Light and Power Director (E)
- Public Works Director (E)
- Town Engineer (E)
- Director of Planning & Community Development (E)
- Assistant Town Manager (E)

Salary Grade 29

\$33.92/hr. - \$50.34/hr.
\$70,554 \$104,707

Salary Grade 30

\$35.62/hr. - \$52.86/hr.
\$74,090 \$109,949

**Town of Culpeper
Fund Balance Policy**

**Town of Culpeper
Fund Balance Policy—FY2010**

Purpose:

To establish a formal policy for maintaining reserves in the General Fund and the Enterprise Funds of the Town of Culpeper, as recommended by our independent auditors. The policy will ensure 1) continued orderly operation of the government and the services provided to our residents and 2) continued stability of the revenue structure.

Guidelines:

A contingency reserve account will be budgeted every fiscal year in the General Fund and the Enterprise Funds to provide for the following:

- unanticipated expenditures of a nonrecurring nature, such as natural disasters;
- unexpected increases in costs, such as increases in energy costs and extraordinary overtime;
- economic uncertainty, such as difficulty in identifying a turning point in a business cycle;
- future infrastructure and other one-time capital projects not anticipated during the original budget process;
- reserves are not to be used to solve long-term financial issues.

Goals:

The following are the guidelines for maintaining a reserve balance:

- General fund – maintain a minimum balance of **fifteen percent (15%)** of expenditures and an optimum balance of **forty percent (40%)** of expenditures.
- Enterprise funds – maintain a minimum balance of **one hundred percent (100%)** of expenditures and an optimum balance of **two hundred (200%)** of expenditures.

The FY10 budget reflects the following reserve balances:

- General Fund: \$3,692,834 or 29% of operating expenditures
- Water Fund: \$15,154,450 or 498% of operating expenditures
- Wastewater Fund: \$8,781,745 or 214% of operating expenditures
- Electric Fund: \$550,000 or 5.1% of operating expenditures

ADOPTED this 9th day of June 2009.

Town of Culpeper
Listing of FY2010 Rates and Fees
By Department

**Town of Culpeper
Environmental Services Fee Schedule - FY10**

Description	FY 09	FY 10	
Water In-Town Five-Eighths Inch Meter	6,500	6,500	
Water In-Town One Inch Meter	9,434	9,434	
Water In-Town One @ One Half Inch Meter	12,368	12,368	
Water In-Town Two Inch Meter	18,552	18,552	
Water In-Town Three Inch Meter	30,920	30,920	
Water In-Town Four Inch Meter	46,380	46,380	
Water Out-of-Town Five-Eighths Inch Meter	9,750	9,750	
Water Out-of-Town One Inch Meter	18,868	18,868	
Water Out-of-Town One @ One Half Inch Meter	24,736	24,736	
Water Out-of-Town Two Inch Meter	37,104	37,104	
Water Out-of-Town Three Inch Meter	61,840	61,840	
Water Out-of-Town Four Inch Meter	92,760	92,760	
Water In-Town Consumption 0-2000 gal minimum rate	10.20	10.71	Proposed 5% Increase - Advertised as part of proposed budget.
Water In-Town Consumption 2001 - 25,000 gal	0.510	0.536	Proposed 5% Increase - Advertised as part of proposed budget
Water In-Town Consumption 25,001 - 100,000 gal	0.408	0.428	Proposed 5% Increase - Advertised as part of proposed budget
Water In-Town Consumption Over 100,000 gal	0.304	0.319	Proposed 5% Increase - Advertised as part of proposed budget
Water Out-of-Town Consumption 0-2000 gal minimum rate	15.28	16.04	Proposed 5% Increase - Advertised as part of proposed budget
Water Out-of-Town Consumption 2001 - 25,000 gal	0.764	0.802	Proposed 5% Increase - Advertised as part of proposed budget
Water Out-of-Town Consumption 25,001 - 100,000 gal	0.613	0.644	Proposed 5% Increase - Advertised as part of proposed budget
Water Out-of-Town Consumption Over 100,000 gal	0.455	0.478	Proposed 5% Increase - Advertised as part of proposed budget
Wastewater In-Town Five-Eighths Inch Meter	10,000	10,000	
Wastewater In-Town One Inch Meter	11,676	11,676	
Wastewater In-Town One @ One Half Inch Meter	13,352	13,352	
Wastewater In-Town Two Inch Meter	20,028	20,028	
Wastewater In-Town Three Inch Meter	33,380	33,380	
Wastewater In-Town Four Inch Meter	50,070	50,070	
Wastewater Out-of-Town Five-Eighths Inch Meter	15,000	15,000	
Wastewater Out-of-Town One Inch Meter	23,352	23,352	
Wastewater Out-of-Town One @ One Half Inch Meter	26,704	26,704	
Wastewater Out-of-Town Two Inch Meter	40,056	40,056	
Wastewater Out-of-Town Three Inch Meter	66,760	66,760	
Wastewater Out-of-Town Four Inch Meter	100,140	100,140	
Wastewater In-Town Consumption 0-2000 gal minimum rate	11.02	11.57	Proposed 5% Increase - Advertised as part of proposed budget
Wastewater In-Town Consumption 2001 - 25,000 gal	0.551	0.579	Proposed 5% Increase - Advertised as part of proposed budget
Wastewater In-Town Consumption 25,001 - 100,000 gal	0.500	0.525	Proposed 5% Increase - Advertised as part of proposed budget
Wastewater In-Town Consumption Over 100,000 gal	0.485	0.509	Proposed 5% Increase - Advertised as part of proposed budget

**Town of Culpeper
Environmental Services Fee Schedule - FY10**

Wastewater Out-of-Town Consumption 0-2000 gal minimum rate	16.52	17.35	Proposed 5% Increase - Advertised as part of proposed budget
Wastewater Out-of-Town Consumption 2001 - 25,000 gal	0.826	0.867	Proposed 5% Increase - Advertised as part of proposed budget
Wastewater Out-of-Town Consumption 25,001 - 100,000 gal	0.751	0.789	Proposed 5% Increase - Advertised as part of proposed budget
Wastewater Out-of-Town Consumption Over 100,000 gal	0.728	0.764	Proposed 5% Increase - Advertised as part of proposed budget
Minimum Bill In-Town Water & Sewer	23.22	24.38	Proposed 5% Increase - Advertised as part of proposed budget
Minimum Bill Out-of-Town Water & Sewer	33.80	35.49	Proposed 5% Increase - Advertised as part of proposed budget
Significant Industrial Users Permit Fee (5 year)	100	1,000	Proposed Effective 1/1/10
Fat, Oil & Grease (FOG) Permit Fee (5 year)	-	250	Proposed Effective 1/1/10
Septage Haulers Fee per gallon	0.091	0.091	
Bulk Water Sales Minimum Charge for initial 2000 gallons	31.50	31.50	
Bulk Water Sales per 1000 gallons over Minimum	5.25	5.25	
Setting New Water Meter Service Fee - Five-Eighths Inch Meter	173	173	
Setting New Water Meter Service Fee - One Inch Meter	232	232	
Setting New Water Meter Service Fee - One @ One Half Inch Meter	332	332	
Setting New Water Meter Service Fee - Two Inch Meter	424	424	
Setting New Water Meter Service Fee - Three Inch Meter	1,357	1,357	
Setting New Water Meter Service Fee - Four Inch Meter	1,806	1,806	

Town of Culpeper
Engineering Fees

Description	FY 09	FY10
Erosion Control Plan Review (12/06)	\$5 for first acre; \$1/acre thereafter	\$25 for first acre; \$1/acre thereafter
Land disturbing permit (Agreement in Lieu Plan) for single family dwellings not part of a larger subdivision. (12/06)	\$25	\$25
Overtime, Weekend, and Holiday Inspections (12/06)	\$160 - plus \$40.00 per hour if more than 4 hours are needed.	\$160 - plus \$40.00 per hour if more than 4 hours are needed.
Re-Inspections (12/06)	\$25 base fee, plus additional below, if applicable	\$25 base fee, plus additional below, if applicable
Re-inspect - per liner foot of roadway	\$ 0.10	\$ 0.10
Re-inspect – per linear foot of utility	\$ 0.05	\$ 0.05
Re-inspect – Per major utility structure (for manhole, fire hydrant, drop inlet, etc)	\$1.00	\$1.00

For Erosion Control Plan Review, the fee is currently \$5 for the first acre and \$1 for each additional acre. I'm proposing to raise it to \$25 for the first acre.

Town of Culpeper – Department of Light & Power

Approved changes to the Schedule of Fines and Fees [May 13 2009]

Utilities – General

		<u>FY09 Rate</u>	<u>FY10 Rate</u>
	Application fee – all services	None	\$25
	Security Deposit – Electric		
	Residential	\$1/amp service size	\$250
	Commercial	3 months average usage	Same
	Returned check fee	\$35	\$35
	<ul style="list-style-type: none"> - Returned checks must be paid by cash, money order or credit card. After 3 returned checks no checks will be accepted on that account. 		
	Delinquent fee for bills unpaid eleven days after due date	\$10 –one utility	\$15
		\$15- more than one	\$20
§24-34, 110, 155	Late fee for bills unpaid after due date	\$1.50 or 2% of bill, whichever is >	same
	Meter re-read (no charge if error found to be by Town)	None	\$20
§24-34, 110, 130, 155	Processing fee - reconnects		
	regular hours	\$15	\$25
	Plus additional deposit	\$25	same
	Plus reconnect after 3:30	\$25	\$50

§24-42	Electric meter test – Request by customer - First request	no charge	same
	Second Request in 12 months	no charge	\$25
	All additional request	n/a	\$25
§24-46	Non-franchised utility permits to erect or install poles and wires	\$10	\$25
§24-46	Non-franchised utility permits for inspection and approval of connections	\$10	\$25
Line Extensions			
	In-Town major subdivision lots not exceeding on acre	None	\$2500 per lot
	In-Town major subdivision lots one to two acres	None	\$5000 per lot
	In-Town major subdivision lots larger than two acres	None	\$7500 per lot
	In-Town underground service to single lot, lots in minor subdivisions or small, single-phase commercial	None	\$1100 plus \$1.25 per foot over 125'
	In-Town overhead service to single lot, lots in minor subdivisions single-phase commercial	None	\$1100 plus \$1.25 per foot over or small 125' plus \$375 for each pole > 1
	In-Town large commercial and industrial users, three-phase service	None	\$3500 plus \$1.25 per foot over 125' plus \$375 for each pole >1
	Service changes, overhead to underground, service heavy-up, etc.	None	Time and material
	Electric meter (set/placed)		
	Residential	\$96	\$100
	Small/Medium General Service	\$318	\$333
	Large General Service	\$553	\$580

Town of Culpeper - Planning and Community Development Fees

<u>Current Fees & Permits</u>	<u>FY09 Rate</u>	<u>Proposed FY10 Rate</u>
Fire Protection Flushing or Testing	30	30
Miscellaneous Copies--		
Comprehensive Plan (hard copy)	30	30
Comprehensive Plan (CD copy)	15	15
--Maps (11x17 pack of 15)	\$10	10
--Transportation Map (30'x42')	\$10	10
--Large Future Land Use Map (30'x42')	\$10	10
Facilities Standards Manual	20	20
Capital Improvements Plan (hard copy)	20	20
Capital Improvements Plan (CD copy)	15	15
Maps	5	5
Miscellaneous Documents	\$.25/page	\$.25/page
Subdivision Ordinance	7	7
Zoning Ordinance	15	15
Water and Sewer Specifications	25	25
Penalty for violation of Subdivision Ordinance	\$10-\$1,000 (each day constitutes a new violation)	Same
Minor subdivision plats or plans	50	50
--Final plat, record plat	lot - More than 5 acres \$100 + \$10/lot	Same
--Revisions, subsequent submissions	50	50
Vacation of plat	150	150
Certificate of Occupancy	25	40
--Re-inspection	25	25
--Re-inspection (holiday or weekend)	25	\$160 (minimum)
Conditional Use Permit	500	500
Home Occupation Permit	50	50
House Location/Boundary Survey	15	15
Rezoning Application	\$1,000 + \$100/acre	\$1,000 + \$100/acre
Sign Permits	\$1 per sq. ft of sign \$10 Minimum Charge	\$1 per sq. ft of sign \$10 Minimum Charge
Preliminary plan, major site plan, and major subdivision submissions	\$250+\$20/1,000 sq.ft of site area	\$250+\$20/1,000 sq.ft of site area
--Revision	\$50/submission	\$50/submission
--Single Family	\$25 (on existing lot)	\$25 (on existing lot)

--Duplex	\$50 (on existing lot)	\$50 (on existing lot)
Variance Application	250	300
Violations and Penalties		
--Administration & Enforcement	100	100
(§27-352, §27-353)		
--District Regulations (§27-51, §27-62)	\$100	100
--Flood Hazard Areas (§27-93)	\$100	100
--Historic District	100	100
(§27-127, §27-130, §27-132)		
--Landscaping (§27-158, §27-159)	\$50	50
--Nonconforming Uses	100	100
(§27-181, §27-185)		
--Parking (§27-206, §27-209)	\$100	100
--Signs (§27-238, §27-241, §21-3)	\$50	50
--Site Plans (§27-262)	\$50	50
--Towing Inoperable Vehicles (§20-4)	\$50 per vehicle	\$50 per vehicle
--Watershed Protection District	100	100
(§27-428, §27-429)		
--Zoning Permit	10	10
Residential Parking Permits	cle if no off-street parking is provided. or 1st vehicle if no off-street parking is provided. \$30 for additional vehicles.	\$30 for additional vehicles.
Leased Parking Permits	\$30 for each vehicle where off-street is provided. \$20/month	\$30 for each vehicle where off-street is provided. \$20/month
Parks and Recreation		
Weekday pavilion rental at Yowell Meadow Park	15	25
Weekday pavilion rental at Mountain Run Lake Park	25	25
Weekend and holiday pavilion rental	\$25 at either park	\$25 at either park
Major Events Fee		
--Yowell Meadow Park	100	100
--Mountain Run Lake Park	25	100
--Non-Resident Major Events Fee	300	300

Town of Culpeper
Police Department
FY10 Fees

FY09

FY10

Parking

\$ 6.00 – 1st Offense	No change
\$10.00 – 2nd Offense	No change
\$25.00 – 3rd Offense	No change
\$50.00 – 4th and Subsequent Offenses	No change
\$61.00 in court charges	No change

Administrative fees

Fingerprinting	
\$5 for town residents	No change
\$15 for out of town residents	No change
Accident reports	
\$2 per accident report	No change
\$5 per incident report	No change
FOIA request	
\$5 per request, or hourly cost of labor for extensive requests.	No change

***All other fines are regulated by the state

Treasurer's Office Fees

<u>Current Fees & Permits</u>	<u>FY09 Rate</u>	<u>Proposed FY10 Rate</u>
Fishing Permits	\$5.00	\$10.00
Boating Permits	\$20.00	\$25.00
Returned Check Fee	\$35.00	\$35.00
Credit Card Convenience Fee	2% total	2% total
Collection Fee	\$25.00	\$25.00
DMV Stops	\$20.00	\$30.00
2nd Trash Cart Sales	\$50.00	\$60.00
New Services Application Fee	\$0.00	\$25.00
UT New Service Security Deposits - Residential (Electric)	\$1per amp	\$250.00
UT New Service Security Deposits - Residential (Water/Sewer)	\$50 / \$75	\$50 / \$75
UT New Service Security Deposits - Commercial	Avg 3 mo consumption	Avg 3 mo consumption
Unauthorized Use of Meter - Theft of Service	\$0.00	\$250 plus usage
Reconnect services - regular hours	\$15.00	\$25.00
Additional Deposit required for reconnect	\$25.00	\$25.00
Reconnect services - AFTER 3:30 pm (after hours)	\$25.00	\$50.00
Second trip to reconnect - no one is home (red tags)	\$0.00	\$50.00
Late fee for bills unpaid after due date	\$1.50 or 2% of bill (>of 2)	\$1.50 or 2% of bill (>of 2)
Delinquent fee for bills unpaid 11 days after due	\$10 - one utility	\$15.00
	\$15 - more than one UT	\$20.00

TOWN OF CULPEPER
Fund Summary
FY10

Town of Culpeper - Fund Summary	FY09	FY10
General Fund-Operating	\$ 12,235,381	12,210,040
General Fund-Capital	8,814,597	6,274,740
Water Fund-Operating	3,076,052	3,016,841
Water Fund-Capital	16,691,407	16,436,820
Wastewater Fund-Operating	3,973,954	4,059,729
Wastewater Fund-Capital	26,295,635	25,212,646
Light & Power Fund-Operating	10,629,577	10,618,998
Light & Power Fund-Capital	2,486,287	1,265,972
Fairview Cemetery Fund	435,260	435,260
Parking Authority Fund	<u>204,101</u>	208,455
Total of All Funds	<u>\$ 84,842,251</u>	79,739,501

Town of Culpeper

FY10

General Fund Departments

Adopted June 9, 2009

Town Council (1101)

The Town Council, as the governing body for the Town of Culpeper, sets policies and establishes ordinances for the general safety, health and welfare of its citizens. Through its collective judgment, it provides a budget ensuring current and future services are provided in a sound and financially responsible manner.

The Council is comprised of eight (8) council members and a Mayor elected from the Town of Culpeper at large in elections held in May of each even-numbered year. Council members and the Mayor serve four-year terms beginning on July 1 of the election year.

Budget Summary

FY07 Actual	\$134,879
FY08 Actual	\$136,462
FY09 Projected	\$159,831
FY10 Projected	\$180,615

Council Goals and Objectives

- Provide an open forum for public input
- Secure the financial position of the Town by seeking new and inventive ways to induce economic development and revitalize commercial and industrial areas
- Monitor the performance of appointed staff to ensure policies and procedures are effectively carried out
- Communicate effectively with advisory boards and commissions to establish and implement Town policies
- Work together effectively to conduct the Town's business with a commitment to common goals

			<u>2009/2010</u>	<u>2009/2010</u>	<u>2009/2010</u>
	<u>2008/2009</u>	<u>PROJECTED</u>	<u>DRAFT/</u>	<u>MGR</u>	<u>ADOPTED</u>
	<u>ADOPTED</u>	<u>6/30/2009</u>	<u>REQUESTED</u>	<u>RECOMM.</u>	<u>BUDGET</u>
Dept 1101 TOWN COUNCIL					
PERSONNEL - WAGES & BENEFITS					
5030 Salaries - Part-Time	76,800	<u>102,000</u>	<u>103,200</u>	<u>103,200</u>	<u>103,200</u>
5110 Social Security Tax	4,762	<u>4,824</u>	<u>6,400</u>	<u>6,400</u>	<u>6,400</u>
5120 Medicare Tax	1,114	<u>1,480</u>	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>
5160 Workers comp	116	<u>811</u>	<u>811</u>	<u>811</u>	<u>811</u>
5190 Town Banquet	495	<u>571</u>	<u>-</u>	<u>-</u>	<u>-</u>
SERVICES - PURCHASED, SHARED, INTERNAL					
5214 Consulting Services	-	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
5218 Legal Services	-	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
5250 Maintenance Service Contract	14,400	<u>14,000</u>	<u>14,000</u>	<u>14,000</u>	<u>14,000</u>
BdDocs Software					
5300 Printing and Binding	2,000	<u>2,800</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>
Name tags, name plates & business cards					
Specialty items					
5310 Advertising	1,500	<u>1,500</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
OTHER CHARGES					
5710 Postal Services	600	<u>300</u>	<u>400</u>	<u>400</u>	<u>400</u>
5920 Education, conference and training	4,300	<u>2,700</u>	<u>2,500</u>	<u>4,000</u>	<u>4,000</u>
6010 Lodging	4,500	<u>1,500</u>	<u>2,000</u>	<u>3,000</u>	<u>3,000</u>
6015 Meals	2,500	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
6018 Travel	750	<u>745</u>	<u>750</u>	<u>1,000</u>	<u>1,000</u>
MISCELLANEOUS ITEMS					
6210 Dues & Assoc. Memberships	15,121	<u>18,300</u>	<u>18,554</u>	<u>18,554</u>	<u>18,554</u>
Chamber of Commerce (\$336)					
VML (\$7,075)					
PD9 (\$10,393)					
VA Institute of Government (\$500)					
Misc. Memberships (\$250)					
6299 Miscellaneous	1,500	<u>1,500</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
Cards, flowers, promos, etc.					
MATERIALS AND SUPPLIES					
6510 Office Supplies	1,500	<u>1,500</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
Minute book paper, plaques, tapes, misc.					
6580 Books, Subscriptions & Education	1,000	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
VA Code supplements, misc. publications					
6585 ABC Volunteer recognition	3,500	<u>3,500</u>	<u>3,500</u>	<u>3,500</u>	<u>3,500</u>
CAPITAL OUTLAYS					
7200 Machinery & Equipment	-	<u>-</u>	<u>6,000</u>	<u>6,000</u>	<u>6,000</u>
Fire Resistant File Cabinets (2)					
7200 Machinery & Equipment	-	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
7600 Computers Equipment	-	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
laptop replacements			<u>11,250</u>	<u>11,250</u>	<u>11,250</u>
TOWN COUNCIL TOTAL	136,458	160,031	177,865	180,615	180,615



Culpeper Town Council

Seated from left: Michael T. Olinger, Duke M. duFrane, Pranas A. Rimeikis (Mayor), William M. Yowell (Vice-Mayor), and James C. Risner. Standing from left: Christopher H. Snider, Calvin L. Coleman, and Laurel C. Gravatte.

<p><u>Pranas A. Rimeikis</u> (Mayor)</p> <p>Address: 801 S. East St.</p> <p>Office: (540) 829-8259</p> <p>Term Expires: 06/2010</p>	<p><u>William M. Yowell</u></p> <p>(Vice-Mayor)</p> <p>Address: 218 W. Park Avenue</p> <p>Home: (540) 829-4949</p> <p>Term Expires: 06/2010</p>
<p><u>Duke M. duFrane</u></p> <p>Address: 710 Zeuswyn Drive</p> <p>Home: (540) 825-5232</p> <p>Term Expires: 06/2010</p>	<p><u>Christopher H. Snider</u></p> <p>Address: 705 E. Piedmont St.</p> <p>Home: (540) 829-8240</p> <p>Term Expires: 06/2012</p>
<p><u>James C. Risner</u></p> <p>Address: 306 E. Spencer St.</p> <p>Home: (540) 825-3392</p> <p>Term Expires: 06/2010</p>	<p><u>Michael T. Olinger</u></p> <p>Address: 125 Garr Avenue</p> <p>Office: (540) 825-2211</p> <p>Home: (540) 829-1018</p> <p>Term Expires: 06/2012</p>

<p><u>Robert M. Ryan</u></p> <p>Address: 102 N. West St.</p> <p>Home: (540) 825-9248</p> <p>Term Expires: 06/2012</p>	<p><u>Calvin L. Coleman</u></p> <p>Address: 1221 Oaklawn Drive</p> <p>Office: (540) 727-0372</p> <p>Home: (540) 825-4119</p> <p>Term Expires: 06/2012</p>
<p><u>Laurel C. Gravatte</u></p> <p>Address: 1139 S. Blue Ridge Avenue</p> <p>Hom: (540) 825-1380</p> <p>Term Expires: 06/2010</p>	

Town Council is served by a variety of Authorities, Boards, and Commissions (ABC's). These volunteer groups, appointed by Council, are an integral part of the effectiveness of local government.

Town Manager (1201)

The role of the Town manager is to seek, promote and support a high quality of life for all Town citizens. This is accomplished through the development and contribution of all Town employees working to their maximum potential. Under the direction and leadership of the Town Manager, Town employees provide quality and innovative services resulting in the highest achievable levels possible for customer satisfaction and recognition for excellence.

The office of the Town Manager provides general and administrative oversight of all municipal operations. To fulfill this primary function, the Town manager advises the Town Council on municipal policy and programs affecting the community; directs and coordinates the activities and work programs of all Town departments; interacts with federal and State agencies and other local governments; conducts short and long range financial planning, including preparation of the annual operating budget and capital improvements program; administrating personnel activities and programs; performing special studies, issue analysis and evaluations to promote informed decision making; reviewing and overseeing the submission and administration of federal and state grants; and monitoring state and federal activities, legislation and events and representing, as appropriate, the interests of Culpeper.

Budget Summary

FY07 Actual	\$245,253
FY08 Actual	\$255,297
FY09 Projected	\$246,745
FY10 Projected	\$260,416

FY10 Goals & Objectives

- pursuing the formation of a regional water and wastewater utility
- pursuing and promoting identified priority road projects
 - inner loop
 - route #229, phase 1
 - signalization issues through out the town
 - construction of a round about at the intersection of Routes 29 and 229
- promoting organizational efficiencies through
 - appropriate staffing levels / redundancy & succession planning
 - HR / procurement functions
 - establishing standardized operating procedures and reporting formats for town operations
- putting forth an appropriate budget and fiscal plan for FY2011

- considering alternative methods for service delivery
- assisting Council identify their priorities and desired levels for services, in balance with achievable revenues

FY10 Approved Positions

Position Title	Position Status
Town Manager	Filled
Assistant Town Manager	Vacant (50% of expense carried in Town Manager budget, 50% in Human Resources budget)
Executive Secretary/Benefits Specialist	Filled (50% of expense carried in Town Manager budget, 50% carried in Human Resources budget)
Public Information Officer	Filled (part-time position)

			<u>2009/2010</u>	<u>2009/2010</u>	<u>2009/2010</u>
	<u>2008/2009</u>	<u>PROJECTED</u>	<u>DRAFT/</u>	<u>MGR</u>	<u>ADOPTED</u>
	<u>ADOPTED</u>	<u>6/30/2009</u>	<u>REQUESTED</u>	<u>RECOMM.</u>	<u>BUDGET</u>
Dept 1201 TOWN MANAGER					
PERSONNEL - WAGES & BENEFITS					
5010 Salaries	158,967	-	165,069	165,069	165,069
5020 Part-time - PIO	31,590	-	31,595	21,595	21,595
5040 Salaries - Contingency - Merit	737	-	0	0	0
5099 Accrued Salaries / Leave	-	-	0	0	0
5110 Social Security Tax	11,860	-	12,193	12,193	12,193
5120 Medicare Tax	2,774	-	2,852	2,852	2,852
5130 Health Insurance	7,956	-	3,180	3,180	3,180
5140 VRS Retirement	22,678	-	23,440	23,440	23,440
5145 VRS Group Life Insurance	1,597	-	1,651	1,651	1,651
5160 Worker's Comp. Insurance	241	-	386	386	386
5190 Town Banquet	138	-	0	0	0
SERVICES - PURCHASED, SHARED, INTERNAL					
5210 Health & Medical Services	500	-	500	250	250
5214 Consulting Services	1,000	-	10,000	10,000	10,000
5250 Maintenance Service Contract	300	-	300	300	300
5300 Printing and Binding	250	-	250	250	250
5310 Advertising	-	-	0	0	0
OTHER CHARGES					
5710 Postal Services	1,500	-	1,000	1,000	1,000
5720 Telecommunications	3,200	-	3,000	3,000	3,000
5920 Training and Education	1,300	-	1,000	1,000	1,000
6010 Lodging	1,250	-	0	0	0
6015 Meals	1,000	-	0	0	0
6018 Travel	600	-	0	0	0
MISCELLANEOUS					
6210 Dues & Assoc. Memberships	3,000	-	2,000	2,000	2,000
VLGMA					
Institute of Government					
ICSC					
ICMA					
Miscellaneous					
6299 Miscellaneous			10,000	10,000	10,000
funds for use @Managers discretion for employee incentives					
MATERIALS AND SUPPLIES					
6510 Office Supplies	1,500	-	1,000	1,000	1,000
6550 Vehicle Fuels	375	-	250	250	250
6560 Vehicle & Equipment Supplies	100	-	100	100	100
6580 Books, Subscriptions & Education	200	-	200	200	200
658X Employee Recognition/Safety Incen	-	-	0	0	0
	-	-	0	0	0
CAPITAL OUTLAYS					
7200 Machinery & Equipment	-	-	0	0	0
1/4 share of digital color c	-	-	0	0	0
7300 Furniture & Fixtures	200	-	200	200	200
7600 Computer Equipment	500	-	500	500	500
TOWN MANAGER TOTAL	255,313	-	270,666	260,416	260,416

Town Clerk (1202)

To faithfully record, file, maintain and preserve the public records of the Town of Culpeper as required by the Town Code and state statutes in a professional manner and to administer a wide variety of tax programs and administrative functions. The Clerk serves at the pleasure of Council and provides a vital link between the governing body, staff and citizens.

Budget Summary

FY07 Actual	\$216,283
FY08 Actual	\$208,578
FY09 Projected	\$213,062
FY10 Projected	\$215,586

FY09 Accomplishments

- Continued to provide excellent customer service to the citizens of Culpeper and members of Town staff.
- Obtained Master Municipal Clerk designation through the International Institute of Municipal Clerks
- Obtained Certificate of Achievement through FEMA for completion of Developing and Managing Volunteers course;
- Assisted Interim Town Manager with interview process for new Town Manager;
- Hired part-time Administration Office Clerk;
- Established Authorities, Boards and Commissions attendance policy;
- Re-established departmental records managers; created 2008 Records Management Reference Manual;
- Held webinars on paperless agenda software;
- Conducted training sessions for records managers with the Library of Virginia on retention schedules and email archiving of public records;
- Conducted training sessions for staff and council with the Virginia Freedom of Information Advisory Council on the Virginia Freedom of Information Act;
- Submitted edits to Town's Safety Manual;
- Assisted IT Manager with creation of an e-mail, records and network security policy for the town;
- Assisted Town Manager with creation of agenda item review schedule.

FY10 Goals & Objectives

- Improve efficiency in records management by utilizing the Town’s website for posting more public information such as meeting packets, minutes, policies and procedures.
- Establish Clerk’s Office as the central hub for the retention of original municipal records that would include original resolutions and ordinances as part of the historic record and housing those records in compliance with the Virginia Public Records Act.
- Expand records management to include microfilming of meeting minutes and other permanent records to ensure preservation (including cemetery records).
- Assist IT Manager with creation of an in-house paperless agenda packet.
- Schedule training session for staff on preparing agenda items for submission.
- Refresh training on business license program.
- Update Clerk’s Office Procedures Manual.

FY10 Approved Positions

<u>Position Title</u>	<u>Position Status</u>
Town Clerk	Full Time - Filled
Deputy Clerk	Full Time - Filled
Administration Office Clerk	Part Time - Filled

	<u>2008/2009</u> <u>ADOPTED</u>	<u>PROJECTED</u> <u>6/30/2009</u>	<u>2009/2010</u> <u>DRAFT/</u> <u>REQUESTED</u>	<u>2009/2010</u> <u>MGR</u> <u>RECOMM.</u>	<u>2009/2010</u> <u>ADOPTED</u> <u>BUDGET</u>
Dept 1202 TOWN CLERK					
PERSONNEL - WAGES & BENEFITS					
5010 Salaries	128,422	<u>128,422</u>	<u>128,461</u>	<u>128,461</u>	<u>128,461</u>
5020 Salaries - Overtime	-	<u>-</u>	<u>-</u>	<u>0</u>	<u>0</u>
5030 Salaries - Part-time	20,265	<u>20,265</u>	<u>20,265</u>	<u>20,265</u>	<u>20,265</u>
5040 Salaries - Contingency - Merit	2,982	<u>-</u>	<u>-</u>	<u>0</u>	<u>0</u>
5099 Accrued Salaries / Leave	-				
5110 Social Security Tax	9,403	<u>9,403</u>	<u>9,222</u>	<u>9,222</u>	<u>9,222</u>
5120 Medicare Tax	2,199	<u>2,199</u>	<u>2,157</u>	<u>2,157</u>	<u>2,157</u>
5130 Health Insurance	10,608	<u>10,608</u>	<u>12,720</u>	<u>12,720</u>	<u>12,720</u>
5140 VRS Retirement	18,659	<u>18,659</u>	<u>18,241</u>	<u>18,241</u>	<u>18,241</u>
5145 VRS Group Life Insurance	1,314	<u>1,314</u>	<u>1,285</u>	<u>1,285</u>	<u>1,285</u>
5160 Worker's Comp. Insurance	229	<u>229</u>	<u>235</u>	<u>235</u>	<u>235</u>
5190 Town Banquet	165	<u>218</u>	<u>-</u>	<u>0</u>	<u>0</u>
SERVICES - PURCHASED, SHARED, INTERNAL					
5215 Contract Services - Certified Docum	1,500	<u>600</u>	<u>600</u>	<u>600</u>	<u>600</u>
5219 Temporary Help Services	-	<u>-</u>	<u>-</u>	<u>0</u>	<u>0</u>
5250 Maintenance Service Contract	400	<u>400</u>	<u>400</u>	<u>400</u>	<u>400</u>
Mobile & desktop radios; typewriter copier; postage machine					
5300 Printing and Binding	5,000	<u>4,875</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
Business licenses, records mgmt. forms Code supplements and publishing					
5310 Advertising	300	<u>300</u>	<u>300</u>	<u>300</u>	<u>300</u>
OTHER CHARGES					
5710 Postal Services	2,000	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>
BPOL, meals/lodging tax, misc. mailings					
5720 Telecommunications	3,200	<u>3,200</u>	<u>3,200</u>	<u>3,200</u>	<u>3,200</u>
5725 Postage Meter	800	<u>500</u>	<u>600</u>	<u>500</u>	<u>500</u>
5920 Education & Training	500	<u>625</u>	<u>500</u>	<u>500</u>	<u>500</u>
VMCA, VAGARA, BoardDocs, educ. courses					
6010 Lodging	800	<u>271</u>	<u>500</u>	<u>500</u>	<u>500</u>
6015 Meals	300	<u>300</u>	<u>300</u>	<u>300</u>	<u>300</u>
6018 Travel	450	<u>450</u>	<u>450</u>	<u>450</u>	<u>450</u>
IIMC, VMCA, VAGARA,					

(Dept 1202-Town Clerk-continued)

	FY09 Adopted	FY09 Projected	FY10 Request	FY10 Manager Recomm.	FY10 Adopted
MISCELLANEOUS					
6210 Dues & Assoc. Memberships IIMC, VMCA, VAGARA	350	<u>350</u>	<u>350</u>	<u>350</u>	<u>350</u>
6299 Miscellaneous	-	<u>-</u>	<u>-</u>	<u>0</u>	<u>0</u>
MATERIALS AND SUPPLIES					
6510 Office Supplies Envelopes (plain & postage paid) and misc. supplies	1,200	<u>1,200</u>	<u>1,200</u>	<u>1,200</u>	<u>1,200</u>
6550 Vehicle Fuels	200	<u>100</u>	<u>200</u>	<u>200</u>	<u>200</u>
6560 Vehicle & Equipment Supplies	400	<u>200</u>	<u>200</u>	<u>200</u>	<u>200</u>
6580 Books, Subscriptions & Education	200	<u>200</u>	<u>200</u>	<u>200</u>	<u>200</u>
6595 Cigarette Tax Expenses	6,000	<u>6,000</u>	<u>6,500</u>	<u>6,500</u>	<u>6,500</u>
CAPITAL OUTLAYS					
7200 Machinery & Equipment	-	<u>-</u>	<u>-</u>	<u>0</u>	<u>0</u>
7300 Furniture & Fixtures Fire Resistant File Cabinets (2)	-	<u>-</u>	<u>-</u>	<u>0</u>	<u>0</u>
7600 Computer Equipment Color Copier/Printer	-	<u>-</u>	<u>600</u>	<u>600</u>	<u>600</u>
7650 Computer Software	-	<u>-</u>	<u>-</u>	<u>0</u>	<u>0</u>
TOWN CLERK TOTAL	217,846	212,888	215,686	215,586	215,586

Human Resources (1203)

To provide quality services, support in employment, employee training and development, recruitment, retention, benefits, compensation and safety beyond the expectations of all Town employees enabling them to better serve our external customer. The HR department has been established to support our most valuable resource—the Town employee.

Budget Summary

FY07 Actual	\$211,806
FY08 Actual	\$161,999
FY09 Projected	\$64,908
FY10 Projected	\$60,255

FY10 Approved Staff Positions

<u>Position Title</u>	<u>Position Status</u>
Executive Secretary/Benefits Specialist	Filled (50% of expense carried in this department, 50% carried in Town Manager budget)
Assistant Town Manager	Vacant (50% of expense carried in this department, 50% carried in Town Manager budget)

	<u>2008/2009</u>	<u>PROJECTED</u>	<u>2009/2010</u>	<u>2009/2010</u>	<u>2009/2010</u>
	<u>ADOPTED</u>	<u>6/30/2009</u>	<u>DRAFT/</u>	<u>MGR</u>	<u>ADOPTED</u>
Dept 1203 HUMAN RESOURCES			<u>REQUESTED</u>	<u>RECOMM</u>	<u>BUDGET</u>
PERSONNEL - WAGES & BENEFITS					
5010 Salaries	27,377	-	28,517	28,517	28,517
5040 Salaries - Contingency - Merit	549	-	0	0	0
5099 Accrued Salaries / Leave					
5110 Social Security Tax	1,731	-	1,768	1,768	1,768
5120 Medicare Tax	405	-	414	414	414
5130 Health Insurance	2,652	-	3,180	3,180	3,180
5140 VRS Retirement	3,966	-	4,049	4,049	4,049
5145 VRS Group Life Insurance	279	-	285	285	285
5160 Worker's Comp. Insurance	42	-	42	42	42
5190 Town Banquet	28	-	0	0	0
SERVICES - PURCHASED, SHARED, INTERNAL					
5210 Health & Medical Services	15,000	-	5,000	3,000	3,000
5214 Consulting Services	3,000	-	2,000	2,000	2,000
5250 Maintenance Service Contract	300	-	300	300	300
5300 Printing and Binding	2,500	-	1,000	1,000	1,000
Employee newsletter	-	-	0	0	0
5310 Advertising	500	-	500	500	500
OTHER CHARGES					
5710 Postal Services	200	-	200	200	200
5720 Telecommunications	2,500	-	2,000	2,000	2,000
5920 Training and Education	29,000	-	8,000	6,000	6,000
Town-wide training					
Teambuilding					
Local Government Academy					
Computer Training					
HR Professional development					
SHRM Training					
6010 Lodging	1,100	-	0	0	0
6015 Meals	800	-	200	200	200
6018 Travel	800	-	200	200	200
MISCELLANEOUS					
6210 Dues & Assoc. Memberships	400	-	400	400	400
SHRM					
MATERIALS AND SUPPLIES					
6510 Office Supplies	1,500	-	1,000	1,000	1,000
6580 Books, Subscriptions & Education	500	-	500	500	500
6585 Employee Recognition/Safety Incen	10,000	-	5,000	4,000	4,000
Saftey Grant Match					
Service Awards					
EOY/EOM					
T-shirts					
Chamber Checks, ERC, Misc.					
CAPITAL OUTLAYS					
7200 Machinery & Equipment	-	-	0	0	0
1/4 share of digital color copier					
7300 Furniture & Fixtures	200	-	200	200	200
7600 Computer Equipment	500	-	500	500	500
HUMAN RESOURCES TOTAL	105,829	-	65,255	60,255	60,255

Town Attorney (1204)

To provide legal counsel to Town Council, staff and appointed authorities, boards and commission

Budget Summary

FY07 Actual	\$100,000
FY08 Actual	\$125,270
FY09 Projected	\$125,270
FY10 Projected	\$200,270

Town legal services are contracted and FY10 services are provided by:

Smith and Davenport
 9253 Lee Avenue
 Manassas, VA 20110

	<u>2008/2009</u>	<u>PROJECTED</u>	<u>2009/2010</u>	<u>2009/2010</u>	<u>2009/2010</u>
	<u>ADOPTED</u>	<u>6/30/2009</u>	<u>DRAFT/</u>	<u>MGR</u>	<u>ADOPTED</u>
			<u>REQUESTED</u>	<u>RECOMM.</u>	<u>BUDGET</u>
Dept 1204 TOWN ATTORNEY					
SERVICES - PURCHASED, SHARED, INTERNAL					
5218 Legal Services	125,000	-	125,000	200,000	200,000
Additional Fees for possible litigation					
5310 Advertising	-	-	-	-	-
OTHER CHARGES					
6018 Travel	-	-	-	-	-
MISCELLANEOUS ITEMS					
6210 Dues & Assoc. Memberships	270	-	270	270	270
TOWN ATTORNEY TOTAL	125,270	-	125,270	200,270	200,270

Auditor (1208)

To contract the services of an independent audit firm to perform an annual audit of the Town's financial records for the fiscal year that will provide the citizens of the Town of Culpeper with professional and cost-effective audit services to ensure that the resources entrusted to the Town are used efficiently, effectively, and properly.

Budget Summary

FY07 Actual	\$39,350
FY08 Actual	\$35,100
FY09 Projected	\$32,650
FY10 Projected	\$35,580

*The Town of Culpeper contracts auditing services and FY10 services are provided by:

Thrower, Blanton & Associates, P.C.
 PO Box 1266
 612 Trent Street, NE
 Norton VA 24273

	<u>2008/2009</u> <u>ADOPTED</u>	<u>PROJECTED</u> <u>6/30/2009</u>	<u>2009/2010</u> <u>DRAFT/</u> <u>REQUESTED</u>	<u>2009/2010</u> <u>MGR</u> <u>RECOMM</u>	<u>2009/2010</u> <u>ADOPTED</u> <u>BUDGET</u>
Dept 1208 ANNUAL AUDIT					
SERVICES - PURCHASED, SHARED, INTERNAL					
5212 Audit & Accounting Services	32,000	<u>32,000</u>	<u>32,000</u>	<u>32,000</u>	<u>32,000</u>
Annual Audit Fee					
Communication Tax Examination					
Professional Services					
5215 Contractual Services	3,000	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>
RCI Technologies (fixed assets audit)					
5310 Advertising	-	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
6210 Dues & Assoc. Memberships	600	<u>600</u>	<u>580</u>	<u>580</u>	<u>580</u>
GFOA Certificate of Excellence Application Fee \$415					
GFOA Membership \$165					
ANNUAL AUDIT TOTAL	35,600	35,600	35,580	35,580	35,580

Treasurer (1213)

To fulfill its constitutional and statutory responsibilities placing priority on prudent management and stewardship of the financial resources of the Town and ensuring fiscal integrity and sound accounting practices and providing customer service through excellence in treasury management. The Treasurer's Office is committed to strive towards more efficient services focusing on technology solutions that meet and exceed our service demands

Budget Summary

FY07 Actual	\$695,729
FY08 Actual	\$734,763
FY09 Projected	\$658,755
FY10 Projected	\$753,028

FY09 Accomplishments

- Converted to new financial software – Great Plains for Accounts Payable, Payroll, and General Ledger.
- Established policy and procedures for Accounts Payable and Payroll.
- Implemented Red Flag Rules as required by the Federal Trade Commission.
- Set up documents and procedures for utility disconnects, deposit releases, and new service applications.
- Completed annual audit. (waiting to hear if we received Certificate of Excellence – this could be another accomplishment)

FY10 Goals & Objectives

- Complete implementation of Great Plains software for all modules.
- Implement Online Utility Exchange to help verify customers social security numbers & their credit from previous utilities.
- Complete the annual audit in a timely manner.
- Establish a full policy & procedures manual.
- Review and streamline processes and duties.
- Be able to accept debit cards as well as have customers pay their utilities online.
- Update utility bill to be more user friendly bill.

FY10 Approved Staff Positions

Position	Position Status
Treasurer/Director of Finance	Full Time - Filled
Deputy Treasurer/Accounting Supervisor	Full Time-Filled
Tax Administrator/Collections Supervisor	Full Time-Filled
Utility Billing Administrator	Full Time-Filled
Senior Accounting Associate	Full Time-Filled
Billing & Accounting Clerk	Full Time-Filled
Customer Service Representatives	3, Full Time; 1 Part-Time - Filled

	<u>FY09</u>	<u>FY10</u>	<u>FY10</u>	<u>FY10</u>	
	<u>ADOPTED</u>	<u>PROJECTED</u>	<u>DRAFT/</u>	<u>MGR</u>	
		<u>6/30/2009</u>	<u>REQUESTED</u>	<u>RECOMM</u>	
DEPT 1213 - TOWN TREASURER					
PERSONNEL - WAGES & BENEFITS				<u>ADOPTED</u>	
				<u>BUDGET</u>	
5010 Salaries	442,001	410,000	440,669	441,938	441,938
1 Treasurer, 1 Deputy Treas, 1 Sr Acctg Associate					
1 UT Billing Admin, 1 Billing/Acct Clerk, 1 Tax Collections Mgr					
3 Full-Time Customer Service Rep's (CSR), 1 Perm PT CSR					
5020 Salaries - Overtime	6,500	6,500	6,500	2,500	2,500
Tax collections season, Software upgrade					
5030 Salaries - Part-Time (CSR)	21,047	21,047	21,591	28,635	28,635
5040 Salaries- Contingency - Merit	5,941	5,941	-	-	-
5099 Accrued Salaries / Leave	-	-	-	-	-
5110 Social Security Tax	29,480	26,000	29,063	29,331	29,331
5120 Medicare Tax	6,895	6,100	6,797	6,860	6,860
5130 Health Insurance (employee)	47,736	37,000	57,240	57,240	57,240
5140 VRS Retirement Contribution	63,608	52,000	62,575	62,755	62,755
5145 VRS Group Life Insurance	4,479	3,000	4,407	4,419	4,419
5160 Worker's Comp. Insurance	718	718	743	750	750
5190 Town Banquet	550	550	-	-	-
5210 Health & Medical Services	375	375	375	250	250
Flu shots, drug screenings					
5213 Collection fees, Warrants, Etc.	7,000	7,000	12,500	10,000	10,000
DMV Stops, Warrant in Debt fees,					
Accurint (address verification search engine)					
5214 Consulting Services	-	-	25,000	25,000	25,000
Davenport & Co - Financial Advisors					
5219 Temp Help Services	-	-	-	-	-
5240 R&M - Equipment	500	500	500	500	500
Repair & Maint - computers, phones, printers					
5249 R&M - Misc. / Other	250	250	250	250	250
Repair & Maint - doors, desks, miscellaneous office items					
5250 Maintenance Service Contract	3,800	3,800	3,300	3,300	3,300
Security Camera Maintenance (ADT)					
Copier Maintenance Contract (Ikon Office Solutions)					
5300 Printing and Binding	6,000	6,000	6,000	6,000	6,000
Tax Bills, Penalty Notices, Receipts,					
W-2's, PO's, Requisitions, Work Orders,					
Fishing & Boating permits, Payroll &					
AP Checks, Payment Envelopes, Etc					
5310 Advertising	1,250	1,250	-	500	500
Help Wanted Ads					

(Dept 1213-Town Treasurer-continued)

	FY09 Adopted	FY09 Projected	FY10 Requested	FY10 Mgr Recomm.	FY10 Adopted
5710 Postal Services	18,500	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>
Postage and Stamps for Taxes					
Delinq Notices & Misc Mailings					
5720 Telecommunications	9,500	<u>6,500</u>	<u>9,000</u>	<u>7,000</u>	<u>7,000</u>
Office phones, fax phone line, credit card phone line, 1 blackberry for Treas, 1 cell phone for after hours serv					
5725 Lease - Postage Metering System	1,000	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
Pitney Bowes (\$250/quarter)					
5920 Education and Training	4,500	<u>615</u>	<u>-</u>	<u>500</u>	<u>500</u>
6010 Lodging	1,000	<u>634</u>	<u>-</u>	<u>350</u>	<u>350</u>
6015 Meals	550	<u>117</u>	<u>-</u>	<u>200</u>	<u>200</u>
6018 Travel	850	<u>143</u>	<u>-</u>	<u>200</u>	<u>200</u>
6210 Dues & Assoc. Memberships	625	<u>300</u>	<u>300</u>	<u>250</u>	<u>250</u>
VGFOA \$35, GFOA \$165, Treas Assoc of VA \$50					
6220 Bank Fees/Credit Card Fees	33,500	<u>33,500</u>	<u>37,000</u>	<u>37,000</u>	<u>37,000</u>
Charges for bank account services, Credit Card merchant fees					
6295 Bad Debt Expense	2,500	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>
Write offs (uncollectible utility accounts)					
6299 Misc Expense	-	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
6510 Office Supplies	9,100	<u>8,000</u>	<u>8,000</u>	<u>7,000</u>	<u>7,000</u>
Pens, pencils, highlighters, paper, envelopes, note pads, etc					
6580 Books, Subscriptions & Education	650	<u>285</u>	<u>300</u>	<u>300</u>	<u>300</u>
Tax & Accounting - R & G					
6590 Automobile Licenses	-	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
6660 Operating Supplies	650	<u>650</u>	<u>500</u>	<u>500</u>	<u>500</u>
Cups, plates, napkins, coffee, creamer, tissues, plastic ware, etc					
7200 Machinery & Equipment	-	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
7300 Furniture & Fixtures	-	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
7600 Computer Equipment	1,500	<u>1,500</u>	<u>-</u>	<u>1,000</u>	<u>1,000</u>
7650 Computer Software	-	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL-Treasurer	732,555	658,775	751,110	753,028	753,028

Light & Power Utility Services (1215)

To provide cost-effective meter reading services for water and electric services and to provide the installation and disconnection of meters and conduct accurate locating services of the Town's underground infrastructure.

Budget Summary

FY07 Actual	\$227,642
FY08 Actual	\$216,305
FY09 Projected	\$218,081
FY10 Projected	\$225,038

FY09 Accomplishments

Traffic

- Replaced 103 incandescent signal bulbs with LEDs in various traffic signals.
- Installed and programmed new Video Detection Cameras at James Madison Highway and Belle Avenue.
- Assisted with the installation of the new Yowell Drive traffic signal poles, video detectors and control cabinet.

Utilities

- Received 2,553 tickets from Miss Utility, required to mark 1,760 locations.

Assisted with posting of 5,420 Disconnect Notices for delinquent bills.

- Disconnected 2,535 services for non-payment
- Total Utility Work orders – 5,781 (Read & Transfers, Turn on, Turn offs)

FY10 Goals & Objectives

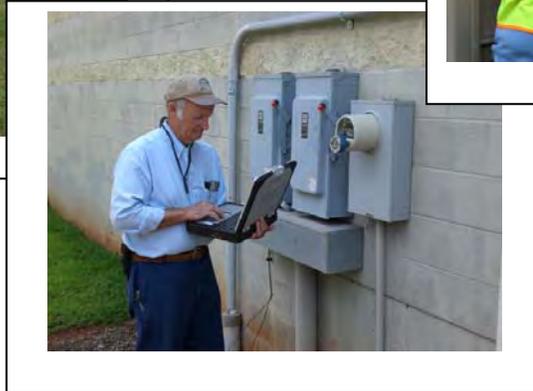
Traffic

- Installation of Video Detection Cameras at Grandview Avenue
- Installation of new Traffic signal at Golf Drive and Madison Road
- Testing of Conflict Monitors at all 17 Intersections

- Cleaning and Maintenance of all intersection control cabinets.
- Complete change out of incandescent bulbs to LEDs (132 bulbs)\
- Begin project to change out old Pedestrian Crosswalk signal heads with LED countdown-type heads. 88 heads to be replaced.

Utilities

- Continue to provide accurate locating services for underground utilities as required by the Miss Utility law.
- Continue to meet the needs of the Treasurer's office with accurate and timely completion of utility service orders.



FY10 Approved Positions

<u>Position Title</u>	<u>Position Status</u>
Director	Filled
Administrative Secretary	Filled
Distribution Supervisors	Filled
Sub/Meter/General Supervisor	Filled
Sub/Meter Tech Apprentice	Vacant
Line Technician, 1 st Class (4 positions)	Filled
Line Technician, 2 nd Class (3 positions)	Filled
Line Technician, Apprentice (3 positions)	1, Filled; 2 Vacant
General Supervisor	Filled
Operator/Mechanic	Filled
Utility Service Technician	Filled

	<u>FY09</u>	<u>FY09</u>	<u>FY10</u>	<u>FY10</u>	<u>FY10</u>
	<u>ADOPTED</u>	<u>PROJECTED</u>	<u>REQUESTED</u>	<u>MANAGERS</u>	<u>ADOPTED</u>
		<u>6/30/2009</u>		<u>RECOMMENDATION</u>	
Dept 1215 UTILITY SERVICES					
PERSONNEL - WAGES & BENEFITS					
5010 Salaries	139,188	139,188	142,771	142,771	142,771
5020 Salaries - Overtime	1,500	500	500	500	500
5040 Salaries - Contingency - Merit	2,492	2,492	-	-	-
5099 Accrued Salaries / Leave					
5110 Social Security Tax	8,877	8,877	9,145	9,145	9,145
5120 Medicare Tax	2,076	2,076	2,138	2,138	2,138
5130 Health Insurance	21,216	21,216	25,440	25,440	25,440
5140 VRS Retirement	20,118	20,118	20,733	20,733	20,733
5145 VRS Group Life Insurance	1,417	1,417	1,460	1,460	1,460
5160 Worker's Comp. Insurance	2,270	2,651	2,451	2,451	2,451
5190 Town Banquet	220	440	-	-	-
SERVICES - PURCHASED, SHARED, INTERNAL					
5210 Health & Medical Services	200	150	150	150	150
CPR/Hearing					
5240 R&M - Equipment	500	100	250	250	250
5245 R&M - Vehicle	1,000	1,000	1,000	1,000	1,000
5249 R&M - Misc. / Other	100	-	-	-	-
5250 Maintenance Service Contract	2,500	2,500	2,500	2,500	2,500
5300 Printing and Binding	-	-	-	-	-
5310 Advertising	50	306	100	100	100
5350 Uniform Rentals	1,500	1,250	1,300	1,300	1,300
OTHER CHARGES					
5710 Postage	-	-	-	-	-
5720 Telecommunications	3,500	3,300	3,400	3,400	3,400
5840 Motor Vehicle Insurance	800	800	800	800	800
5920 Education and Training	500	-	500	500	500
MATERIALS AND SUPPLIES					
6510 Office Supplies	-	-	-	-	-
6550 Vehicle Fuels	6,000	8,500	8,500	8,500	8,500
6560 Vehicle & Equipment Supplies	1,800	1,800	1,800	1,800	1,800
6570 Uniform Purchases & Wearing	300	300	300	300	300
6580 Books, Subscriptions & Educat	50	-	-	-	-
6660 Operating Supplies	100	-	-	-	-
6670 Small Tools	100	-	-	-	-
CAPITAL OUTLAYS					
7200 Machinery & Equipment	-	-	-	-	-
Replace Utility Locator-Electric					
7500 Motor Vehicles	-	-	-	-	-
replace unit #152 (\$15K)					
UTILITY SERVICES TOTAL	218,374	218,981	225,238	225,238	225,238

Risk Management (1219)

To contract for property, auto, and liability coverage

Budget Summary

FY07 Actual	\$106,199
FY08 Actual	\$111,507
FY09 Projected	\$125,288
FY10 Projected	\$129,782

FY10 Approved Positions

*Note: Staffing provided by Executive Secretary for Town Manager. 50% of position expense carried in Town Manager budget; 50% of position expense carried in Human Resources budget.

	<u>2008/2009</u> <u>ADOPTED</u>	<u>PROJECTED</u> <u>6/30/2009</u>	<u>2009/2010</u> <u>DRAFT/</u> <u>REQUESTED</u>	<u>2009/2010</u> <u>MGR</u> <u>RECOMM.</u>	<u>2009/2010</u> <u>ADOPTED</u> <u>BUDGET</u>
Dept 1219 RISK MANAGEMENT					
OTHER CHARGES					
5810 Boiler & Machinery Insurance	4,463	-	4,597	4,597	4,597
5820 Fire / Property Insurance	6,845	-	7,050	7,050	7,050
5830 Contractor's Equipment Insurance	952	-	981	981	981
5840 Motor Vehicle Insurance	38,652	-	39,812	39,812	39,812
5850 License & Permit Bond	-	-	-	-	-
5860 Public Official Liability Insurance	43,956	-	45,275	45,275	45,275
5870 General Liability Insurance	31,133	-	32,067	32,067	32,067
MISCELLANEOUS ITEMS					
6230 Misc. Permits & Fees	-	-	-	-	-
RISK MANAGEMENT TOTAL	126,001	-	129,782	129,782	129,782

Information Technology (1220)

To provide innovative, contemporary and accessible technology in computing, media and telephone services to enable Town staff to effectively meet their goals. To accomplish this mission, Information Technology works collaboratively with Town Departments to provide technological leadership and support in a timely, cost efficient manner.

Budget Summary

FY07 Actual	\$169,582
FY08 Actual	\$150,021
FY09 Projected	\$292,247
FY10 Projected	\$233,440

FY09 Accomplishments

- Expanded the wide area communications network to include Tourism, Department of Environmental Services and Police Department
- Expanded VOIP phone network to include Tourism, Department of Environmental Services and Police Department
- Developed a Security policy to include email, records, remote access, passwords and security
- Implemented upgrades to the Microsoft Licensing Agreements to ensure compliance with license requirements and to provide access to improved technology resources
- Assisted in the Town and County MDT project to include setup of 26 Mobile Data Terminals for the police department
- Attended Admin training classes for LInX and MOB-LAN for the mobile data terminals
- Expanded internet services from DSL to a T1 line for the Municipal building and wireless backbone
- Established and filled position for an Information Technology Specialist
- Separated the email and Blackberry Enterprise Server to include the purchase and installation of a new Exchange Server
- Began the initiative to perform an internal software audit to determine if licensing was in compliance and the current utilization of existing software
- Expanded the exchange server emails accounts to include the police department
- Upgraded and installed new tape backup system to include backup over the wide area communications network
- Installed Software Updates Services (SUS) server to import critical updates, security updates and service packs
- Implemented Mugshot/LiveScan at the police department for electronic transmission of data and fingerprints to Virginia State Police
- Installed a new wireless access point for the 3rd floor conference room
- Assisted in the Red Flag Rules

- Evaluated and began the initiative to revisit cell phone rates and plans for cost savings

FY10 Goals & Objectives

- Continue implementation of Town-wide ERP system
- Continue to evaluate and implement enhancements to the security of the Town's network
- Implement the Town's security policy
- Continue to evaluate opportunities to expand e-commerce on the Town's website
- Relocate the central core of IT
- Assist in the implementation enhancements to the new police department
- Maintain the operational and productive status of existing information systems
- Maintain and continue to enhance the Town's website to ensure that is it an effective communication tool to the residents and businesses
- Improve and enhance network communications within and between town departments and employees
- Assist town employees better understand and make use of the town's investment in technological resources
- Plan for a possible development of a disaster recovery program
- Actively pursue virtualization technologies for servers and computers for improvements and efficiencies in the management of desktop and laptop technologies
- Plan for implementation of a storage area network (SAN)
- Plan for implementation of an email archival solution
- Create and plan for implementation of an in-house paperless agenda packet

FY10 Approved Positions

<u>Position Title</u>	<u>Position Status</u>
IT Manager	Full Time – Filled
IT Specialist	Full Time - Filled

<u>FY09</u>	<u>FY09</u>	<u>FY10</u>	<u>FY10</u>	<u>FY10</u>
<u>2008/2009</u>	<u>PROJECTED</u>	<u>DRAFT/</u>	<u>MGR</u>	<u>ADOPTED</u>
<u>ADOPTED</u>	<u>6/30/2009</u>	<u>REQUESTED</u>	<u>RECOMM</u>	<u>BUDGET</u>

Dept 1220 INFORMATION TECH ADMINISTRATION

PERSONNEL - WAGES & BENEFITS

5010 Salaries	66,851	-	113,362	113,362	113,362
5040 Salaries- Contingency - Merit	784	-	-	0	0
5099 Accrued Salaries / Leave			-	0	0
5110 Social Security Tax	4,193	-	7,028	7,028	7,028
5120 Medicare Tax	981	-	1,644	1,644	1,644
5130 Health Insurance	5,940	-	12,720	12,720	12,720
5140 VRS Retirement	9,604	-	16,097	16,097	16,097
5145 VRS Group Life Insurance	676	-	1,134	1,134	1,134
5160 Worker's Comp. Insurance	102	-	180	180	180
5175 Education and Training					
5190 Town Banquet	55	-	-	0	0

SERVICES - PURCHASED, SHARED, INTERNAL

5210 Health & Medical Services	90	-	180	180	180
5214 Consulting Services	8,000	-	7,000	7,000	7,000
ANS Support					
MainStreet Training & Tech. Support					
5240 R&M - Equipment	3,000	-	3,000	3,000	3,000
Misc. Printer Repairs					
5250 Maintenance Service Contract	44,865	-	30,045	30,045	30,045
Cogsdale Program Maintenance - \$0					
Capital Software - \$4,300					
MainStreet - \$3,000					
ANS Wireless Annual Maint. - \$9,135					
ANS Annual Phone Support/Upgrade - \$6,290					
Nod32 Annual Support - \$1,500					
Blackberry Annual Support - \$1,250					
Firewall Annual Support - \$1,570					
Symantec b/up Annual Support \$3,000					
5300 Printing and Binding	25	-	25	25	25
5310 Advertising-Ads	-	-	-	0	0

OTHER CHARGES

5710 Postal Services	25	-	25	25	25
5720 Telecommunications	10,200	-	10,200	10,200	10,200
Cell phone / service					
Office Phone					
NT/Verio \$19.95 mo x 12					
Tonic (Domain Name culpeper.to)					
T-1 - \$6480					
5920 Education And Training	4,000	-	3,000	3,000	3,000
Web Services					
CAD/RMS Training					
6010 Lodging	750	-	500	500	500
6015 Meals	250	-	200	200	200
6018 Travel	500	-	300	300	300

MISCELLANEOUS ITEMS

6210 Dues & Assoc. Memberships	200	<u>-</u>	<u>200</u>	<u>200</u>	<u>200</u>
MS TechNet Subscription					
CVRTC Membership					

MATERIALS AND SUPPLIES

6510 Office Supplies	600	<u>-</u>	<u>600</u>	<u>600</u>	<u>600</u>
6560 Vehicle Supplies	-	<u>-</u>	<u>-</u>	<u>0</u>	<u>0</u>
6580 Books, Subscriptions & Education	400	<u>-</u>	<u>-</u>	<u>0</u>	<u>0</u>
6660 Operating Supplies	4,500	<u>-</u>	<u>3,500</u>	<u>3,500</u>	<u>3,500</u>
Keyboards, Mice, Patch Cables, Drives, Toner					
6670 Small Tools	100	<u>-</u>	<u>100</u>	<u>100</u>	<u>100</u>

CAPITAL OUTLAYS

7200 Machinery & Equipment	1,000	<u>-</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
7300 Furniture & Fixtures	300	<u>-</u>	<u>-</u>	<u>0</u>	<u>0</u>
7600 Computer Equipment	3,000	<u>-</u>	<u>20,400</u>	<u>20,400</u>	<u>20,400</u>
Email Archiving \$5,400					
SAN storage - \$15,000					
Laptop replacement: Council \$0					
7650 Computer Software	15,000	<u>-</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>

INFORMATION TECH ADMIN TOTAL	185,991	-	233,440	233,440	233,440
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Motor Pool (1221)

To provide safe, efficient and cost effective vehicle maintenance with limited down time; to ensure a centralized area of control for vehicles; and to continually assess the Town's fleet.

Budget Summary

FY07 Actual	\$254,438
FY08 Actual	\$257,405
FY09 Projected	\$234,582
FY10 Projected	\$232,295

FY09 Accomplishments

- Purchase of transmission flush machine
 - The purchase of a transmission flush machine has allowed the Motor Pool to successfully service the transmissions in all Town vehicles with over 30,000 miles to extend transmission life and avoid costly repairs.

FY10 Goals & Objectives

- Provide safe, efficient and cost effective vehicle and equipment maintenance with limited down time for the entire Town's fleet.

FY10 Approved Positions

<u>Position Title</u>	<u>Position Status</u>
Chief Equipment Mechanic	Full Time –Filled
Equipment Mechanic (2 positions)	Full Time - Filled

	<u>FY09</u>	<u>FY09</u>	<u>FY10</u>	<u>FY10</u>	<u>FY10</u>
	<u>ADOPTED</u>	<u>PROJECTED</u>	<u>DRAFT/</u>	<u>MGR</u>	<u>ADOPTED</u>
		<u>6/30/2009</u>	<u>REQUESTED</u>	<u>RECOMM</u>	<u>BUDGET</u>
Dept 1221 MOTOR POOL					
PERSONNEL - WAGES & BENEFITS					
5010 Salaries	153,015	<u>154,728</u>	<u>156,104</u>	<u>156,104</u>	<u>156,104</u>
5020 Salaries - Overtime	500	<u>200</u>	<u>500</u>	<u>500</u>	<u>500</u>
5030 Salaries - Part-Time					
5040 Salaries - Contingency - Merit	1,968	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
5099 Accrued Salaries / Leave					
5110 Social Security Tax	9,640	<u>9,606</u>	<u>9,709</u>	<u>9,709</u>	<u>9,709</u>
5120 Medicare Tax	2,255	<u>2,247</u>	<u>2,271</u>	<u>2,271</u>	<u>2,271</u>
5130 Health Insurance	15,912	<u>15,912</u>	<u>19,080</u>	<u>19,080</u>	<u>19,080</u>
5140 VRS Retirement	22,008	<u>21,972</u>	<u>22,167</u>	<u>22,167</u>	<u>22,167</u>
5145 VRS Group Life Insurance	1,550	<u>1,548</u>	<u>1,561</u>	<u>1,561</u>	<u>1,561</u>
5160 Worker's Comp. Insurance	3,653	<u>3,639</u>	<u>3,863</u>	<u>3,863</u>	<u>3,863</u>
5175 Education and Training					
5190 Town Banquet	165	<u>165</u>	<u>165</u>	<u>0</u>	<u>0</u>
SERVICES - PURCHASED, SHARED, INTERNAL					
5210 Health & Medical Services	300	<u>0</u>	<u>100</u>	<u>100</u>	<u>100</u>
Flu shots, first aid kit refills					
5240 R&M - Equipment					
Repairs performed out of shop					
5245 R&M - Vehicle	500	<u>286</u>	<u>300</u>	<u>300</u>	<u>300</u>
Repairs performed out of shop					
5250 Maintenance Service Contract	4,600	<u>4,192</u>	<u>4,600</u>	<u>4,600</u>	<u>4,600</u>
OSHA inspection of 3 vehicle lifts & two air jacks-\$785					
Fire extinguisher service-\$100					
Parts washer service-\$615					
Service on used oil & antifreeze containers-\$100					
All Data-\$3,000					
5300 Printing & Binding	200	<u>304</u>	<u>320</u>	<u>320</u>	<u>320</u>
Work orders, vehicle check lists					
5310 Advertising - Ads	100	<u>0</u>	<u>100</u>	<u>100</u>	<u>100</u>
Job openings, etc.					
5350 Uniform Rentals	1,500	<u>1,322</u>	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>
3 employees uniform, shorts & coverall rental					

OTHER CHARGES					
5720 Telecommunications	450	<u>330</u>	<u>450</u>	<u>450</u>	<u>450</u>
Cell Phone - 1 employee					
5920 Education and Training	450	<u>0</u>	<u>450</u>	<u>450</u>	<u>450</u>
Hydraulic school, flagger recertication					
6010 Lodging	200	<u>84</u>	<u>200</u>	<u>200</u>	<u>200</u>
6015 Meals	100	<u>0</u>	<u>100</u>	<u>100</u>	<u>100</u>
6018 Travel	0	392	0	0	0
MISCELLANEOUS ITEMS					
6210 Dues & Assoc. Memberships	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
MATERIALS AND SUPPLIES					
6510 Office Supplies	300	<u>100</u>	<u>300</u>	<u>300</u>	<u>300</u>
Toner cartridges, paper, pens, etc.					
6550 Vehicle Fuels	1,300	<u>1,300</u>	<u>1,200</u>	<u>1,200</u>	<u>1,200</u>
6560 Vehicle & Equipment Supplies	800	<u>1,092</u>	<u>500</u>	<u>500</u>	<u>500</u>
Repair parts, tires, batteries, filters, etc.					
6570 Uniform Purchases and Wearing Apparel	400	<u>400</u>	<u>400</u>	<u>400</u>	<u>400</u>
3 pair safety shoes @\$100/each-\$300					
Town caps - \$100					
6580 Books, Subscriptions & Education	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
6660 Operating Supplies	3,700	<u>2,800</u>	<u>3,200</u>	<u>3,200</u>	<u>3,200</u>
Shop towels, brake cleaner, etc.					
6670 Small Tools	3,000	<u>2,500</u>	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>
Special purpose tools (grinders, drill, etc.)					
CAPITAL OUTLAYS					
7200 Machinery & Equipment	9,700	<u>9,463</u>	<u>0</u>	<u>1,000</u>	<u>1,000</u>
EVAC exhaust removal system for garage					
7300 Furniture & Fixtures	0				
7500 Motor Vehicles	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
7600 Computer Equipment	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
7650 Computer Software	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
(Heavy truck All Data)					
MOTOR POOL TOTAL	238,266	234,582	232,140	232,975	232,975

Electoral Board (1301)

The Electoral Board provides polling services for municipal elections. In 2010, four (4) Council seats and the Mayor position are up for election in May 2010.

Budget Summary

FY07 Actual	\$0
FY08 Actual	\$3,800
FY09 Projected	\$0
FY10 Projected	\$7,900

<u>2008/2009</u>	<u>PROJECTED</u>	<u>2009/2010</u>	<u>2009/2010</u>	<u>2009/2010</u>
<u>ADOPTED</u>	<u>6/30/2009</u>	<u>DRAFT/</u>	<u>MGR</u>	<u>ADOPTED</u>
		<u>REQUESTED</u>	<u>RECOMM.</u>	<u>BUDGET</u>

Dept 1301 ELECTORAL BOARD					
PERSONNEL - WAGES & BENEFITS					
5060 Part Time Wages	-	-	5,500	5,500	5,500
SERVICES - PURCHASED, SHARED, INTERNAL					
5250 Maintenance Service Contract	-	-	1,000	1,000	1,000
5300 Printing and Binding	-	-	1,000	1,000	1,000
OTHER CHARGES					
5940 Lease / Rental of Bldgs.	-	-	400	400	400
ELECTORAL BOARD TOTAL	-	-	7,900	7,900	7,900

- Includes additional funding for May 2010 Town Council Elections

Police Department (3101)

Our mission is the reduction of the incidence of crime and the improvement of the quality of life in Culpeper by making it a place where all people can live safely and without fear. The Culpeper Police Department is committed to:

- Impartial enforcement of criminal laws and the intelligent use of discretion in the solving of problems associated with crime and disorder
- Providing police service of the highest professional quality grounded in our core values of courage, compassion, duty and integrity
- Showing respect for the constitutional rights and personal dignity of all people with whom we come into contact with
- Using problem solving tactics and a community-oriented policing strategy that emphasizes collaboration with other agencies, builds partnerships with civic and service groups, and with business and neighborhood associations
- Continuous organizational improvement and receptiveness to the need for constant change in response to the many needs of a dynamic and diverse community
- Constantly encouraging each member of our staff to assume leadership roles within our organization, provide a high quality of service, encourage and support others, build trust, become agents of change, and share a vision of an ever-improving future.

Budget Summary

FY07 Actual	\$3,766,901
FY08 Actual	\$4,029,442
FY09 Projected	\$3,737,995
FY10 Projected	\$3,869,702

FY09 Accomplishments

- Formed a combined Emergency Response Team with the Culpeper County Sheriff’s Office
- Formed a combined gang task force with the Culpeper County Sheriff’s Office and Commonwealth Attorney’s Office.
- Formed a combined citizen’s law enforcement academy with the Culpeper County Sheriff’s Office and Commonwealth Attorney’s Office.
- Provided service to and met with the Towns eight neighborhood watch groups.
- Worked with Dominion Architects in developing plans for the Towns new police headquarters building located at 740 Old Brandy Road.

- Completed outfitting patrol with in-car Toughbook computers.
- Applied for numerous grants for funding personnel, and equipment.

FY10 Goals & Objectives

- Continue with all 2009 partnership initiatives.
- Complete the plans for the Towns new police headquarters building, bid the project out and begin construction on the project.
- Outfit all remaining officers with in car computer Toughbook computers, to include investigators.
- Actively pursue available grant monies to offset the costs of equipment.



Police-Sheriff Soap Box Derby



Police-Community Night Out 2007

FY10 Approved Positions

<u>Position Title</u>	<u>Position Status</u>
Police Chief	Full Time – Filled
Captain (2 positions)	Full Time – Filled
Lieutenants (5 positions)	Full Time – Filled
Sergeants (6 positions)	Full Time - Filled
Officers & Detectives (24 positions)	Full Time – 20 Filled; 4 Vacant
Administrative Secretary	Full Time – Filled
Records Supervisor	Full Time – Filled
Civilian Background Investigator	Vacant (<i>function covered by Property & Evidence Technician</i>)
Property & Evidence Technician	Full Time – Filled
Administrative Assistant to Chief of Police	Full Time – Filled
Records Clerk (2 positions)	Full Time – Filled
Community Service Officers (2 positions)	Full Time – 1 Filled; 1 Vacant

	<u>FY09</u> <u>ADOPTED</u>	<u>FY10</u> <u>PROJECTED</u> <u>6/30/2009</u>	<u>FY10</u> <u>DRAFT/</u> <u>REQUESTED</u>	<u>FY10</u> <u>MGR</u> <u>RECOMM</u>	<u>FY10</u> <u>ADOPTED</u> <u>BUDGET</u>
Dept 3101 POLICE DEPARTMENT					
PERSONNEL - WAGES & BENEFITS					
5010 Salaries	2,278,349	<u>2,255,930</u>	<u>2,343,307</u>	<u>2,343,307</u>	<u>2,343,307</u>
Uniform Clothing Allowance	14,300	<u>13,650</u>	<u>14,300</u>	<u>14,300</u>	<u>14,300</u>
\$325 X 42					
Investigators Clothing Allowance	2,200	<u>2,200</u>	<u>2,200</u>	<u>2,200</u>	<u>2,200</u>
\$275 X 8					
5020 Salaries - Overtime	145,000	<u>145,000</u>	<u>145,000</u>	<u>145,000</u>	<u>145,000</u>
Special Events, Court Time, Training					
Drug Investigation & Enforcement					
Warrant service					
Problem Area Patrol					
Traffic Safety Grant					
5030 Salaries - Part-Time	15,000	<u>12,000</u>	<u>15,000</u>	<u>12,000</u>	<u>12,000</u>
YMP - 3 Park Attendants					
5040 Salaries-Contingency	32,319	<u>32,319</u>	<u>0</u>	<u>0</u>	<u>0</u>
5070 Education Incentive	4,000	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>
5099 Accrued Salaries / Leave					
5110 Social Security Tax	153,181	<u>139,867</u>	<u>145,285</u>	<u>145,285</u>	<u>145,285</u>
5120 Medicare Tax	35,825	<u>32,711</u>	<u>33,977</u>	<u>33,977</u>	<u>33,977</u>
5130 Health Insurance	270,504	<u>259,896</u>	<u>324,360</u>	<u>324,360</u>	<u>324,360</u>
5140 VRS Retirement	328,115	<u>320,342</u>	<u>332,750</u>	<u>332,750</u>	<u>332,750</u>
5145 VRS Group Life Insurance	23,107	<u>22,559</u>	<u>23,433</u>	<u>23,433</u>	<u>23,433</u>
5160 Worker's Comp. Insurance	50,598	<u>46,047</u>	<u>52,880</u>	<u>52,880</u>	<u>52,880</u>
5190 Town Banquet	2,860	<u>4,174</u>	<u>3,000</u>	<u>0</u>	<u>0</u>
SERVICES - PURCHASED, SHARED, INTERNAL					
5210 Health & Medical Services	13,850	<u>10,000</u>	<u>13,850</u>	<u>10,000</u>	<u>10,000</u>
Physicals for Officers					
Physicals for Candidates					
Hepatitis Inoculation					
Drug Screens					
5214 Consulting Services	9,000	<u>8,000</u>	<u>9,000</u>	<u>8,000</u>	<u>8,000</u>
Polygraph Tests					
Psychological Tests					
5215 Vulture Control	2,000	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
Cost of ammunition and overtime to destroy roosting vultures					
5240 R&M - Equipment	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
5245 R&M - Vehicle	15,000	<u>17,000</u>	<u>17,000</u>	<u>17,000</u>	<u>17,000</u>
Contract Vehicle Repair					
Motorcycle Maintenance Service					
Vehicle Calibrations					
Vehicle Details					
5249 R&M - Misc./ Other	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

5250 Maintenance Service Contract	30,000	<u>32,500</u>	<u>32,500</u>	<u>30,000</u>	<u>30,000</u>
Recycling \$300/yr					
Clancey Parking Ticket Systems X2 \$1800/yr					
Copier Rental & Maintenance X2 \$10944/yr					
Equifax \$600/yr					
LiveScan \$2000/yr					
Generator Maintenance \$894/yr					
In Car Camera Maintenance (\$12K)					
MCT Maintenance \$4482/yr					
Accurint \$900/yr					
Printer Maintenance \$2486/yr					
VCIN \$39/yr					
5300 Printing and Binding	5,400	<u>4,000</u>	<u>4,000</u>	<u>4,000</u>	<u>4,000</u>
Traffic Summons					
Policy Manual					
Accident Field Investigation Notebooks					
Warrant Jackets					
Evidence Forms					
IBR Reports					
Promotional materials					
5310 Advertising	3,500	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>
Found Property Ads					
Surplus Property Ads					
Job Announcements					
*Advertising					
*Marketing					
*Recruiting					
5350 Uniform Rentals	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Cleaning used uniforms for reissue					
5460 Blue Ridge Narcotics Task Force	5,000	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
CPD share of costs for state police narcotics task force					
5480 Shenn. Crim Justice	24,500	<u>24,500</u>	<u>24,500</u>	<u>24,500</u>	<u>24,500</u>
Membership					
Ammo (Basic)					
OTHER CHARGES					
5710 Postal Services	1,500	<u>500</u>	<u>500</u>	<u>500</u>	<u>500</u>
5715 Messenger Services	750	<u>200</u>	<u>500</u>	<u>200</u>	<u>200</u>
Private Carrier Mail Service					
5720 Telecommunications	36,000	<u>38,000</u>	<u>38,000</u>	<u>39,910</u>	<u>39,910</u>
Web Hosting: \$300					
Verizon DSL Line: \$1,260					
Cell Phones: \$21,600					
Access Cards for in-car computers: \$16,750					
5925 ERT Training & Equipment	10,000	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
Funding to maintain equip and train our joint ERT team (town & County)					

5920 Education And Training	20,000	<u>15,000</u>	<u>20,000</u>	<u>15,000</u>	<u>15,000</u>
Outside Training & Police Education					
Continued Education for Employees					
Forensic Science Re-Training					
Continued Education for Employees					
Training Reserve Officers					
Computer Training					
6010 Lodging	5,000	<u>5,000</u>	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>
During Training Out of Town					
6015 Meals	7,500	<u>15,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
While Attending Training					
6018 Travel	2,000	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>
Use of Private Vehicle for Travel					
MISCELLANEOUS ITEMS					
6210 Dues & Assoc. Memberships	10,000	<u>8,000</u>	<u>10,000</u>	<u>8,000</u>	<u>8,000</u>
CALEA Accreditation Fees & Costs					
VACAP					
VACP/IACP					
PELSAA					
FBINA					
VA Crime Prevention Association					
AAA/Child Safety Seat Technician Fees					
IACP NET					
R.A.D. Re-Certification					
VGIA					
IAPE					
VPCA					
6251 Miscellaneous Reimbursable Costs	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
6260 Informant Fees	2,500	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>
Payment for info on criminal activity					
6290 Grant-funded expenditures	15,000	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>
Federal/State money that fund equip, salaries, overtime					
6291 Law Enforcement Explorer	1,000	<u>1,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
6299 Miscellaneous	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
MATERIALS AND SUPPLIES					
6510 Office Supplies	12,000	<u>10,000</u>	<u>12,000</u>	<u>10,000</u>	<u>10,000</u>
Paper, pens, investigative folders, records supp, admin supplies, etc.					
6550 Vehicle Fuels	65,000	<u>67,000</u>	<u>65,000</u>	<u>65,000</u>	<u>65,000</u>
Gas, Oil Changes, Tires, Tune Ups					
6555 Lube Oil					
6560 Vehicle & Equipment Supplies	25,000	<u>15,000</u>	<u>25,000</u>	<u>15,000</u>	<u>15,000</u>
Replacement parts for Vehicles					

6570 Uniform Purchases and Wearing Apparel	37,500	<u>30,000</u>	<u>37,500</u>	<u>30,000</u>	<u>30,000</u>
Police Officer Uniforms					
Reserve Officer Uniforms					
Community Service Officers Uniforms					
Record Clerks Uniforms					
Park Attendant Uniforms					
Raincoats					
Badges, Nameplates & Service Pins					
Coveralls, Uniform Shoes					
6580 Books, Subscriptions & Education	4,000	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>
Police Officer Employment Tests					
Virginia Criminal & Traffic Code Update					
Police Chief's Magazine					
Law & Order Magazine					
Magistrates Manual					
Legal Points, Training Keys Etc.					
6640 Drug Fund Purchases	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
6660 Operating Supplies	40,000	<u>40,000</u>	<u>40,000</u>	<u>40,000</u>	<u>40,000</u>
Ammunition, Targets, Body Armor, Handcuffs, Replacement Weapons, Flashlights					
Decals, Misc. Supplies, batteries, Film, Traffic Cones,					
Evidence Collection Equipment, Traffic Safety Material, Fingerprint Equipment					

JOINT OPERATIONS

6720 E911 Center - Town's Share	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<i>(moved to Dept 3103)</i>					
6760 Records Center - Town's Share	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

CAPITAL OUTLAYS

7200 Machinery & Equipment	25,000	<u>20,000</u>	<u>25,000</u>	<u>20,000</u>	<u>20,000</u>
Radar Purchase, Replacement & Equipment					
Vehicle DVD Camera System Purchase, Replacement & Equipment					
Tuning Fork Calibrations					
Traffic Classifiers					
*varies for unpredictable grant money for equip					
7300 Furniture & Fixtures	4,000	<u>2,000</u>	<u>4,000</u>	<u>2,000</u>	<u>2,000</u>
File/Supply Cabinets					
Desks					
Tables					
Chair Replacements					
7400 Communications Equipment	17,100	<u>17,100</u>	<u>17,100</u>	<u>17,100</u>	<u>17,100</u>
Portable Radio Purchase, Replacement & Equipment					
Mobile Radio Purchase, Replacement & Equipment					
7500 Motor Vehicles	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Purchase X2 Police Package Vehicles					
Purchase X1 Drug Task Force Vehicle					
Install & Remove Emergency & Protective Equipment					
Vehicle Decals					

7600 Computer Equipment	15,000	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>
Purchase & Replacement of Desktop Computers					
Purchase & Replacement of Laptop Computers					
Purchase & Replacement of Computers Printers					
Purchase Mobile Computer Terminals					
7650 Computer Software	14,000	<u>14,000</u>	<u>14,000</u>	<u>14,000</u>	<u>14,000</u>
CAD Licenses X2					
Anti-Virus Update					
Memory Update					
OSSI Records Management Software					
Evidence software					
DVD Camera software					

POLICE DEPARTMENT TOTAL	3,833,458	3,737,995	3,914,942	3,869,702	3,869,702
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Drug Seizure Funds (3102)

To expend funds passed through from the Commonwealth of Virginia from seized assets in the Town of Culpeper.

Budget Summary

FY07 Actual	\$0
FY08 Actual	\$0
FY09 Projected	\$0
FY10 Projected	\$0

	<u>FY09</u> <u>ADOPTED</u>	<u>FY09</u> <u>PROJECTED</u> <u>6/30/2009</u>	<u>FY10</u> <u>DRAFT/</u> <u>REQUESTED</u>	<u>FY10</u> <u>MGR</u> <u>RECOMM</u>	<u>FY10</u> <u>ADOPTED</u> <u>BUDGET</u>
Dept 3102 DRUG SEIZURE FUNDS					
SERVICES - PURCHASED, SHARED, INTERNAL					
5250 Maintenance Service Contract	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
OTHER CHARGES					
5920 Education and Training	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
MATERIALS AND SUPPLIES					
6570 Uniform Purchases and Wearing Apparel	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
6660 Operating Supplies	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
CAPITAL OUTLAYS					
7200 Machinery & Equipment	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
7400 Communications Equipment	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
7600 Computer Hardware and Equipment	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
7650 Computer Software	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
DRUG SEIZURE FUNDS	0	0	0	0	0

Joint E9-1-1 Center Operations (3103)

To serve as the full service joint emergency operations center for police, fire and rescue, providing 24 hours/7 days per week coverage of the Town and County of Culpeper.

Budget Summary

FY07 Actual	\$94,898
FY08 Actual	\$158,256
FY09 Projected	\$215,025
FY10 Projected	\$199,359

	<u>FY09</u> <u>ADOPTED</u>	<u>FY10</u> <u>PROJECTED</u> <u>6/30/2009</u>	<u>FY10</u> <u>DRAFT/</u> <u>REQUESTED</u>	<u>FY10</u> <u>MGR</u> <u>RECOMM.</u>	<u>FY10</u> <u>ADOPTED</u> <u>BUDGET</u>
Dept 3103 PD - E911 CENTER COSTS					
6720 E911 Center - Town's Share	257,000	<u>215,025</u>	<u>205,359</u>	<u>199,359</u>	<u>199,359</u>
PD - E911 CENTER COSTS	257,000	215,025	205,359	199,359	199,359

Fire Department (3202)

To provide financial support to the volunteer fire organizations serving the Town of Culpeper.

Budget Summary

FY07 Actual	\$75,395
FY08 Actual	\$95,395
FY09 Projected	\$100,475
FY10 Projected	\$95,000

	<u>2008/2009</u>	<u>PROJECTED</u>	<u>2009/2010</u>	<u>2009/2010</u>	<u>2009/2010</u>
	<u>ADOPTED</u>	<u>6/30/2009</u>	<u>DRAFT/</u>	<u>MGR</u>	<u>ADOPTED</u>
			<u>REQUESTED</u>	<u>RECOMM.</u>	<u>BUDGET</u>
Dept 3202 VOLUNTEER FIRE DEPARTMENT					
OTHER CHARGES					
6110 Contribution - Civic & Community	100,475	100,475	<u>95,000</u>	<u>95,000</u>	<u>95,000</u>
Town: \$60,000					
State Fire Program Funds (\$20,000 to CCVFD)					
Reva Fire Department: \$15,000					
VOL FIRE DEPARTMENT TOTAL	100,475	100,475	95,000	95,000	95,000

Rescue Services (3203)

To provide financial support to Culpeper Volunteer Rescue Squad (Co. 11).

Budget Summary

FY07 Actual	\$30,000
FY08 Actual	\$10,000
FY09 Projected	\$0
FY10 Projected	\$0

	<u>2008/2009</u>	<u>PROJECTED</u>	<u>2009/2010</u>	<u>2009/2010</u>	<u>2009/2010</u>
	<u>ADOPTED</u>	<u>6/30/2009</u>	<u>DRAFT/</u>	<u>MGR</u>	<u>ADOPTED</u>
			<u>REQUESTED</u>	<u>RECOMM</u>	<u>BUDGET</u>
Dept 3203 RESCUESERVICE					
OTHER CHARGES					
6110 Contribution - Civic & Community Rescue Squad	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
RESCUESERVICES TOTAL	0	0	0	0	0

Virginia Regional Transit–Public Transportation Board (3204)

Budget Summary

FY07 Actual	\$42,856
FY08 Actual	\$43,056
FY09 Projected	\$63,496
FY10 Projected	\$66,144



Culpeper Connector - The Bus Stops Here

Culpeper Connector is a public transportation provider serving local residential and business destinations. The bus is handicapped accessible and stops include the hospital, shopping centers, Town and County offices and the downtown area.

Culpeper Connector is operated by Virginia Regional Transportation Association and the service is provided with a grant from the Virginia Department of Rail and Public Transportation, Culpeper County Department of Social Services and the Town of Culpeper.

The schedule repeats every hour from 7:00 a.m. until 5:00 p.m., Monday through Friday and 9:00 a.m. until 2:00 p.m. on Saturday. Fares are 50 cents per destination. The transfer point, when switching between the north and south routes is the Visitor's Center at The Depot.

	<u>2008/2009</u>	<u>PROJECTED</u>	<u>2009/2010</u>	<u>2009/2010</u>	<u>2009/2010</u>
	<u>ADOPTED</u>	<u>6/30/2009</u>	<u>DRAFT/</u>	<u>MGR</u>	<u>ADOPTED</u>
			<u>REQUESTED</u>	<u>RECOMM.</u>	<u>BUDGET</u>
Dept 3204 VIRGINIA REGIONAL TRANSIT					
6110 Contribution - Civic & Community	-	63,496	66,144	66,144	66,144
Culpeper Connector (\$49,504)					
ADA Bus (\$16,640)					
VIRGINIA REGIONAL TRANSIT TOTAL	-	63,496	66,144	66,144	66,144

General Engineering (4101)

To provide technical, professional engineering support to all Town Departments and Council; to maintain and update the GIS system; to provide enforcement of ordinance requirements for construction, flood plain and erosion and sediment control; to inspect and ensure that new developments are constructed according to subdivision regulations; and to provide efficient Town construction management.

Budget Summary

FY07 Actual	\$340,575
FY08 Actual	\$351,462
FY09 Projected	\$356,383
FY10 Projected	\$408,368

FY09 Accomplishments

- T-21Culpeper Historic Streetscape & Entryways Project Phase I completed;
- T-21Culpeper Historic Streetscape & Entryways Project Phase III plans completed;
- Updated ACAD-VIP, ARC INFO, CYBERNET, and GIS Mapping Software;
- Upgraded GIS server that will allow in-house hosting of GIS mapping information;
- Completion of more than 30% of the Light & Power appurtenances mapping;
- Inspected and excepted newly constructed subdivision streets;
- Inspected the installation of several miles of fiber optic lines throughout Town;
- Conducted Certificate of Occupancy inspections on many commercial and residential structures;
- Installed sidewalk along Bell Avenue;
- Commerce –Hill CDBG infrastructure improvements completed;
- Provided support and inspection for the construction of the Wine Street Park;

FY10 Goals & Objectives

- Complete the T-21Culpeper Historic Streetscape & Entryways Project Phase III
- Complete and make continuous the Blue Ridge Sidewalk system;
- Widen West Street between Locust and Culpeper Streets;
- Have all unfinished and occupied residential subdivision streets finished and accepted into the maintenance system;
- Make Town Code and Facilities Standard Manual changes that would strengthen the Town's ability to get developers to finish the infrastructure in a more timely manner;
- Complete the Yowell Meadow Park Stream Bank Stabilization project;
- Replace the roof on the Municipal Building;
- Upgrading the Building and Grounds Keeper position from part-time to a full-time position;

	<u>FY09</u> <u>ADOPTED</u>	<u>FY09</u> <u>PROJECTED</u> <u>6/30/2009</u>	<u>FY10</u> <u>DRAFT/</u> <u>REQUESTED</u>	<u>FY10</u> <u>MGR</u> <u>RECOMM</u>	<u>FY10</u> <u>ADOPTED</u> <u>BUDGET</u>
Dept 4101 GENERAL ENGINEERING					
amended budget figure					
PERSONNEL - WAGES & BENEFITS					
5010 Salaries	205,854	<u>205,854</u>	<u>247,333</u>	<u>247,333</u>	<u>247,333</u>
5020 Salaries - Overtime (Inspector)	6,000	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
5030 Salaries - Part-time (1 Intern)	16,222	<u>16,222</u>	<u>15,808</u>	<u>15,808</u>	<u>15,808</u>
5040 Salaries-Contingency	2,518	<u>2,518</u>	<u>0</u>	<u>0</u>	<u>0</u>
5099 Accrued Salaries / Leave					
5110 Social Security Tax	14,297	<u>14,297</u>	<u>16,315</u>	<u>16,315</u>	<u>16,315</u>
5120 Medicare Tax	3,344	<u>3,344</u>	<u>3,816</u>	<u>3,816</u>	<u>3,816</u>
5130 Health Insurance	21,216	<u>21,216</u>	<u>25,440</u>	<u>25,440</u>	<u>25,440</u>
5140 VRS Retirement	29,589	<u>29,589</u>	<u>35,121</u>	<u>35,121</u>	<u>35,121</u>
5145 VRS Group Life Insurance	2,084	<u>2,084</u>	<u>2,473</u>	<u>2,473</u>	<u>2,473</u>
5160 Worker's Comp. Insurance	2,505	<u>2,505</u>	<u>3,370</u>	<u>3,370</u>	<u>3,370</u>
5175 Education & Training	850	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
3 employees @ \$750 (Engineering Training)					
5190 Town Banquet	275	<u>275</u>	<u>275</u>	<u>0</u>	<u>0</u>
SERVICES - PURCHASED, SHARED, INTERNAL					
5210 Health & Medical Services	55	<u>179</u>	<u>179</u>	<u>179</u>	<u>179</u>
5214 Consulting Services	11,960	<u>24,500</u>	<u>24,500</u>	<u>24,500</u>	<u>24,500</u>
GIS Software - Consultant Support (\$9750)					
Utility Mapping - Consultant Services (\$9750)					
On-Line GIS - Consultant Services (\$5,000)					
5216 Engineering Services	6,360	<u>4,390</u>	<u>6,360</u>	<u>6,360</u>	<u>6,360</u>
Bridge Inspections (\$2900)					
Miscellaneous Surveying (\$2000)					
Bridge Load Capacity Analysis (\$1460)					
5218 Legal Services	150	<u>0</u>	<u>150</u>	<u>150</u>	<u>150</u>
Easement Recordation					
5219 Temporary Help (to scan plans & documents)	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
5245 R&M - Vehicle	500	<u>500</u>	<u>500</u>	<u>500</u>	<u>500</u>
5250 Maintenance Service Contract	11,950	<u>11,950</u>	<u>11,950</u>	<u>11,950</u>	<u>11,950</u>
ACAD VIP (\$2309)					
ARC Info & View Map (\$3700)					
Cybernet Upgrade (\$500)					
Engineering Copier Maintenance (\$400)					
Engineering Radio Maintenance (\$20)					
GIS Mapping (\$3026)					
Vidar Maintenance (1995)					
5300 Printing and Binding	200	<u>200</u>	<u>200</u>	<u>200</u>	<u>200</u>
Miscellaneous Color Copying (\$100)					
Deed Copies from County Clerk (\$100)					
5310 Advertising	600	<u>0</u>	<u>600</u>	<u>600</u>	<u>600</u>
Engineering RFP's					

OTHER CHARGES

5710 Postal Services	600	<u>600</u>	<u>600</u>	<u>600</u>	<u>600</u>
Stamps and Postage Meter Use					
5720 Telecommunications	4,320	<u>7,570</u>	<u>7,570</u>	<u>7,550</u>	<u>7,550</u>
4 cell phones @ \$157 per mo *12					
5920 Education and Training	1,500	<u>1,000</u>	<u>1,500</u>	<u>1,200</u>	<u>1,200</u>
6015 Meals	300	<u>11</u>	<u>300</u>	<u>200</u>	<u>200</u>
6018 Travel	500	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

MISCELLANEOUS ITEMS

6210 Dues & Assoc. Memberships	380	<u>120</u>	<u>380</u>	<u>200</u>	<u>200</u>
Nat'l Society of Professional Engineers					
Professional Engineer License Renewal					

MATERIALS AND SUPPLIES

6510 Office Supplies	2,431	<u>800</u>	<u>2,431</u>	<u>1,800</u>	<u>1,800</u>
Paper, Pens, Files, Envelopes (\$831)					
Drafting Supplies (\$800)					
Printer Supplies - (\$800)					
6550 Vehicle Fuels	1,600	<u>1,600</u>	<u>1,600</u>	<u>1,600</u>	<u>1,600</u>
6560 Vehicle & Equipment Supplies	350	<u>475</u>	<u>350</u>	<u>350</u>	<u>350</u>
6570 Uniform Purchases and Wearing Apparel	500	<u>188</u>	<u>500</u>	<u>500</u>	<u>500</u>
5 employees @ \$100 for Safety Shoes					
6580 Books, Subscriptions & Education	400	<u>175</u>	<u>400</u>	<u>300</u>	<u>300</u>
Engineering Books & Subscriptions					

CAPITAL OUTLAYS

7200 Machinery & Equipment	369	<u>369</u>	<u>0</u>	<u>0</u>	<u>0</u>
7300 Furniture & Fixtures	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
7500 Motor Vehicles	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
7600 Computer Equipment	1,700	<u>1,672</u>	<u>0</u>	<u>0</u>	<u>0</u>
GIS Server					
7650 Computer Software	2,180	<u>2,180</u>	<u>0</u>	<u>0</u>	<u>0</u>
Masterspec					

GENERAL ENGINEERING TOTAL	353,659	356,383	410,021	408,415	408,415
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Public Works - Streets (4102)

To provide technical, professional engineering support to all Town Departments and Council; to maintain and update the GIS system; to provide enforcement of ordinance requirements for construction, flood plain and erosion and sediment control; to inspect and ensure that new developments are constructed according to subdivision regulations; and to provide efficient Town construction management.

Budget Summary

FY07 Actual	\$1,563,810
FY08 Actual	\$1,777,826
FY09 Projected	\$2,155,697
FY10 Projected	\$1,750,513

FY09 Accomplishments

- Development of 5 year paving plan
 - The staff developed criteria for evaluating all Town owned streets to develop a five year paving evaluation so that all streets could be brought to an acceptable standard for the traveling public.

FY10 Goals & Objectives

- To maintain the effective use of the Town's street and roadway facilities for the purpose of addressing safety, infrastructure life cycle costs and legislated requirements for the traveling public.



FY10 Approved Positions

<u>Position Title</u>	<u>Position Status</u>
Public Works Director	Full Time – Filled
Public Works Superintendent	Full Time – Filled
Administrative Secretary	Full Time – Filled
Crew Leader	Full Time – Filled
Equipment Operator (4 positions)	Full Time – Filled
Senior Maintenance/Construction Worker (3 positions)	Full Time – 2 Filled; 1 Vacant
Maintenance/Construction Worker (2 positions)	Filled

<u>2008/2009</u>	<u>PROJECTED</u>	<u>2009/2010</u>	<u>2009/2010</u>	<u>2009/2010</u>
<u>ADOPTED</u>	<u>6/30/2009</u>	<u>DRAFT/</u>	<u>MGR</u>	<u>ADOPTED</u>
		<u>REQUESTED</u>	<u>RECOMM.</u>	<u>BUDGET</u>

Dept 4102 PUBLIC WORKS - STREETS

PERSONNEL - WAGES & BENEFITS

5010 Salaries	566,704	<u>576,301</u>	<u>552,334</u>	<u>552,334</u>	<u>552,334</u>
5020 Salaries - Overtime	40,000	<u>32,000</u>	<u>40,000</u>	<u>40,000</u>	<u>40,000</u>
Regular \$24,000, Sweeping \$16,000					
5030 Salaries - Part-time	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
5040 Salaries-Contingency - Merit	8,976	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
5099 Accrued Salaries / Leave					
5110 Social Security Tax	38,172	<u>37,715</u>	<u>36,725</u>	<u>36,725</u>	<u>36,725</u>
5120 Medicare Tax	8,927	<u>8,820</u>	<u>8,589</u>	<u>8,589</u>	<u>8,589</u>
5130 Health Insurance	68,958	<u>65,858</u>	<u>76,320</u>	<u>76,320</u>	<u>76,320</u>
5140 VRS Retirement	81,747	<u>81,835</u>	<u>78,433</u>	<u>78,433</u>	<u>78,433</u>
5145 VRS Group Life Insurance	5,757	<u>5,763</u>	<u>5,523</u>	<u>5,523</u>	<u>5,523</u>
5160 Worker's Comp. Insurance	32,067	<u>30,717</u>	<u>32,098</u>	<u>32,098</u>	<u>32,098</u>
5190 Town Banquet	715	<u>715</u>	<u>660</u>	<u>0</u>	<u>0</u>

SERVICES - PURCHASED, SHARED, INTERNAL

5210 Health & Medical Services	600	<u>69</u>	<u>150</u>	<u>150</u>	<u>150</u>
Pre-employment physicals, drug tests, first aid kit refills, flu shots					
5214 Consulting Services	0	<u>0</u>		<u>0</u>	<u>0</u>
5215 Contractual Services (Cleaning)	9,800	<u>7,200</u>	<u>9,800</u>	<u>9,800</u>	<u>9,800</u>
Cleaning-\$7800; spraying-\$2,000					
5216 Engineering Services					
5238 R&M - Infrastructure	619,622	<u>1,025,872</u>	<u>637,231</u>	<u>637,231</u>	<u>637,231</u>
Gravel, hot & cold mix for patching, concrete, brick, block, culvert pipe, castings-\$35,000 Sidewalk, curb & gutter replacement-\$35,000 4664.3 tons SM-9.5A bituminous concrete to be overlaid on various streets (\$80/ton); 440 tons base (\$80/ton); 33,347 s.y. milling (\$4.00 s.y.); 30,000 ft. crack sealing (\$.85/ft.)-\$567,231					
5240 R&M - Equipment	2,000	<u>700</u>	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>
Repairs performed out of shop					
5245 R&M - Vehicle	1,000	<u>0</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
Repairs performed out of shop					
5249 R&M - Misc. / Other	500	<u>200</u>	<u>500</u>	<u>500</u>	<u>500</u>

5250 Maintenance Service Contract	1,500	<u>1,500</u>	<u>1,500</u>	<u>1,200</u>	<u>1,200</u>
Fire extinguisher service-\$800					
Service on copy machine at Town Office-\$400					
5270 Rental of Street Lights	154,000	<u>154,000</u>	<u>158,000</u>	<u>158,000</u>	<u>158,000</u>
Lights from REC-\$9,000					
Lights from Virginia Power-\$27,000					
Future Units-\$2,000					
Lights from Town System-\$120,000					
5300 Printing & Binding	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
5310 Advertising	900	<u>900</u>	<u>900</u>	<u>900</u>	<u>900</u>
Requests for bids, job openings, etc.					
5350 Uniform Rentals	4,000	<u>3,500</u>	<u>3,150</u>	<u>3,500</u>	<u>3,500</u>
10 employees uniform & shorts rental					
OTHER CHARGES					
5620 Disposal Fees	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
5710 Postal Services	172	<u>172</u>	<u>220</u>	<u>220</u>	<u>220</u>
5720 Telecommunications	7,500	<u>7,000</u>	<u>7,000</u>	<u>4,500</u>	<u>4,500</u>
Telephone line-\$2,200					
Pager service-\$100					
Cell Phone-3 employees & on call-\$2,200					
5920 Education and Training	1,500	<u>400</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
Flagger recertification, asphalt training, etc.					
6010 Lodging	200	<u>0</u>	<u>200</u>	<u>200</u>	<u>200</u>
6015 Meals	200	<u>10</u>	<u>100</u>	<u>100</u>	<u>100</u>
6018 Travel	100	<u>0</u>	<u>100</u>	<u>100</u>	<u>100</u>
MISCELLANEOUS ITEMS					
6210 Dues & Assoc. Memberships	125	<u>120</u>	<u>125</u>	<u>125</u>	<u>125</u>
APWA Dues					
MATERIALS AND SUPPLIES					
6510 Office Supplies	1,500	<u>1,321</u>	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>
Paper, toner cartridges, pens, folders, paper clips, etc.					
6520 Agricultural Supplies	300	<u>300</u>	<u>300</u>	<u>300</u>	<u>300</u>
Grass seed, fertilizer, etc.					
6540 Janitorial Supplies	2,000	<u>1,890</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>
Paper towels, toilet tissue, soap, windex, cleaning supplies, etc.					
6550 Vehicle Fuels	26,000	<u>23,000</u>	<u>23,000</u>	<u>23,000</u>	<u>23,000</u>
6555 Lube Oil	2,000	<u>1,550</u>	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>
6560 Vehicle & Equipment Supplies	40,000	<u>38,000</u>	<u>38,000</u>	<u>38,000</u>	<u>38,000</u>
Repair parts, tires, batteries, filters, etc.					
6570 Uniform Purchases and Wearing Apparel	1,370	<u>1,200</u>	<u>1,270</u>	<u>1,270</u>	<u>1,270</u>
Safety shoes - 11 employees @\$100-\$1,100					
Town caps - \$170					
6580 Books, Subscriptions & Education	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
6660 Operating Supplies	6,000	<u>4,100</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
Gloves, hard hats, vests, rain suits, etc.					
6670 Small Tools	1,500	<u>1,400</u>	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>
Miscellaneous hand tools (rakes, shovels, picks, sprayers, brooms, etc.)					

CAPITAL OUTLAYS

7040 Infrastructure	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
7200 Machinery & Equipment	70,295	<u>41,569</u>	<u>25,795</u>	<u>25,795</u>	<u>25,795</u>
Purchase 2 string trimmers @\$400/ea-\$800					
Lease purchae loader (3rd yr.)-\$24,995					
7300 Furniture & Fixtures	0	<u>0</u>	<u>600</u>	<u>600</u>	<u>600</u>
Replace laser printer in PW office					
7400 Communication Equipment replacement phone sy:	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
7500 Motor Vehicles	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
7600 Computer Equipment	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
7650 Computer Software	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

PUBLIC WORKS - STREETS TOTAL	1,806,707	2,155,697	1,753,623	1,750,513	1,750,513
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Public Works – Snow & Ice Removal (4105)

To provide an immediate and effective snow and ice control program which enables the motoring public to use the Town's road network during inclement weather by keeping it sufficiently clear of ice and snow and safe for public travel.

Budget Summary

FY07 Actual	\$67,425
FY08 Actual	\$64,848
FY09 Projected	\$49,992
FY10 Projected	\$61,261

FY09 Accomplishments

FY10 Goals & Objectives

- To maintain the effective use of the Town's street and roadway facilities for the purpose of addressing safety, infrastructure life cycle costs and legislated requirements for the traveling public.

		<u>FY09</u>	<u>FY10</u>	<u>FY10</u>	<u>FY10</u>
		<u>ADOPTED</u>	<u>PROJECTED</u>	<u>DRAFT/</u>	<u>MGR</u>
			<u>6/30/2009</u>	<u>REQUESTED</u>	<u>RECOMM</u>
					<u>ADOPTED</u>
					<u>BUDGET</u>
Dept 4105 SNOW & ICEREMOVAL					
PERSONNEL - WAGES & BENEFITS					
5020 Salaries - Overtime	15,000		<u>6,000</u>	<u>13,000</u>	<u>13,000</u>
5110 Social Security Tax	930		<u>370</u>	<u>806</u>	<u>806</u>
5120 Medicare Tax	218		<u>90</u>	<u>189</u>	<u>189</u>
5160 Worker's Comp. Insurance	732		<u>300</u>	<u>666</u>	<u>666</u>
SERVICES - PURCHASED, SHARED, INTERNAL					
5219 Temporary Help Services	2,000		<u>0</u>	<u>2,000</u>	<u>2,000</u>
Truck rental for removing two one major snow from Main & Davis Sts. - 54 hrs. @ \$45/hr.					
5240 R&M - Equipment	500		<u>0</u>	<u>500</u>	<u>500</u>
Welding services on plows & trucks					
5245 R&M - Vehicle				500	500
Repairs performed out of shop					
5250 Maintenance Service Contract	0		<u>0</u>	<u>0</u>	<u>0</u>
5310 Advertising	100		<u>141</u>	<u>160</u>	<u>160</u>
Request for bids on chemicals					
OTHER CHARGES					
6015 Meals	600		<u>300</u>	<u>600</u>	<u>600</u>
Meals for employees during snow emergencies					
MATERIALS AND SUPPLIES					
6550 Vehicle Fuels	5,000		<u>4,700</u>	<u>4,000</u>	<u>4,000</u>
6555 Lube Oil	250		<u>250</u>	<u>250</u>	<u>250</u>
6560 Vehicle & Equipment Supplies	4,500		<u>4,500</u>	<u>5,000</u>	<u>5,000</u>
Repair parts, tires, filters, batteries, etc.					
6660 Operating Supplies	38,750		<u>33,341</u>	<u>33,590</u>	<u>33,590</u>
11 tons mag. chloride @ \$440/ton-\$4,840					
250 tons rock salt @ \$85/ton-\$21,250					
500 tons sand @ \$15/ton-\$7,500					
CAPITAL OUTLAYS					
7200 Machinery & Equipment	0		<u>0</u>	<u>0</u>	<u>0</u>
7500 Motor Vehicles	0		<u>0</u>	<u>0</u>	<u>0</u>
SNOW & ICEREMOVAL TOTAL		68,580	49,992	61,261	61,261
					61,261

Public Works – Traffic Engineering (4107)

To maintain the quality of roads, traffic control devices and road markings

Budget Summary

FY07 Actual	\$158,333
FY08 Actual	\$168,505
FY09 Projected	\$150,226
FY10 Projected	\$164,550

FY09 Accomplishments

FY10 Goals & Objectives

- To maintain the effective use of the Town's street and roadway facilities for the purpose of addressing safety, infrastructure life cycle costs and legislated requirements for the traveling public.

FY10 Approved Positions

<u>Position Title</u>	<u>Position Status</u>
Senior Maintenance/Construction Worker	Full Time - Filled

	<u>FY09</u>	<u>FY10</u>	<u>FY10</u>	<u>FY10</u>
	<u>ADOPTED</u>	<u>PROJECTED</u>	<u>DRAFT/</u>	<u>MGR</u>
	<u>ADOPTED</u>	<u>6/30/2009</u>	<u>REQUESTED</u>	<u>RECOMM.</u>
				<u>ADOPTED</u>
				<u>BUDGET</u>

Dept 4107 TRAFFIC ENGINEERING

PERSONNEL WAGES & BENEFITS

5010 Salaries	28,033	<u>29,697</u>	<u>30,846</u>	<u>30,846</u>	<u>30,846</u>
5040 Salaries-Contingency - Merit	333	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
5099 Accrued Salaries / Leave	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
5110 Social Security Tax	1,759	<u>1,842</u>	<u>1,912</u>	<u>1,912</u>	<u>1,912</u>
5120 Medicare Tax	411	<u>431</u>	<u>447</u>	<u>447</u>	<u>447</u>
5130 Health Insurance	5,304	<u>5,304</u>	<u>6,360</u>	<u>6,360</u>	<u>6,360</u>
5140 VRS Retirement	4,028	<u>4,217</u>	<u>4,380</u>	<u>4,380</u>	<u>4,380</u>
5145 VRS Group Life Insurance	284	<u>297</u>	<u>308</u>	<u>308</u>	<u>308</u>
5160 Worker's Comp. Insurance	2,173	<u>2,275</u>	<u>2,482</u>	<u>2,482</u>	<u>2,482</u>
5190 Town Banquet	55	<u>55</u>	<u>55</u>	<u>0</u>	<u>0</u>

SERVICES - PURCHASED, SHARED, INTERNAL

5210 Health & Medical Services	200	<u>0</u>	<u>200</u>	<u>200</u>	<u>200</u>
Flu shots, first aid kit refills, etc.					
5216 Engineering	5,500	<u>0</u>	<u>5,500</u>	<u>5,500</u>	<u>5,500</u>
Traffic studies					
5238 R&M - Infrastructure	76,698	<u>56,300</u>	<u>54,000</u>	<u>54,000</u>	<u>54,000</u>
Painting of traffic markings, repair of signals, thermoplastic markings-\$30,000					
Replacement of signal loops at Davis & East intersection with overhead detectors-\$24,000					
5245 R&M - Vehicle	300	<u>0</u>	<u>300</u>	<u>300</u>	<u>300</u>
Repairs performed out of shop					
5250 Maintenance Service Contract	18,350	<u>18,350</u>	<u>18,350</u>	<u>18,350</u>	<u>18,350</u>
Service contract for traffic lights & equip.-\$3,800					
Service contract for L&P maintenance-\$11,800					
Maintenance of RR Xing protective devices at Spencer & Chandler Streets-\$2,750					
5310 Advertising	100	<u>100</u>	<u>300</u>	<u>300</u>	<u>300</u>
5350 Uniform Rentals	351	<u>334</u>	<u>351</u>	<u>351</u>	<u>351</u>
1 employee uniform rental					

OTHER CHARGES

5610 Electrical Services	10,000	<u>9,500</u>	<u>10,500</u>	<u>10,500</u>	<u>10,500</u>
Electricity for traffic signals					
5720 Telecommunications	0	<u>0</u>	<u>240</u>	<u>240</u>	<u>240</u>
Cell phone - 1 employee					
5920 Education and Training	150	<u>0</u>	<u>150</u>	<u>150</u>	<u>150</u>
Flagger recertification, safety classes, etc.					

MATERIALS AND SUPPLIES

6550 Vehicle Fuels	3,500	<u>3,300</u>	<u>3,100</u>	<u>3,100</u>	<u>3,100</u>
6555 Lube Oil	100	<u>100</u>	<u>100</u>	<u>100</u>	<u>100</u>
6560 Vehicle & Equipment Supplies	2,000	<u>1,000</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>
Repair parts, tires, batteries, filters, etc.					
6570 Uniform Purchases and Wearing Apparel	124	<u>124</u>	<u>124</u>	<u>124</u>	<u>124</u>
Safety shoes-\$100, caps-\$24					
6660 Operating Supplies	200	<u>150</u>	<u>200</u>	<u>200</u>	<u>200</u>
Gloves, hard hats, rainsuits, etc.					
6670 Small Tools	500	<u>250</u>	<u>400</u>	<u>400</u>	<u>400</u>
6680 Traffic Signals & Signs	25,000	<u>15,800</u>	<u>22,000</u>	<u>22,000</u>	<u>22,000</u>
Signs, posts, hardware, etc.-\$12,000					
Signal parts & LED bulbs for signal heads-\$10,000					

CAPITAL OUTLAYS

7040 Infrastructure	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
7200 Machinery & Equipment	800	<u>800</u>	<u>0</u>	<u>0</u>	<u>0</u>
7500 Motor Vehicles	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

TRAFFIC ENGINEERING TOTAL	186,253	150,226	164,605	164,550	164,550
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Public Works – Refuse Collection (4203)

To deliver in a timely manner, a safe, comprehensive, cost-effective, environmentally sound, and technically reliable residential and business solid waste collection and disposal system for the Town of Culpeper.

Budget Summary

FY07 Actual	\$515,890
FY08 Actual	\$362,003
FY09 Projected	\$340,774
FY10 Projected	\$364,804

FY09 Accomplishments

- Holiday Trash Collection Schedule stickers
 - Staff developed a Holiday Trash Collection Schedule sticker that was placed on all trash carts to notify residents of changes in their trash schedule due to holidays. The stickers, which listed holidays for an entire year, drastically reduced the number of complaints from residents and businesses about notification of changes to their trash services due to holidays.

FY10 Goals & Objectives

- To deliver a timely, safe, cost effective, environmentally sound and reliable residential and small business solid waste collection and disposal system for the Town of Culpeper.



FY10 Approved Positions

<u>Position Title</u>	<u>Position Status</u>
Sanitation Equipment Operator (2 positions)	Full Time – Filled
Sanitation Work (3 positions)	Full Time - Filled

	<u>FY09</u>	<u>FY10</u>	<u>FY10</u>	<u>FY10</u>
	<u>ADOPTED</u>	<u>PROJECTED</u>	<u>DRAFT/</u>	<u>MGR</u>
		<u>6/30/2009</u>	<u>REQUESTED</u>	<u>RECOMM</u>
				<u>ADOPTED</u>
				<u>BUDGET</u>

Dept 4203 Refuse Collection

PERSONNEL - WAGES & BENEFITS

5010 Salaries	169,666	<u>171,973</u>	<u>172,453</u>	<u>172,453</u>	<u>172,453</u>
5020 Salaries - Overtime	500	<u>300</u>	<u>500</u>	<u>500</u>	<u>500</u>
5030 Salaries - Part-Time					
5040 Salaries-Contingency - Merit	2,747	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
5099 Accrued Salaries / Leave					
5110 Social Security Tax	10,721	<u>10,681</u>	<u>10,723</u>	<u>10,723</u>	<u>10,723</u>
5120 Medicare Tax	2,507	<u>2,498</u>	<u>2,508</u>	<u>2,508</u>	<u>2,508</u>
5130 Health Insurance	26,520	<u>26,520</u>	<u>31,800</u>	<u>31,800</u>	<u>31,800</u>
5140 VRS Retirement	24,483	<u>24,420</u>	<u>24,488</u>	<u>24,488</u>	<u>24,488</u>
5145 VRS Group Life Insurance	1,724	<u>1,720</u>	<u>1,725</u>	<u>1,725</u>	<u>1,725</u>
5160 Worker's Comp. Insurance	9,528	<u>9,493</u>	<u>10,007</u>	<u>10,007</u>	<u>10,007</u>
5190 Town Banquet	275	<u>275</u>	<u>275</u>	<u>0</u>	<u>0</u>

SERVICES - PURCHASED, SHARED, INTERNAL

5210 Health & Medical Services	250	<u>0</u>	<u>250</u>	<u>250</u>	<u>250</u>
Pre-employment physicals, drug tests, first aid kit refills, flu shots					
5240 R&M - Equipment	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Repairs performed out of shop					
5245 R&M - Vehicle	2,000	<u>1,000</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>
Repairs performed out of shop					
5250 Maintenance Service Contract	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
5260 Refuse Container Contract	12,000	<u>10,560</u>	<u>0</u>	<u>0</u>	<u>0</u>
5300 Printing & Binding	1,000	<u>1,080</u>	<u>1,300</u>	<u>1,300</u>	<u>1,300</u>
Holiday refuse collection stickers					
5310 Advertising	150	<u>0</u>	<u>300</u>	<u>300</u>	<u>300</u>
Job openings, notices, etc.					
5350 Uniform Rentals	1,755	<u>1,592</u>	<u>1,600</u>	<u>1,600</u>	<u>1,600</u>
5 employee uniform & shorts rental					

OTHER CHARGES

5660 Disposal Fees - tipping fees for small business	39,000	<u>37,041</u>	<u>39,000</u>	<u>39,000</u>	<u>39,000</u>
5710 Postal Services	100	<u>0</u>	<u>90</u>	<u>90</u>	<u>90</u>
5920 Education & Training	900	<u>80</u>	<u>500</u>	<u>500</u>	<u>500</u>
Flagger recertification, safety classes					

MISCELLANEOUS

6299 Miscellaneous	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
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MATERIALS AND SUPPLIES

6550 Vehicle Fuels	21,500	<u>19,900</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>
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6555 Lube Oil	600	<u>600</u>	<u>600</u>	<u>600</u>	<u>600</u>
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6560 Vehicle & Equipment Supplies	14,000	<u>13,500</u>	<u>14,000</u>	<u>14,000</u>	<u>14,000</u>
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Repair parts, tires, filters, batteries, etc.

6570 Uniform Purchases and Wearing Apparel	560	<u>400</u>	<u>560</u>	<u>560</u>	<u>560</u>
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Safety shoes - 5 employees @\$100/ea.-\$500

Town caps - \$60

6660 Operating Supplies	1,000	<u>800</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
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Gloves, rainsuits, vests, hard hats, etc.

CAPITAL OUTLAYS

7200 Machinery & Equipment	25,000	<u>2,110</u>	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>
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500 trash carts @ \$50 ea.-\$25,000

7400 Communications Equipment	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
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7500 Motor Vehicles	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
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GRANTS

8840 Grant - Litter Control	4,600	<u>4,311</u>	<u>4,400</u>	<u>4,400</u>	<u>4,400</u>
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REFUSE COLLECTION TOTAL	373,086	340,854	365,079	364,804	364,804
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Public Works – Recycling (4204)

To deliver to the citizens of the Town of Culpeper a safe, comprehensive, cost-effective and environmentally friendly alternative to solid waste.

Budget Summary

FY07 Actual	\$75,000
FY08 Actual	\$17,050
FY09 Projected	\$6,670
FY10 Projected	\$8,850

FY09 Accomplishments

- Holiday Trash Collection Schedule stickers
 - Staff developed a Holiday Trash Collection Schedule sticker that was placed on all trash carts to notify residents of changes in their trash schedule due to holidays. The stickers, which listed holidays for an entire year, drastically reduced the number of complaints from residents and businesses about notification of changes to their trash services due to holidays.

FY10 Goals & Objectives

- To deliver a timely, safe, cost effective, environmentally sound and reliable residential and small business solid waste collection and disposal system for the Town of Culpeper.

	<u>FY09</u>	<u>FY10</u>	<u>FY10</u>	<u>FY10</u>	<u>FY10</u>
	<u>ADOPTED</u>	<u>PROJECTED</u>	<u>DRAFT/</u>	<u>MGR</u>	<u>ADOPTED</u>
		<u>6/30/2009</u>	<u>REQUESTED</u>	<u>RECOMM</u>	<u>BUDGET</u>
Dept 4204 Recycle					
PERSONNEL - WAGES & BENEFITS					
5010 Salaries	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
5020 Salaries - Overtime	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
5030 Salaries - Part-Time					
5040 Salaries-Contingency - Merit	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
5099 Accrued Salaries / Leave					
5110 Social Security Tax	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
5120 Medicare Tax	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
5130 Health Insurance	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
5140 VRS Retirement	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
5145 VRS Group Life Insurance	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
5160 Worker's Comp. Insurance	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
5190 Town Banquet	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
SERVICES - PURCHASED, SHARED, INTERNAL					
5210 Health & Medical Services	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Pre-employment physicals, drug tests, CPR & First Aid recertifications					
5214 Contract Services	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
5240 R&M - Equipment	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
5245 R&M - Vehicle	1,500	<u>1,250</u>	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>
Repairs performed out of shop					
5250 Maintenance Service Contract	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
5260 Refuse Container Contract	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
5300 Printing & Binding	300	<u>0</u>	<u>100</u>	<u>100</u>	<u>100</u>
Recycling notices, etc.					
5310 Advertising	300	<u>0</u>	<u>100</u>	<u>100</u>	<u>100</u>
Recycling schedules, etc.					
5350 Uniform Rentals	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
OTHER CHARGES					
5660 Disposal Fees - tipping fees for small business	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
5710 Postal Services	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
5920 Education & Training	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
MISCELLANEOUS					
6299 Miscellaneous	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
MATERIALS AND SUPPLIES					
6550 Vehicle Fuels	3,000	<u>1,900</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>
Fuel for Unit #336					
6555 Lube Oil	200	<u>120</u>	<u>150</u>	<u>150</u>	<u>150</u>
6560 Vehicle & Equipment Supplies	5,000	<u>3,400</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
Repair parts, filters, tires, batteries, etc.					
6570 Uniform Purchases and Wearing Apparel	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
6660 Operating Supplies	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
CAPITAL OUTLAYS					
7200 Machinery & Equipment	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
7400 Communications Equipment	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Purchase 1 mobile radio					
7500 Motor Vehicles	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
RECYCLE TOTAL	10,300	6,670	8,850	8,850	8,850

General Properties (4302)

To maintain the Town's general fund holdings in a cost-effective and productivity-efficient manner.

Budget Summary

FY07 Actual	\$191,717
FY08 Actual	\$209,277
FY09 Projected	\$320,512
FY10 Projected	\$327,857

	<u>FY09</u> <u>ADOPTED</u>	<u>FY09</u> <u>PROJECTED</u> <u>6/30/2009</u>	<u>FY10</u> <u>DRAFT/</u> <u>REQUESTED</u>	<u>FY10</u> <u>MGR</u> <u>RECOMM.</u>	<u>FY10</u> <u>ADOPTED</u> <u>BUDGET</u>
Dept 4302 GENERAL PROPERTIES					
PERSONNEL - WAGES & BENEFITS					
5010 Salaries	5,341	<u>5,341</u>	<u>5,662</u>	<u>5,662</u>	<u>5,662</u>
House Keeper 25% (75% in 7103 - Parks & Rec)					
5030 Salaries - Part-Time	19,778	<u>19,778</u>	<u>18,670</u>	<u>18,670</u>	<u>18,670</u>
Handy Man					
5040 Salaries - Merit	487	<u>487</u>	<u>0</u>	<u>0</u>	<u>0</u>
5099 Accrued Salaries / Leave	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
5110 Social Security Tax	1,588	<u>1,588</u>	<u>1,509</u>	<u>1,509</u>	<u>1,509</u>
5120 Medicare Tax	371	<u>371</u>	<u>353</u>	<u>353</u>	<u>353</u>
5130 Health Insurance	1,326	<u>1,326</u>	<u>1,590</u>	<u>1,590</u>	<u>1,590</u>
5140 VRS Retirement	828	<u>828</u>	<u>804</u>	<u>804</u>	<u>804</u>
5145 VRS Group Life Insurance	58	<u>58</u>	<u>57</u>	<u>57</u>	<u>57</u>
5160 Worker's Comp. Insurance	577	<u>577</u>	<u>569</u>	<u>569</u>	<u>569</u>
5190 Town Banquet	110	<u>110</u>	<u>110</u>	<u>0</u>	<u>0</u>
SERVICES - PURCHASED, SHARED, INTERNAL					
5214 Consulting Services	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
5215 Contractual Services	8,000	<u>8,000</u>	<u>8,000</u>	<u>8,000</u>	<u>8,000</u>
Depot Reservation Agent					
5230 R&M - Building & Grounds	117,600	<u>117,600</u>	<u>117,600</u>	<u>117,600</u>	<u>117,600</u>
Air Conditioning					
Electrical					
Plumbing					
5245 R&M - Vehicle	200	<u>400</u>	<u>200</u>	<u>200</u>	<u>200</u>
Routine Maintenance					
5249 R&M - Misc. / Other	32,537	<u>32,537</u>	<u>32,500</u>	<u>32,500</u>	<u>32,500</u>
Depot - Routine (\$3000)					
Municipal Bldg. - Routine (\$10,000)					
Museum - Routine (\$5000)					
Police Dept. - Routine (\$7000)					
P.W. Facility - Routine (\$5000)					
Yowell Meadow Park - Routine (\$2500)					
5250 Maintenance Service Contract	35,596	<u>35,596</u>	<u>35,596</u>	<u>35,596</u>	<u>35,596</u>
Burgandine House Bug Spraying (\$200)					
Cleaning of Police Station (\$1800)					
Copier Maintenance (\$400)					
Depot Cleaning (\$4000)					
Depot and Public Works Bug Spraying (\$470)					
Elevator Maintenance (\$2700)					
Fire Extinguishers Maintenance (\$400)					
Lock Maintenance (\$1500)					
Motorola (\$120)					
Municipal Building Bug Spraying (\$350)					
Munic. Bldg. Cleaning & Maint. Contract (\$20,000)					
Munic. Bldg. Elevator Safety Test (\$685)					
Police Department Bug Spraying (\$2971)					

5270 Rental of Street Lights	0	<u>174</u>	<u>174</u>	<u>174</u>	<u>174</u>
5310 Advertising	600	<u>504</u>	<u>600</u>	<u>550</u>	<u>550</u>
Rental Property Ads					
5350 Uniform Rentals	3,445	<u>3,445</u>	<u>3,445</u>	<u>3,445</u>	<u>3,445</u>
Walkoff-Mat Rentals					
OTHER CHARGES					
5610 Electrical Services	45,000	<u>60,000</u>	<u>64,800</u>	<u>64,800</u>	<u>64,800</u>
400 S. Main					
Depot					
Maintenance Yard (25% is funded under 3800 & 4800)					
Police Bldg. - Cameron St.					
Police Bldg - Old Brandy Rd.					
Records Room					
Yowell Meadow Park					
5620 Heating Services	18,000	<u>17,000</u>	<u>22,000</u>	<u>20,000</u>	<u>20,000</u>
400 S. Main					
Depot					
Maintenance Yard (25% is funded under 3800 & 4800)					
Police Bldg - Cameron St.					
Police Bldg - Old Brandy Rd.					
Records Room					
5630 Water Services	3,150	<u>1,975</u>	<u>3,510</u>	<u>3,000</u>	<u>3,000</u>
400 S. Main					
Depot					
Maintenance Yard (25% is funded under 3800 & 4800)					
Police Bldg. - Cameron St.					
Police Bldg - Old Brandy Rd.					
Records Room					
5640 Sewage Services	2,400	<u>2,100</u>	<u>2,840</u>	<u>2,840</u>	<u>2,840</u>
400 S. Main					
Depot					
Police Bldg. - Cameron St.					
Police Bldg - Old Brandy Rd.					
Yowell Meadow Park					
5660 Disposal Fees	3,700	<u>3,150</u>	<u>3,700</u>	<u>3,300</u>	<u>3,300</u>
Police Dept. @ \$65 x 12 months					
Municipal Bldg.					
5720 Telecommunications	2,700	<u>4,430</u>	<u>4,430</u>	<u>3,288</u>	<u>3,288</u>
Depot-Inside Pay Phone: \$1,044/yr					
YMP Regular Phone Line: \$264/yr					
Depot-Reservations Phone: \$360/yr					
Depot-Reservations Long Distance Srv: \$1,560/yr					
6299 Miscellaneous	0	<u>20</u>	<u>0</u>	<u>0</u>	<u>0</u>

MATERIALS AND SUPPLIES

6510 Office Supplies		<u>23</u>	<u>0</u>	<u>0</u>	<u>0</u>
6540 Janitorial Supplies	1,800	<u>1,300</u>	<u>1,800</u>	<u>1,800</u>	<u>1,800</u>
Municipal Bldg. (\$900)					
Police Dept.(\$900)					
6550 Vehicle Fuels	500	<u>750</u>	<u>750</u>	<u>750</u>	<u>750</u>
6570 Uniform	1,000	<u>500</u>	<u>500</u>	<u>500</u>	<u>500</u>
6670 Small Tools	300	<u>544</u>	<u>300</u>	<u>300</u>	<u>300</u>

CAPITAL OUTLAYS

7100 Buildings & Improvements					
7200 MACHINERY & EQUIPMENT (CAPITAL)	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

GENERAL PROPERTIES TOTAL	306,992	320,512	332,069	327,857	327,857
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Public Works – Parks & Recreation (7103)

To provide maintenance of park facilities and programs that will enhance the quality-of-life in Culpeper. The Town of Culpeper is dedicated to providing many diverse recreational programs and opportunities with beautiful facilities through the usage of parks, trails, and other natural environmental and recreational resources.

Budget Summary

FY07 Actual	\$337,450
FY08 Actual	\$330,236
FY09 Projected	\$314,539
FY10 Projected	\$324,215

FY09 Accomplishments

FY10 Goals & Objectives

- To provide maintenance of park facilities, trails and Fairview Cemetery that is cost effective, aesthetically pleasing and enhances the quality of life for Town citizens.



	<u>FY09</u>	<u>FY10</u>	<u>FY10</u>	<u>FY10</u>
	<u>ADOPTED</u>	<u>PROJECTED</u>	<u>DRAFT/</u>	<u>MGR</u>
		<u>6/30/2009</u>	<u>REQUESTED</u>	<u>RECOMM.</u>
				<u>ADOPTED</u>
				<u>BUDGET</u>

Dept 7103 PARKS & RECREATION

PERSONNEL - WAGES & BENEFITS

5010 Salaries	185,826	<u>187,328</u>	<u>188,724</u>	<u>188,724</u>	<u>188,724</u>
5020 Salaries - Overtime	5,000	<u>3,000</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
For weekend & holiday refuse collection at the lakes -April through November					
5030 Salaries - Part-time	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
5040 Salaries-Contingency - Merit	1,711	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
5099 Accrued Salaries / Leave					
5110 Social Security Tax	11,937	<u>11,800</u>	<u>12,011</u>	<u>12,011</u>	<u>12,011</u>
5120 Medicare Tax	2,792	<u>2,760</u>	<u>2,809</u>	<u>2,809</u>	<u>2,809</u>
5130 Health Insurance	30,498	<u>30,498</u>	<u>36,570</u>	<u>36,570</u>	<u>36,570</u>
5140 VRS Retirement	26,630	<u>26,601</u>	<u>26,799</u>	<u>26,799</u>	<u>26,799</u>
5145 VRS Group Life Insurance	1,875	<u>1,873</u>	<u>1,887</u>	<u>1,887</u>	<u>1,887</u>
5160 Worker's Comp. Insurance	4,127	<u>4,079</u>	<u>4,361</u>	<u>4,361</u>	<u>4,361</u>
5190 Town Banquet	330	<u>330</u>	<u>330</u>	<u>0</u>	<u>0</u>

SERVICES - PURCHASED, SHARED, INTERNAL

5210 Health & Medical Services	400	<u>0</u>	<u>250</u>	<u>150</u>	<u>150</u>
Pre-employment physicals, drug tests, first aid kit refills, flu shots					
5230 R&M - Building & Grounds	2,000	<u>900</u>	<u>2,000</u>	<u>1,500</u>	<u>1,500</u>
Supplies for pump house & replacement parts for play equipment					
5238 R&M-Infrastructure	1,500	<u>1,200</u>	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>
Mulch, gravel, chloride, fencing materials & signs					
5250 Maintenance Service Contract	4,000	<u>3,200</u>	<u>3,600</u>	<u>3,600</u>	<u>3,600</u>
Maintenance and service contracts for portable toilet rental at Yowell Meadow Park & Lake Pelham - \$1,600 Maintenance contract for flowers & shrubs through 4-H - \$2,000					
5300 Printing and Binding	300	<u>300</u>	<u>300</u>	<u>300</u>	<u>300</u>
Parks & Rec. Committee information					
5310 Advertising	100	<u>0</u>	<u>100</u>	<u>100</u>	<u>100</u>
Notices for Yowell Meadow Park					
5350 Uniform Rentals	2,106	<u>1,900</u>	<u>1,804</u>	<u>1,804</u>	<u>1,804</u>
6 employees uniform & shorts rental					

OTHER CHARGES

5610 Electrical Services	2,000	<u>2,000</u>	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>
Electricity for pump house at MRLP & security lighting & fountain at YMP					
5920 Education and Training	600	<u>0</u>	<u>200</u>	<u>200</u>	<u>200</u>
Gardening classes, flagger recertification					
6110 Contribution - Civic & Community	11,250	<u>11,250</u>	<u>11,250</u>	<u>6,250</u>	<u>6,250</u>
Museum Rent & Utilities					

MISCELLANEOUS ITEMS

6250 Fireworks Display	5,000	<u>5,000</u>	<u>5,000</u>	<u>6,500</u>	<u>6,500</u>
6270 Rewards	500	<u>0</u>	<u>500</u>	<u>500</u>	<u>500</u>
Reward for information leading to arrest & conviction of person(s) vandalizing Town park property					

MATERIALS AND SUPPLIES

6520 Agricultural Supplies	2,000	<u>1,700</u>	<u>1,700</u>	<u>1,700</u>	<u>1,700</u>
Lime, fertilizer, seed					
6525 Landscaping/Planting Materials	15,000	<u>12,000</u>	<u>15,000</u>	<u>12,000</u>	<u>12,000</u>
6550 Vehicle Fuels	1,700	<u>1,400</u>	<u>1,600</u>	<u>1,600</u>	<u>1,600</u>
6555 Lube Oil	200	<u>120</u>	<u>200</u>	<u>200</u>	<u>200</u>
6560 Vehicle & Equipment Supplies	2,500	<u>1,700</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>
Repair parts, tires, batteries, filters, etc.					
6570 Uniform Purchases and Wearing Apparel	720	<u>600</u>	<u>650</u>	<u>650</u>	<u>650</u>
Safety shoes-6 employees @\$100/ea.-\$600 Town caps-\$50					
6660 Operating Supplies	600	<u>600</u>	<u>600</u>	<u>600</u>	<u>600</u>
Gloves, vests, hard hats, rainsuits, etc.					
6670 Small Tools	1,000	<u>700</u>	<u>800</u>	<u>800</u>	<u>800</u>
Rakes, shovels, hand pruners, etc.					

CAPITAL OUTLAYS

7200 Machinery & Equipment	1,700	<u>1,700</u>	<u>1,100</u>	<u>1,100</u>	<u>1,100</u>
Purchase 1 string trimmer w/attachment-\$600 Purchase 1 chain saw-\$500					
7400 Communications Equipment	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

PARKS & RECREATION TOTAL	325,902	314,539	331,645	324,215	324,215
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FY10 Approved Positions

Position Title	Position Status
Equipment Operator (2 positions)	Full Time – Filled
Senior Maintenance/Construction Worker	Full Time – Filled
Maintenance/Construction Worker	Full Time – Filled
Gardener	Full Time – Filled
Housekeeper	Full Time -Filled

Public Works – Cemetery (7108)

To honor those buried in Fairview Cemetery in a well-maintained environment and beautiful historic grounds. The Town of Culpeper is dedicated to providing professional service for the present and future death care needs of a diverse and growing customer base with respect and sensitivity.

Budget Summary

FY07 Actual	\$263,150
FY08 Actual	\$266,858
FY09 Projected	\$240,916
FY10 Projected	\$247,809

FY10 Goals & Objectives

- To provide maintenance of park facilities, trails and Fairview Cemetery that is cost effective, aesthetically pleasing and enhances the quality of life for Town citizens.

	<u>FY09</u>	<u>FY10</u>	<u>FY10</u>	<u>FY10</u>	<u>FY10</u>
	<u>ADOPTED</u>	<u>PROJECTED</u>	<u>DRAFT/</u>	<u>MGR</u>	<u>ADOPTED</u>
		<u>6/30/2009</u>	<u>REQUESTED</u>	<u>RECOMM</u>	<u>BUDGET</u>
Dept 7108 CEMETERY					
PERSONNEL - WAGES & BENEFITS					
5010 Salaries	153,837	<u>141,994</u>	<u>114,837</u>	<u>114,837</u>	<u>114,837</u>
5020 Salaries - Overtime	1,500	<u>500</u>	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>
5030 Salaries - Part-time			16,457	16,457	16,457
5040 Salaries-Contingency - Merit	732	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
5099 Accrued Salaries / Leave					
5110 Social Security Tax	9,676	<u>8,835</u>	<u>8,233</u>	<u>8,233</u>	<u>8,233</u>
5120 Medicare Tax	2,263	<u>2,066</u>	<u>1,926</u>	<u>1,926</u>	<u>1,926</u>
5130 Health Insurance	21,216	<u>19,006</u>	<u>19,080</u>	<u>19,080</u>	<u>19,080</u>
5140 VRS Retirement	21,949	<u>19,289</u>	<u>16,307</u>	<u>16,307</u>	<u>16,307</u>
5145 VRS Group Life Insurance	1,546	<u>1,358</u>	<u>1,148</u>	<u>1,148</u>	<u>1,148</u>
5160 Worker's Comp. Insurance	6,863	<u>6,056</u>	<u>6,131</u>	<u>6,131</u>	<u>6,131</u>
5190 Town Banquet	220	<u>220</u>	<u>165</u>	<u>0</u>	<u>0</u>
SERVICES - PURCHASED, SHARED, INTERNAL					
5210 Health & Medical Services	250	<u>0</u>	<u>250</u>	<u>250</u>	<u>250</u>
Pre-employment physicals, drug tests, first aid kit refills, flu shots					
5214 Consulting Services	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
5215 Contractual Services	3,000	<u>0</u>	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>
Tree removal, stone replacements					
5230 R&M - Building & Grounds	1,500	<u>648</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
Repairs to cemetery house & maintenance shop					
5238 R&M - Infrastructure	500	<u>0</u>	<u>500</u>	<u>500</u>	<u>500</u>
Gravel & chloride					
5240 R&M-Equipment	300	<u>0</u>	<u>300</u>	<u>300</u>	<u>300</u>
Repairs performed out of shop					
5250 Maintenance Service Contract	150	<u>102</u>	<u>150</u>	<u>150</u>	<u>150</u>
Fire extinguisher service					
5300 Printing and Binding	600	<u>400</u>	<u>400</u>	<u>400</u>	<u>400</u>
Permits, interments, etc.					
5310 Advertising	200	<u>0</u>	<u>200</u>	<u>200</u>	<u>200</u>
Special notice, job opening for seasonal worker					
5350 Uniform Rentals	1,404	<u>1,197</u>	<u>1,400</u>	<u>840</u>	<u>840</u>
3 employees uniform & shorts rental					
OTHER CHARGES					
5610 Electrical Services	2,200	<u>2,000</u>	<u>2,200</u>	<u>2,200</u>	<u>2,200</u>
Maintenance shop					
5630 Water Services	300	<u>270</u>	<u>300</u>	<u>300</u>	<u>300</u>
Two hydrants for public use, maintenance shop	0				
5640 Sewer Services	160	<u>150</u>	<u>160</u>	<u>160</u>	<u>160</u>
5720 Telecommunications (Cell Phone)	350	<u>249</u>	<u>300</u>	<u>300</u>	<u>300</u>
5820 Fire/Property Insurance	550	<u>550</u>	<u>550</u>	<u>550</u>	<u>550</u>
6110 Contribution - Civic & Community	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
6120 Cem Perp Care Fund Contributions	32,000	<u>26,560</u>	<u>32,000</u>	<u>34,000</u>	<u>34,000</u>
90% of cemetery lot sales to be placed in perpetual care fund					

MISCELLANEOUS ITEMS

6270 Rewards	500	<u>0</u>	<u>500</u>	<u>500</u>	<u>500</u>
Vandalism, property damage					

MATERIALS AND SUPPLIES

6510 Office Supplies	250	<u>250</u>	<u>250</u>	<u>250</u>	<u>250</u>
Paper, pens, pencils, etc.					
6520 Agricultural Supplies	500	<u>350</u>	<u>500</u>	<u>500</u>	<u>500</u>
Lime, fertilizer and seed					
6540 Janitorial Supplies	400	<u>256</u>	<u>400</u>	<u>400</u>	<u>400</u>
Soap, cleaning supplies, etc.					
6550 Vehicle Fuels	2,200	<u>2,200</u>	<u>2,400</u>	<u>2,200</u>	<u>2,200</u>
6555 Lube Oil	100	<u>50</u>	<u>100</u>	<u>100</u>	<u>100</u>
6560 Vehicle & Equipment Supplies	1,600	<u>1,200</u>	<u>1,200</u>	<u>1,200</u>	<u>1,200</u>
Repair parts, batteries, filters, tires, etc.					
6570 Uniform Purchases and Wearing Apparel	450	<u>300</u>	<u>350</u>	<u>350</u>	<u>350</u>
3 pair safety shoes @\$100/each-\$300					
Town caps-\$50					
6580 Books, Subscriptions, Education	140	<u>140</u>	<u>140</u>	<u>140</u>	<u>140</u>
Star-Exponent subscription					
6660 Operating Supplies	500	<u>320</u>	<u>400</u>	<u>400</u>	<u>400</u>
Weedeater line, safety supplies & equipment					
6670 Small Tools	300	<u>100</u>	<u>300</u>	<u>300</u>	<u>300</u>
Replacement hand tools (shovels, picks, etc.)					

CAPITAL OUTLAYS

7040 Infrastructure	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
7200 Machinery & Equipment	4,300	<u>4,300</u>	<u>11,700</u>	<u>11,700</u>	<u>11,700</u>
replace 2 string trimmers-\$800					
replace riding mower-\$3,000					
replace E-Z Go (Unit #381)-\$7,900					
7300 Furniture & Fixtures	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
7500 Motor Vehicles	0	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

CEMETERY TOTAL	274,506	240,916	246,734	247,809	247,809
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FY10 Approved Positions

Position Title	Position Status
Cemetery Supervisor	Full Time – Filled
Maintenance/Construction Worker (2 positions)	Full Time – Filled
Seasonal Worker	Filled

Planning & Zoning (8101)

To protect and enhance the Culpeper community through the application of established development standards, environmental controls, and historical preservation tools; to provide staff support to the various Town Authorities, Boards and Commissions; to conduct planning and engineering studies and develop plans based on citizen input, feasibility, and necessity; to communicate and facilitate with the citizenry and outside agencies on planning and development issues; to act as the enforcement authority for zoning and subdivision related items and property complaints; and to advise the Town Manager, Town Council, Town Planning Commission and the general public on current land use and development issues.

Budget Summary

FY07 Actual	\$506,461
FY08 Actual	\$526,886
FY09 Projected	\$503,242
FY10 Projected	\$421,887

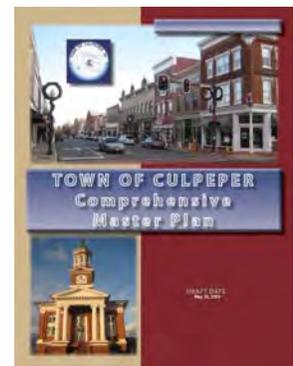
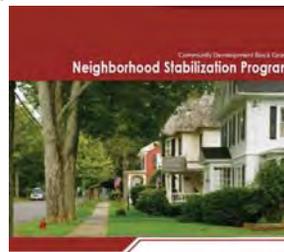
FY09 Accomplishments

- Preparation of a Draft, New Comprehensive Plan. The Planning Staff working with the consulting firm of McBride Dale Clarion Spent many months working with citizens to draft a new comprehensive plan for the Town. It is now under review by the Planning Commission.
- Code Enforcement Enhancements. Staff continues to process property complaints in a timely manner and to undertake remedial action to secure compliance with the town’s ordinances.
- Grants Underway. Work to enhance the Town's entryways through the TEA-21 grant and Comprehensive Plan initiatives.
- Boards, Commissions & Authorities. Staff continues to provide staff assistance to the Town Council, Council Committees, Planning Commission, Joint Board of Zoning Appeals, Parking Authority, Parks & Recreation Commission, Architectural Review Board, Public Transportation Commission, and the Veterans Recognition Committee.
- Grant Activities. Staff sought and secured a \$25,000 Planning Grant and secured an additional \$1,200,000 Competitive Grant for the Neighborhood Stabilization Program;

FY10 Goals & Objectives

In addition to continuing many of the initiatives and projects from FY09 , the department will, in 2010:

- Complete and adopt the Town’s Comprehensive Plan;
- Continue amendments to the Town’s Zoning and Subdivision Ordinances and Facilities Standards Manual to implement the New Comprehensive Plan.
- Continue improvements to code enforcement activities to correct on-going violations.
- Work with the county officials to coordinate certain processes, and to make permitting as efficient and user friendly as possible.
- Continue to work with DHCD to implement the Neighborhood Stabilization Program and purchase and resell at least 5 homes.
- Provide the framework and development of ordinances creating an arts and cultural overlay district and update the Historic District Boundary.
- Continue provision of efficient staff support to authorities, boards, and commissions.



	<u>FY09</u>	<u>FY09</u>	<u>FY10</u>	<u>FY10</u>	<u>FY10</u>
	<u>ADOPTED</u>	<u>PROJECTED</u>	<u>DRAFT/</u>	<u>MGR</u>	<u>ADOPTED</u>
		<u>6/30/2009</u>	<u>REQUESTED</u>	<u>RECOMM.</u>	<u>BUDGET</u>
Dept 8101 PLANNING & ZONING					
amended budget figure					
PERSONNEL - WAGES & BENEFITS					
5010 Salaries	299,740	<u>251,000</u>	<u>262,184</u>	<u>262,184</u>	<u>262,184</u>
5020 Salaries - Overtime	-	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
5030 Salaries - Part-Time	-	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
5040 Salaries-Contingency - Merit	2,256	<u>1,888</u>	<u>-</u>	<u>-</u>	<u>-</u>
5060 Planning Comm. / BOA	8,250	<u>8,250</u>	<u>8,250</u>	<u>8,250</u>	<u>8,250</u>
PC - 100/mo. X 5 members x 12 months					
BZA - \$75/mo. X 2.5 members x 12 months					
5099 Accrued Salaries / Leave					
5110 Social Security Tax	18,910	<u>15,828</u>	<u>16,255</u>	<u>16,255</u>	<u>16,255</u>
5120 Medicare Tax	4,422	<u>3,701</u>	<u>3,802</u>	<u>3,802</u>	<u>3,802</u>
5130 Health Insurance	29,172	<u>24,417</u>	<u>34,980</u>	<u>34,980</u>	<u>34,980</u>
5140 VRS Retirement	43,309	<u>36,250</u>	<u>37,230</u>	<u>37,230</u>	<u>37,230</u>
5145 VRS Group Life Insurance	3,050	<u>2,553</u>	<u>2,622</u>	<u>2,622</u>	<u>2,622</u>
5160 Worker's Comp. Insurance	2,774	<u>2,746</u>	<u>2,961</u>	<u>2,961</u>	<u>2,961</u>
5190 Town Banquet	330	<u>330</u>	<u>-</u>	<u>-</u>	<u>-</u>
SERVICES - PURCHASED, SHARED, INTERNAL					
5210 Health & Medical Services	55	<u>-</u>	<u>55</u>	<u>55</u>	<u>55</u>
5214 Consulting Services	103,000	<u>103,000</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
EIA review, Ordinance reviews (\$3000)					
Architectural Historic Services (\$2000)					
5218 Legal Services	5,000	<u>-</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
Legal Assistance with Special Land Use Issues (\$2500)					
Legal Assistance with review of Comprehensive Plan (\$2500)					
5219 Temporary Help	-	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
5240 R&M - Equipment					
5245 R&M - Vehicle	100	<u>100</u>	<u>100</u>	<u>100</u>	<u>100</u>
Routine Maintenance Unit #104					
5249 R&M - Misc. / Other	5,600	<u>4,900</u>	<u>5,600</u>	<u>5,000</u>	<u>5,000</u>
Property Cleanup (\$3000)					
Vehicle Towing (\$825)					
5250 Maintenance Service Contract	3,825	<u>3,825</u>	<u>3,825</u>	<u>3,825</u>	<u>3,825</u>
Konica 7165 Copier Maintenance Contract \$576/quarter (\$2304)					
Konica 7165 Copier Contract Overage (\$1481)					
Radio Maintenance (\$20)					
5300 Printing and Binding	1,500	<u>1,000</u>	<u>1,500</u>	<u>1,200</u>	<u>1,200</u>
Roll paper for maps					
Bond paper for copier & printer					
Publishing of Zoning Ordinance, Charts and Maps					
5310 Advertising	7,000	<u>11,000</u>	<u>7,000</u>	<u>7,000</u>	<u>7,000</u>
Legal Ads - Rezoning & Text Amendments (\$1500)					
Legal Ads - BZA/CUP/Variance/Appeals (\$1500)					
Legal Ads - Comp. Plan Amendments (\$4000)					

OTHER CHARGES

5710 Postal Services	7,300	<u>6,500</u>	<u>7,300</u>	<u>7,000</u>	<u>7,000</u>
Postage Meter @ \$366/quarter (\$1464)					
Postage for Packets, Letters, etc. (\$3836)					
Additional mailing for Comprehensive Plan (\$2000)					
5720 Telecommunications	3,900	<u>6,040</u>	<u>6,040</u>	<u>6,040</u>	<u>6,040</u>
Local/Long Distance Service					
Internet card (\$503 per yr.)					
5920 Education And Training	8,250	<u>3,000</u>	<u>750</u>	<u>750</u>	<u>750</u>
2 Planning Staff @375 ea.					
6010 Lodging	3,800	<u>2,200</u>	<u>3,800</u>	<u>800</u>	<u>800</u>
Employee lodging for conf/training (2 @ \$400)					
6015 Meals	1,000	<u>1,000</u>	<u>1,000</u>	<u>800</u>	<u>800</u>
Employee meals for conferences/training					
6018 Travel	1,025	<u>1,025</u>	<u>1,025</u>	<u>800</u>	<u>800</u>
Employees travel for conferences/training					

MISCELLANEOUS ITEMS

6210 Dues & Assoc. Memberships	1,570	<u>1,570</u>	<u>1,570</u>	<u>1,570</u>	<u>1,570</u>
American Planning Association					
National Alliance of Preservations Comm.					
Rural Planning Caucus					
VA Assoc. Zoning Officials					
Urban Land Institute					
Council for Urban Econ. Development					
American Institute of Certified Planners					

MATERIALS AND SUPPLIES

6510 Office Supplies	3,000	<u>2,440</u>	<u>3,000</u>	<u>2,500</u>	<u>2,500</u>
Files, Pens & Pencils, Note Pads, Tape, Etc.					
6550 Vehicle Fuels	600	<u>600</u>	<u>600</u>	<u>600</u>	<u>600</u>
6560 Vehicle & Equipment Supplies					
6580 Books, Subscriptions & Education	800	<u>800</u>	<u>800</u>	<u>800</u>	<u>800</u>
APA Publications (\$200)					
Local Media - Newspapers (\$450)					
Zoning & Land Use Books (\$150)					
6660 Operating Supplies	1,500	<u>1,300</u>	<u>1,500</u>	<u>1,300</u>	<u>1,300</u>
Engineering paper for mapping					
Paper for copier					

CAPITAL OUTLAYS

7200 Machinery & Equipment	-	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
7300 Furniture & Fixtures	-	<u>553</u>	<u>-</u>	<u>2,000</u>	<u>2,000</u>
7500 Motor Vehicles	-	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
7600 Computer Equipment	2,000	<u>4,607</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>
7650 Computer Software	-	<u>819</u>	<u>-</u>	<u>-</u>	<u>-</u>

PLANNING & ZONING TOTAL	573,038	503,242	425,749	422,424	422,424
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FY10 Approved Positions

<u>Position Title</u>	<u>Position Status</u>
Director of Planning and Community Development	Full Time – Vacant
Town Engineer	Full Time – Vacant
Engineer III	Full Time – Vacant
Town Planner	Full Time – Filled
Zoning Administrator	Full Time – Filled
Engineer II	Full Time – Filled
Planner II	Full Time – Vacant
Engineer I	Full Time – Vacant
Construction Inspector	Full Time – Filled
Geographic Information System Technician	Full Time – Filled
Planning and Zoning Assistant	Full Time – Filled
Office Assistant	Full Time – Filled
Building and Grounds Maintenance Technician	Part Time – Filled
Interns (2 positions)	Part Time - Filled

Visitors Center (8103)

To staff and operate the Visitor's Center at the Depot seven days per week, to provide visitors and tourists information about the Town, and to promote the economic development of the Town.

Budget Summary

FY07 Actual	\$81,818
FY08 Actual	\$81,818
FY09 Projected	\$85,351
FY10 Projected	\$91,983

	<u>FY09</u> <u>ADOPTED</u>	<u>FY09</u> <u>PROJECTED</u> <u>6/30/2009</u>	<u>FY10</u> <u>DRAFT/</u> <u>REQUESTED</u>	<u>FY10</u> <u>MGR</u> <u>RECOMM</u>	<u>FY10</u> <u>ADOPTED</u> <u>BUDGET</u>
Dept 8103 VISITORS' CENTER					
SERVICES-PURCHASED, SHARED, INTERNAL					
5215 Contractual Services	77,549	<u>77,549</u>	<u>75,521</u>	<u>75,521</u>	<u>75,521</u>
5250 Maintenance Service Contract	4,000	<u>2,572</u>	<u>4,000</u>	<u>4,000</u>	<u>4,000</u>
OTHER CHARGES					
5610 Utility Services	2,100	<u>3,030</u>	<u>3,030</u>	<u>3,030</u>	<u>3,030</u>
5720 Telecommunications	2,800	<u>2,200</u>	<u>2,800</u>	<u>2,800</u>	<u>2,800</u>
MISCELLANEOUS					
6299 Miscellaneous	-	<u>-</u>	<u>-</u>	<u>6,632</u>	<u>6,632</u>
VISITORS' CENTER TOTAL	86,449	85,351	85,351	91,983	91,983

Tourism (8104)

To market, promote and develop Culpeper as a visitor destination, to build a sustainable year-round tourism economy for Culpeper and to inspire people and visitors alike to experience the history, heritage and culture of Culpeper.

Budget Summary

FY07 Actual	\$207,116
FY08 Actual	\$204,139
FY09 Projected	\$216,806
FY10 Projected	\$224,886

FY09 Accomplishments

Tourism - Advertising

- AAA World - March/April
- Blue Ridge Parkway Guide
- Good Housekeeping - March
- Journal Press/Getaway Magazine - April
- Virginia Travel Guide 2009
- Chamber of Commerce Community Guide
- New York Times Travel Magazine - September and May
- Civil War Traveler Newspaper (Year-long)
- Preservation: Jan/Feb, May/June, and Sept/Oct
- Recreation News - September, November, June
- Civil War Times - October, May/June
- Saveur Magazine - October
- Star-Exponent - Weekly ads
- Star-Exponent - Progress
- Star-Exponent - Discover
- Virginia Living - March/April
- Virginia Wine Lover - Fall, Spring
- washingtonpost.com - February email co-op

Tourism - Publications

- Redesigned and reprinted Visitor Map twice
- Updated outdoor Visitor Map
- Reprinted Piedmont Pathways
- Designed 11X17 poster for Amtrak kiosk
- Reprinted Walking Tour booklet
- Updated and reprinted Rack Brochure twice
- Work continues on Colonial Driving Tour map, and funds will be rolled over into FY10 to complete the work

Tourism - Events

- Remembrance Days
- Hosted Bike Virginia Event
- 4th of July
- 250th Anniversary

Tourism - Website

- Updates and restructuring of website to better present information on historic attractions and to add the Library of Congress.
- Added RSS Feed to website
- Established Facebook page for Tourism

Tourism - Other

- New leased copier was installed Aug. 2008. Huge savings in time and cost
- Tourism was added to the Town network

Depot

- Completely revised contract and fee schedule
- Establishment of written procedure manual for the facility
- Created job description for conference center manager
- Hired new CCM

FY10 Goals & Objectives

Tourism

- Continuation of strong ad plan
- Complete design and printing of Colonial Driving Tour
- Development of two historical markers

Depot

- Adding Depot Conference Center to the Town network

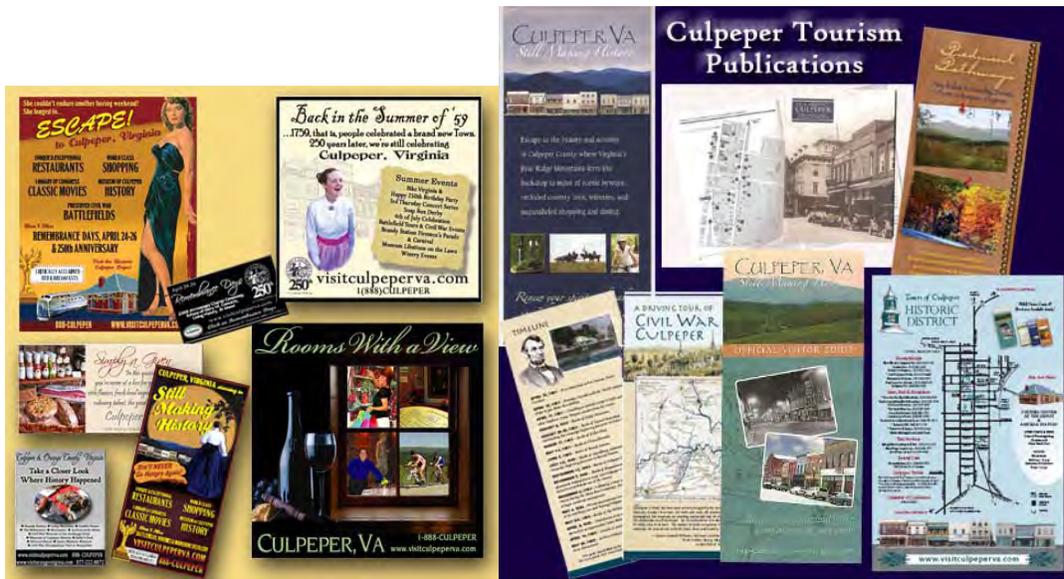




Caboose at The Depot & Visitors Center



Fourth of July Parade-Downtown Culpeper



Sample of Advertisements

Sample of Publications

	FY09 ADOPTED	FY09 PROJECTED 6/30/2009	FY10 DRAFT/ REQUESTED	FY10 MGR RECOMM.	FY10 ADOPTED BUDGET
Dept 8104 TOURISM DEVELOPMENT					
PERSONNEL - WAGES & BENEFITS					
5010 Salaries	55,246	80,363	56,347	56,347	56,347
5030 Salaries - Part-time	35,401	9,230	37,105	37,105	37,105
5040 Salary - Contingency - Merit	1,447	-	-	-	-
5099 Accrued Salaries / Leave					
5110 Social Security Tax	5,710	5,710	5,794	5,794	5,794
5120 Medicare Tax	1,335	1,300	1,355	1,355	1,355
5130 Health Insurance	5,304	5,304	6,360	6,360	6,360
5140 VRS Retirement	8,051	8,051	8,001	8,001	8,001
5145 VRS Group Life Insurance	567	567	563	563	563
5160 Worker's Comp. Insurance	261	261	277	277	277
5190 Town Banquet	165	165	-	-	-
SERVICES - PURCHASED, SHARED, INTERNAL					
5210 Health & Medical Services	190	-	190	190	190
5219 Temporary Help Services	-	-	-	-	-
5250 Maintenance Service Contract	2,956	2,600	2,600	2,600	2,600
Copier Lease					
5300 Printing and Binding	35,000	28,000	35,000	35,000	35,000
Reprint 5 of 7 tourism publications					
Graphic Design					
5310 Advertising - Print	44,000	44,000	44,000	44,000	44,000
2010 Virginia Travel Guide - Annual					
AAA World - March/April 2010					
Blue Ridge Parkway Directory & Travel Planner - Annual					
Civil War Times - Sept/Oct 2009, Mar/Apr 2010, May/June 2010					
Culpeper Star-Exponent					
Good Housekeeping - March 2009					
New York Times T Travel Magazine - Sept 2009, May 2010					
Page One History Publications/Civil War Traveler - Annual					
Preservation - Sept/Oct '09, Jan/Feb '10, May/June '10					
Recreation News - Sept '09, Nov '09, June '10					
Virginia Living - Sept/Oct '09, Mar/Apr '10					
washingtonpost.com email co-op - Sept 8, '09, Apr 6, '10					
Virginia WineLover - Aug - Oct '09, Feb - Apr '10					
Ad Design					

5313 Advertising-Entertainment, Miscellaneous Remembrance Days	2,000	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>
5315 Advertising - Media Hosting Domain Names Constant Contact (e-news) Web Maintenance & Change Display Development Photo Library	2,060	<u>2,060</u>	<u>2,060</u>	<u>2,060</u>	<u>2,060</u>
5318 Advertising - Promotional materials Give-aways for shows, press kits, etc. Give-aways for visitors/decals, totebags, etc.	3,000	<u>2,000</u>	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>
5322 Advertising - Trade Shows Registration VACVB (3 quarterly & 1 annual meetings) VTC (Annual meeting)	750	<u>495</u>	<u>750</u>	<u>750</u>	<u>750</u>
5324 Advertising - Travel Show Membership Co-op Shows	500	<u>-</u>	<u>500</u>	<u>500</u>	<u>500</u>
5610 Electric Services	-	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
5630 Water Services	-	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
5640 Wastewater Services	-	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
OTHER CHARGES					
5710 Postal Services	5,000	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
5720 Telecommunications Cell Phone/Service: \$624 Office Phone/Fax: \$960	3,700	<u>2,200</u>	<u>2,200</u>	<u>1,584</u>	<u>1,584</u>
5920 Education and Training	300	<u>150</u>	<u>300</u>	<u>300</u>	<u>300</u>
5950 Lease-Vehicle	-	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
6010 Lodging	1,000	<u>500</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
6015 Meals	1,100	<u>500</u>	<u>1,100</u>	<u>1,100</u>	<u>1,100</u>
6018 Travel Gas Tolls Parking	500	<u>100</u>	<u>500</u>	<u>500</u>	<u>500</u>
MISCELLANEOUS ITEMS					
6210 Dues & Assoc. Memberships VACVB Blue Ridge Pkwy Assoc. The Virginia Piedmont Virginia Motorcoach Assoc. JTHG DMOC	1,850	<u>1,850</u>	<u>1,850</u>	<u>1,850</u>	<u>1,850</u>
6299 Miscellaneous 250th Anniversary	10,000	<u>7,000</u>	<u>-</u>	<u>-</u>	<u>-</u>

MATERIALS AND SUPPLIES

6510 Office Supplies	1,500	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>
6550 Vehicle Fuels	750	<u>750</u>	<u>750</u>	<u>750</u>	<u>750</u>
6560 Vehicle & Equipment Supplies	200	<u>550</u>	<u>200</u>	<u>200</u>	<u>200</u>
6580 Books, Subscriptions & Education	100	<u>-</u>	<u>100</u>	<u>100</u>	<u>100</u>

CAPITAL OUTLAYS

7300 Furniture & Fixtures	-	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
7310 Historical Markers	3,100	<u>3,100</u>	<u>3,100</u>	<u>3,100</u>	<u>3,100</u>
7500 Motor Vehicle	-	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
7600 Computer Hardware & Equipment	300	<u>300</u>	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>
7650 Computer Software	500	<u>1,200</u>	<u>500</u>	<u>500</u>	<u>500</u>

GRANTS

8805 Co-op Advertising Grant	-	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
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TOURISM DEVELOPMENT TOTAL	233,843	216,806	225,502	224,886	224,886
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FY10 Approved Positions

<u>Position Title</u>	<u>Position Status</u>
Director of Tourism	Full Time – Filled
Tourism & Marketing Specialist	Full Time – Filled
Office Assistant	Full Time - Filled

Economic Development (8105)

To provide for the promotion of downtown retail and investment opportunities, the strengthening and diversification of the downtown economic base, improvements to the appearance of public and private spaces, and to build an effective coalition of private sector stakeholders and volunteers.

Budget Summary

FY07 Actual	\$130,000
FY08 Actual	\$130,000
FY09 Projected	\$100,000
FY10 Projected	\$100,000

	<u>2008/2009</u>	<u>PROJECTED</u>	<u>2009/2010</u>	<u>2009/2010</u>	<u>2009/2010</u>
	<u>ADOPTED</u>	<u>6/30/2009</u>	<u>DRAFT/</u>	<u>MGR</u>	<u>ADOPTED</u>
			<u>REQUESTED</u>	<u>RECOMM.</u>	<u>BUDGET</u>
Dept 8105 ECONOMIC DEVELOPMENT					
OTHER CHARGES					
6130 Contributions & Donations	100,000	<u>10,000</u>	<u>100,000</u>	<u>100,000</u>	<u>100,000</u>
Culpeper Renaissance					
ECONOMIC DEVELOPMENT TOTAL	100,000	10,000	100,000	100,000	100,000

Contributions to Outside Agencies & Groups (8106)

To provide financial support to a variety of non-profit organizations that provide service to Town citizens

Budget Summary

FY07 Actual	\$190,796
FY08 Actual	\$208,933
FY09 Projected	\$190,754
FY10 Projected	\$39,395*

FY10 Outside Agencies & Groups

Channel 21	*	
Options Program	10,000	-
Rapp Legal Services	2,645	
Culpeper Community Development	2,500	
VRTA-Culpeper Connector & ADA	*	
Culpeper Free Clinic	5,000	
Rapp-Rap Medical Reserves Corps	500	
Bluemont Concert Series	10,000	
Museum of Culpeper History	6,250	
Culpeper Literacy	2,500	

*Amount reflects impact of moving two (2) agencies/groups to Town Department status: VRTA (Town Council action: January 2009) and Channel 21 (Town Council action: April 2008).
 VRTA: \$66,144
 Channel 21: \$106,613

250th Anniversary Celebration (8107)

Budget Summary

FY07 Actual	\$0
FY08 Actual	\$0
FY09 Projected	\$
FY10 Projected	\$40,000

	<u>2008/2009</u> <u>ADOPTED</u>	<u>PROJECTED</u> <u>6/30/2009</u>	<u>2009/2010</u> <u>DRAFT/</u> <u>REQUESTED</u>	<u>2009/2010</u> <u>MGR</u> <u>RECOMM.</u>	<u>2009/2010</u> <u>ADOPTED</u> <u>BUDGET</u>
Dept 8107 250TH ANNIVERSARY CELEBRATION					
5300 Printing & Binding	-	-	5,360	5,360	5,360
Official Commemorative Program					
Invitations					
Tickets					
Posters & Flyers					
5310 Advertising - Ads	-	-	3,000	3,000	3,000
Star-Exponent, Freelance Star					
5710 Postal Service	-	-	336	336	336
Reception for Dignitaries					
Official Ceremony					
6015 Meals	-	-	21,200	18,200	18,200
Reception for Dignitaries					
Games & BBQ in Park					
Costume Ball					
Ice Cream Social					
6299 Miscellaneous	-	-	13,595	13,104	13,104
Portajohns, tent rentals, paid entertainers					
Linens, Germanna					
250TH ANNIVERSARY CELEBRATION TOTALS		-	43,491	40,000	40,000

Debt Service (9900)

Budget Summary

FY07 Actual	\$567,913
FY08 Actual	\$680,009
FY09 Projected	\$601,803
FY10 Projected	\$795,663

The attached table details the Town of Culpeper's existing bond debt broken out by fund: Water Fund; Wastewater Fund; Electric Fund and General Fund.

Long-Term Debt

Years Ending June 30,	Business Type Activities						Governmental Activities	
	Water Fund		General Obligation Bonds				General Obligation Bonds	
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
2009	363,940	209,787	234,958	788,035	153,988	186,148	575,597	281,771
2010	390,774	187,180	250,123	898,818	262,190	186,392	671,074	282,730
2011	398,467	169,946	607,014	886,346	237,438	177,157	423,228	261,340
2012	416,952	152,496	627,658	863,876	243,422	168,343	445,778	245,433
2013	436,497	133,446	653,919	840,629	254,752	159,290	433,848	228,707
2014	460,105	113,906	675,822	816,415	261,234	149,826	452,450	212,281
2015	487,778	93,307	703,391	791,082	272,974	139,992	471,497	195,049
2016	510,520	71,648	726,653	764,719	279,979	129,720	486,203	177,096
2017	537,332	48,604	755,637	737,161	292,254	119,049	506,382	158,451
2018	570,214	24,540	785,370	708,184	304,808	107,791	527,249	138,907
2019	-	-	765,700	678,074	234,694	97,312	543,620	118,168
2020	-	-	794,977	647,797	244,445	88,044	565,710	96,788
2021	-	-	825,014	616,360	254,459	78,389	588,435	74,538
2022	-	-	860,838	583,736	259,639	68,338	611,914	51,392
2023	-	-	871,884	549,692	269,987	56,126	635,965	27,327
2024	-	-	741,237	515,641	280,607	47,420	324,400	8,855
2025	-	-	623,321	488,856	183,399	38,370	-	-
2026	-	-	644,448	463,291	195,370	30,829	-	-
2027	-	-	671,028	436,860	202,421	22,798	-	-
2028	-	-	698,080	409,340	209,555	14,476	-	-
2029	-	-	725,000	386,618	160,000	6,800	-	-
2030	-	-	755,000	355,806	-	-	-	-
2031	-	-	785,000	323,718	-	-	-	-
2032	-	-	820,000	289,376	-	-	-	-
2033	-	-	855,000	253,500	-	-	-	-
2034	-	-	895,000	216,094	-	-	-	-
2035	-	-	935,000	176,938	-	-	-	-
2036	-	-	975,000	136,032	-	-	-	-
2037	-	-	1,015,000	93,376	-	-	-	-
2038	-	-	1,060,000	47,700	-	-	-	-
	4,572,579	1,204,860	22,337,072	15,764,070	5,057,615	2,072,610	8,263,350	2,558,833

Contingency Reserves (9990)

Contingency Reserves serve as the overall ‘savings account’ for the Town and provides a safety net for the Town for those expenditures that have not been budgeted but are critical and required to take place.

Town Council policy provides the following guidelines for contingency reserve:

1. A Contingency Reserve account will be budgeted every fiscal year in the General Fund.
2. The funds in the Contingency Reserve can be used in the following manner:
 - a. Unanticipated expenditures of a non-recurring nature, such as natural disasters;
 - b. Unexpected increases in costs, such as increases in energy costs and extraordinary overtime;
 - c. Economic uncertainty, such as difficulty in identifying a turning point in a business cycle;
 - d. Future infrastructure and other one-time capital projects not anticipated during the original budget process;
 - e. Reserves are not to be used to solve long-term financial issues.
 - f. The General Fund Contingency Reserve will maintain a minimum balance of 15% of expenditures and an optimum balance of 40% of expenditures.

Budget Summary

FY07 Actual	\$7,627,940
FY08 Actual	\$1,216,562
FY09 Projected	\$2,751,432
FY10 Projected	\$3,844,515

Town of Culpeper

FY10

Enterprise Fund Departments

Adopted June 9, 2009

Enterprise Fund

Water Treatment (3700) Water Distribution (3800)

Water Treatment (Department 3700)

To provide a high quality and safe potable water meeting all regulatory requirements at a reasonable price to the Town of Culpeper through efficient use of resources.

Water Distribution (Department 3800)

To provide and maintain, with little or no interruption, safe, reliable, efficient and cost effective water distribution services to the residents and businesses of the Town of Culpeper.

Budget Summary-3700-Treatment

FY07 Actual	\$1,551,531
FY08 Actual	\$1,700,869
FY09 Projected	\$1,834,207
FY10 Projected	\$1,947,707

Budget Summary-3800-Distribution

FY07 Actual	\$403,639
FY08 Actual	\$453,614
FY09 Projected	\$410,557
FY10 Projected	\$544,547

Budget Summary-Debt Service

FY07 Actual	\$709,974
FY08 Actual	\$183,053
FY09 Projected	\$531,404
FY10 Projected	\$577,954

Budget Summary-Capital Fund

FY07 Actual	\$12,077,749
FY08 Actual	\$12,822,177
FY09 Projected	\$15,341,407
FY10 Projected	\$15,076,597

FY09 Accomplishments

- **WATER TREATMENT PLANT FILTER REHABILITATION PROJECT** – Completed
- **WATER TREATMENT PLANT ROOF REPLACEMENT PROJECT** – Completed
- **STOCKED LAKES WITH TRIPLOID GRASS CARP** – Completed
- **WATER DISTRIBUTION SYSTEM IMPROVEMENT TASK I – UPDATE WATER MODEL** – Completed

FY10 Goals & Objectives

- **WATER DISTRIBUTION SYSTEM IMPROVEMENT TASK II – WATER SYSTEM EVALUATION** – Task I, update water model was completed in FY09. Task II is an evaluation of the existing distribution system to provide recommendations to improve the existing system.
- **MOUNTAIN RUN RESERVOIR OVERFLOW STRUCTURE REHABILITATION PROJECT** – This project will replace one 12”sluice gate valve and various other improvements to more effectively utilize the storage capacity of Mountain Run Reservoir.
- **RE-BUILD SPARE CHEMICAL FEEDER AT THE WATER TREATMENT PLANT** – This project will rebuild the spare chemical feeder to provide a fully functional spare chemical feeder.
- **REGIONAL WATER SUPPLY MASTER PLAN** – This project is a state mandate which is due November 2010 if done alone or November 2011 if completed with the County. It will provide a thorough look at long term solutions for water supply needs for the Town of Culpeper.
- **PARTNERSHIP FOR SAFE WATER** – Join the Partnership and begin data collection to complete Phase II during calendar year 2010. The Partnership's mission is to improve the quality of drinking water delivered to customers of public water supplies by optimizing system operations. By joining the Partnership, the Town is committing to complete Phase III of the program. Participating in the Partnership program consistently results in a near-term impact in the quality of water produced by utilities. Partnership utilities report more than 50% performance improvement without major capital expenditures. The Partnership provides all of the tools the

Town needs to improve water quality and benchmark our facility's results against the program's national database. The annual membership fee is \$ 50 for our facility.

- **AUTOMATIC METER READING** – Implementation of an Automatic Meter Reading system is anticipated to result in an overall life cycle cost savings based on a reduction in future work force needs and will improve the capabilities of the water, wastewater and electrical utilities.
- **TANK PREVENTATIVE MAINTENANCE** – The elevated and standpipe tanks are budgeted for repairs and painting in FY10.
- **RISK MANAGEMENT PLAN** – The risk management plan is required to be updated by April 2010.
- **CONTINUING PROCESS IMPROVEMENT** – Institute a Continuing Process Improvement program in Environmental Services to encourage employees to explore opportunities for improvements within the utility.

Enterprise Fund-FY10 Water Treatment (Dept 3700)

	<u>2008/2009</u> <u>ADOPTED</u>	<u>2008/2009</u> <u>Amended</u>	<u>PROJECTED</u> <u>6/30/2009</u>	<u>2009/2010</u> <u>DRAFT/</u> <u>REQUESTED</u>	<u>2009/2010</u> <u>MGR</u> <u>RECOMM.</u>	<u>2009/2010</u> <u>ADOPTED</u> <u>BUDGET</u>
RESERVE BALANCES						
3100 Reserves	-	22,470	<u>22,470</u>	<u>-</u>	<u>-</u>	<u>-</u>
METERED SALES						
3290 Metered Sales - Water (Includes AMR \$1 00/Customer)	2,900,052	2,900,052	<u>2,900,000</u>	<u>2,900,000</u>	<u>2,900,000</u>	<u>2,900,000</u>
UTILITY FEES						
3310 After Hours Reconnection Fee	100	100	<u>50</u>	<u>-</u>	<u>-</u>	<u>-</u>
3320 Delinquent Fees	60,000	60,000	<u>52,020</u>	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>
3330 Disconnect Fees	23,000	23,000	<u>19,015</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>
3340 Meter Fees	30,000	30,000	<u>5,020</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
3370 Penalties	26,800	26,800	<u>24,219</u>	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>
3380 Service Charge - Interest	100	100	<u>30</u>	<u>50</u>	<u>50</u>	<u>50</u>
UTILITY CHARGES, MISCELLANEOUS						
3580 Time & Material Charges - Misc	5,000	5,000	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
3585 Time & Material Charges - Taps	20,000	20,000	<u>15,000</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
REVENUE FROM USE OF MONEY						
4360 Interest on Investments	6,000	6,000	<u>10,000</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>

MISCELLANEOUS

4520	Insurance Dividend	-	-	-	-	-	-
4550	Miscellaneous (3 Flags turbidity cost recovery)	5,000	5,000	5,000	5,000	5,000	5,000
4580	Sale Of Salvage & Surplus Materials	-	-	50	-	-	-
4585	Sale Of Surplus Equipment	-	-	-	-	-	-

TRANSFERS

4960	Transfer from Capital	-	-	947,806	-	-	-
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TOTAL REVENUES / OTHER SOURCES	3,076,052	3,098,522	4,005,680	3,020,050	3,020,050	3,020,050
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3700-WATER TREATMENT

PERSONNEL - WAGES & BENEFITS

5010	Salaries	457,143	457,143	515,000	469,997	472,971	472,971
5020	Salaries - Overtime	30,000	30,000	15,000	27,500	30,000	30,000
	Provide for vacation, sick, holidays						
5030	Salaries - Part-time	-	-	-	-	-	-
5040	Salaries - Contingency	5,980	5,980	5,980	-	-	-
5099	Accrued Salaries / Leave						
5110	Social Security Tax	30,574	30,574	30,574	30,845	31,184	31,184
5120	Medicare Tax	7,150	7,150	7,150	7,214	7,293	7,293
5130	Health Insurance	53,040	53,040	50,000	63,600	63,600	63,600
5140	VRS Retirement	65,763	65,763	55,000	72,380	67,162	67,162
5145	VRS Group Life Insurance	4,631	4,631	4,631	4,700	4,730	4,730
5160	Worker's Comp Insurance	11,877	11,877	11,877	13,103	13,184	13,184
5190	Town Banquet	495	495	495	495	-	-

SERVICES - PURCHASED, SHARED, INTERNAL

5210	Health & Medical Services	300	300	500	300	300	300
	Physicals, Immunizations						
5214	Consulting Services					20,000	20,000
	50% of cost of Water/Wastewater Rate Study						
5216	Engineering Services	27,000	125,800	100,000	25,000	25,000	25,000
	New Reservoir						
	Engineering Services						
	Water Testing						
	Vulnerability Assessment						
5218	Legal Services	3,000	3,000	-	-	-	-
5230	R&M - Building & Grounds	20,000	20,000	20,000	15,000	15,000	15,000
	Preventive Maintenance						
5235	R&M - Plant	8,000	21,415	21,415	15,000	15,000	15,000
	Pump Repairs						

	Pump Motor Rewinding						
5238	R&M - Infrastructure	5,000	27,470	<u>15,000</u>	<u>7,500</u>	<u>7,500</u>	<u>7,500</u>
	Reservoir Maintenance						
5240	R&M - Equipment	5,000	5,000	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
	Contractual Repairs						
5249	R&M - Misc / Other	5,000	5,000	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
	Instrumentation						
5250	Maintenance Service Contract	11,500	11,500	<u>11,500</u>	<u>13,500</u>	<u>13,500</u>	<u>13,500</u>
	Elevator						
	Lab Scales, Fire Ext , S C B A						
	Radios, Pagers						
	Foxboro Computer						
	Generator Load Testing						
	Monorail Hoist Certification						
	Lab Weight Calibration						
5300	Printing and Binding	9,000	9,000	<u>8,500</u>	<u>8,500</u>	<u>8,500</u>	<u>8,500</u>
	Consumer Confidence Reports						
	Utility Billing Forms						
	Water Conservation Mailers						
5310	Advertising	2,500	2,500	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>
5350	Uniform Rentals	4,200	4,200	<u>4,200</u>	<u>4,200</u>	<u>4,200</u>	<u>4,200</u>
	Standard Uniforms						
	Executive Uniforms						
	Flame Retardant Uniforms						
	Nomex Coveralls						
	Rugs & Ecological Fee						
5520	Data Processing	460,000	460,000	<u>460,000</u>	<u>460,000</u>	<u>460,000</u>	<u>460,000</u>
	Billing/Administrative Support						
5550	Motor Pool	3,706	3,706	<u>3,706</u>	<u>3,216</u>	<u>3,216</u>	<u>3,216</u>
	Vehicle Maintenance/Repair						
5555	Mowing, mulching & trimming	4,650	4,650	<u>4,650</u>	<u>5,115</u>	<u>5,115</u>	<u>5,115</u>
OTHER CHARGES							
5610	Electrical Services	105,000	105,000	<u>135,000</u>	<u>130,000</u>	<u>130,000</u>	<u>130,000</u>
5620	Heating Services	11,000	11,000	<u>11,000</u>	<u>11,000</u>	<u>11,000</u>	<u>11,000</u>
5640	Sewage Services	60,000	60,000	<u>67,000</u>	<u>60,000</u>	<u>60,000</u>	<u>60,000</u>
	Sanitary Sewer						
	Pretreatment Wastewater Disposal						
5660	Disposal Fees	2,000	2,000	<u>1,500</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>
5710	Postal Services	12,000	12,000	<u>5,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
	Office Postage/UPS Shipping						
	Utility Billing Postage						
	Consumer Confidence Report						

	Water Conservation Mailers						
5720	Telecommunications	6,000	6,000	<u>2,500</u>	<u>6,000</u>	<u>6,000</u>	<u>6,000</u>
	Office Lines/Long Distance						
	Computer/Fax Lines						
	Internet Provider Access						
	Electric Meter Line						
	Tank Circuits						
5810	Boiler & Machinery Insurance	9,643	9,643	<u>9,643</u>	<u>9,643</u>	<u>9,643</u>	<u>9,643</u>
5820	Fire / Property Insurance	9,923	9,923	<u>9,923</u>	<u>9,923</u>	<u>9,923</u>	<u>9,923</u>
5830	Contractor's Equipment Insurance	525	525	<u>525</u>	<u>525</u>	<u>525</u>	<u>525</u>
5840	Motor Vehicle Insurance	2,100	2,100	<u>2,100</u>	<u>2,100</u>	<u>2,100</u>	<u>2,100</u>
5870	General Liability Insurance	27,563	27,563	<u>27,563</u>	<u>27,563</u>	<u>27,563</u>	<u>27,563</u>
5920	Education & Training	3,570	3,570	<u>2,870</u>	<u>3,500</u>	<u>3,500</u>	<u>3,500</u>
	Short Schools (Certifications)						
6010	Lodging	1,000	1,000	<u>1,500</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
6015	Meals	350	350	<u>350</u>	<u>350</u>	<u>350</u>	<u>350</u>
6018	Travel	350	350	<u>250</u>	<u>250</u>	<u>250</u>	<u>250</u>

MISCELLANEOUS ITEMS

6210	Dues & Assoc Memberships	1,200	1,200	<u>1,200</u>	<u>1,200</u>	<u>1,200</u>	<u>1,200</u>
	AWWA Dues, VRWA Dues						
	Operator License Renewals						
6220	Bank Fees	2,500	2,500	<u>3,500</u>	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>
6299	Miscellaneous						

MATERIALS AND SUPPLIES

6510	Office Supplies	2,500	2,500	<u>3,800</u>	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>
	Misc Supplies						
	Office Furniture						
6540	Janitorial Supplies	2,000	2,000	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>
6550	Vehicle Fuels	3,500	3,500	<u>3,500</u>	<u>3,500</u>	<u>3,500</u>	<u>3,500</u>
6552	Fuel Oil	1,500	1,500	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>
	Emergency Generator						
6555	Lube Oil	100	100	<u>50</u>	<u>100</u>	<u>100</u>	<u>100</u>
6560	Vehicle & Equipment Supplies	1,000	1,000	<u>1,700</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
6570	Uniform Purchases and Wearing Apparel	150	150	<u>135</u>	<u>140</u>	<u>140</u>	<u>140</u>
	Hats						
6580	Books, Subscriptions & Education	300	300	<u>300</u>	<u>300</u>	<u>300</u>	<u>300</u>
6610	Chemicals	265,000	265,000	<u>240,000</u>	<u>265,000</u>	<u>265,000</u>	<u>265,000</u>
6650	Laboratory Supplies	16,000	16,000	<u>16,000</u>	<u>16,000</u>	<u>16,000</u>	<u>16,000</u>
	Chemicals, reagents & supplies						
	for conducting laboratory tests						
6660	Operating Supplies	2,500	2,500	<u>3,000</u>	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>

	Safety Supplies						
	Safety Shoes						
	Misc Supplies						
6670	Small Tools	500	500	<u>400</u>	<u>400</u>	<u>400</u>	<u>400</u>
	Hand Tools (Wrenches, Screwdrivers, etc)						

CAPITAL OUTLAYS

7200	Machinery & Equipment	30,500	30,500	<u>30,500</u>	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>
	Water Pump Rotating Assembly						
	Blower Super Pulsator						
7600	Computer Equipment	7,500	7,500	<u>7,500</u>	<u>7,500</u>	<u>7,500</u>	<u>7,500</u>
	Backup Server for SCADA System						
7650	Computer Software	500	500	<u>500</u>	<u>500</u>	<u>500</u>	<u>500</u>
	SCADA						

WATER TREATMENT	1,823,783	1,958,468	1,950,487	1,870,658	1,890,949	1,890,949
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9900 DEBT SERVICE

9502	2002 Refunding Bond Principal	325,000		<u>-</u>	<u>344,000.00</u>	<u>344,000.00</u>	<u>344,000.00</u>
9503	1994 Bond Principal	11,562		<u>-</u>	<u>11,734.91</u>	<u>11,734.91</u>	<u>11,734.91</u>
9507	2007 GOB Principal (\$6 25M)				<u>35,040.48</u>	<u>35,040.48</u>	<u>35,040.48</u>
9508	2007B GOB- Principal	27,382		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
9602	2002 Refunding Bond Interest	187,451		<u>-</u>	<u>172,770.47</u>	<u>172,770.47</u>	<u>172,770.47</u>
9603	1994 Bond Interest	534		<u>-</u>	<u>268.73</u>	<u>268.73</u>	<u>268.73</u>
9607	2007 GOB Interest (\$6 25M)				<u>14,140.15</u>	<u>14,140.15</u>	<u>14,140.15</u>
9608	2007B GOB- Interest	21,729		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
9708	2007B Bond Issue Costs	-		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

PRIOR YEAR DEBT SERVICE

9590	1990 Bond Principal	-		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
9592	1992 Refunding Bond Principal	-		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
9593	1993 Bond Principal	-		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
9690	1990 Bond Interest	-		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
9692	1992 Refunding Bond Interest	-		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
9693	1993 Bond Interest	-		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
9702	2002 Refunding Bond Expense	-		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
9790	1990 Bond Expense	-		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
9792	1992 Refunding Bond Expense	-		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
9793	1993 Bond Expense	-		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
9794	1994 Bond Expense	-		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
3900	Loss on Advance Refunding	-		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
3901	Accum Amortization of Loss on Adv Refunding	-		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

PRIOR YEAR DEBT SERVICE

DEBT SERVICE	573,658	-	577,955	577,955	577,955
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9925 DEPRECIATION

9925	Depreciation	-	-	-	-	-
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DEPRECIATION

-	-	-	-	-
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9950 TRANSFERS

9950	Transfer to General Fund-PILOT	95097	-	-	-	-
9960	Transfer to Capital Fund	-	-	-	-	-

TOTAL TRANSFERS	95,097	-	95,097	95,097	95,097
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Enterprise Fund-FY10 - Water Distribution (Dept 3800)

		<u>2008/2009</u>	<u>PROJECTED</u>	<u>2009/2010</u>	<u>2009/2010</u>	<u>2009/2010</u>
		<u>ADOPTED</u>	<u>6/30/2009</u>	<u>DRAFT/</u>	<u>MGR</u>	<u>ADOPTED</u>
				<u>REQUESTED</u>	<u>RECOMM.</u>	<u>BUDGET</u>
3800 WATER DISTRIBUTION DEPT						
PERSONNEL - WAGES & BENEFITS						
5010	Salaries	175,806	<u>177,260</u>	<u>177,736</u>	<u>177,736</u>	<u>177,736</u>
5020	Salaries - Overtime	15,000	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>
5040	Salaries - Contingency	1,905	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
5070	Education Incentive		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
5099	Accrued Salaries / Leave					
5110	Social Security Tax	11,948	<u>11,920</u>	<u>11,950</u>	<u>11,950</u>	<u>11,950</u>
5120	Medicare Tax	2,794	<u>2,788</u>	<u>2,795</u>	<u>2,795</u>	<u>2,795</u>
5130	Health Insurance	21,216	<u>21,216</u>	<u>25,440</u>	<u>25,440</u>	<u>25,440</u>
5140	VRS Retirement	25,235	<u>25,171</u>	<u>25,239</u>	<u>25,239</u>	<u>25,239</u>
5145	VRS Group Life Insurance	1,777	<u>1,773</u>	<u>1,777</u>	<u>1,777</u>	<u>1,777</u>
5160	Worker's Comp Insurance	5,001	<u>4,989</u>	<u>5,251</u>	<u>5,251</u>	<u>5,251</u>
5190	Town Banquet	220	<u>220</u>	<u>220</u>	<u>-</u>	<u>-</u>
SERVICES - PURCHASED, SHARED, INTERNAL						
5210	Health & Medical Services	300	<u>167</u>	<u>300</u>	<u>300</u>	<u>300</u>
	Pre-employment physicals, drug tests,					
	First aid kit refills, flu shots					
5215	Contractual Services					
	On-Call Answering Service					
5216	Engineering Services					
5238	R&M - Infrastructure	150,000	<u>138,000</u>	<u>125,000</u>	<u>125,000</u>	<u>125,000</u>
	Water pipe, repair clamps, fire hydrants,					
	valves, water meters, meter boxes, valve					

boxes, etc (\$50,000-maint , \$75,000-capital)

5240	R&M - Equipment	1,000	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
	Repairs performed out of shop					
5245	R&M - Vehicle	500	<u>-</u>	<u>500</u>	<u>500</u>	<u>500</u>
	Repairs performed out of shop					
5249	R&M-Misc / Other	500	<u>241</u>	<u>500</u>	<u>500</u>	<u>500</u>
	Services performed out of shop					
5250	Maintenance Service Contract	5,500	<u>5,500</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
	1/3 maintenance agreement for automated meter reading equipment-\$1,640 Cybernet Water Model-\$3,360					
5300	Printing and Binding	800	<u>-</u>	<u>800</u>	<u>800</u>	<u>800</u>
	Backflow reports, tags, etc					
5310	Advertising	120	<u>-</u>	<u>120</u>	<u>120</u>	<u>120</u>
	Job openings					
5350	Uniform Rentals	1,450	<u>1,321</u>	<u>1,255</u>	<u>1,225</u>	<u>1,225</u>
	4 employees uniform & shorts rental					
5510	Salary & Benefits Payment	30,025	<u>30,025</u>	<u>31,147</u>	<u>31,147</u>	<u>31,147</u>
	Salary-15% Director & Admin Secretary Benefits-15% Director & Admin Secretary					
5550	Motor Pool	7,412	<u>7,412</u>	<u>6,432</u>	<u>6,432</u>	<u>6,432</u>

OTHER CHARGES

5610	Electrical Services	2,800	<u>2,759</u>	<u>3,300</u>	<u>3,300</u>	<u>3,300</u>
	15% Public Works Facility					
5620	Heating Services	1,000	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
	15% Public Works Facility					
5670	Miss Utility Telephone Line					
5675	Miss Utility Tickets	2,500	<u>1,900</u>	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>
5710	Postal Services	200	<u>168</u>	<u>200</u>	<u>200</u>	<u>200</u>
	Backflow letters, bills, etc					
5720	Telecommunications	1,600	<u>1,500</u>	<u>600</u>	<u>600</u>	<u>600</u>
	Cell Phone-2 employees					
5830	Contractor's Equipment Insurance	179	<u>179</u>	<u>179</u>	<u>179</u>	<u>179</u>
5840	Motor Vehicle Insurance	1,300	<u>1,300</u>	<u>1,300</u>	<u>1,300</u>	<u>1,300</u>
5850	License & Permit Bond	350	<u>350</u>	<u>300</u>	<u>300</u>	<u>300</u>
	Railroad and VDOT permits					
5920	Education & Training	1,000	<u>129</u>	<u>300</u>	<u>300</u>	<u>300</u>
	Flagger recertification, etc					
6010	Lodging	250	<u>-</u>	<u>100</u>	<u>100</u>	<u>100</u>
6015	Meals	200	<u>21</u>	<u>100</u>	<u>100</u>	<u>100</u>
6018	Travel	75	<u>-</u>	<u>75</u>	<u>75</u>	<u>75</u>

MISCELLANEOUS ITEMS

6210	Dues & Assoc Memberships	60	<u>50</u>	<u>60</u>	<u>60</u>	<u>60</u>
	American Backflow Association					
6240	Waterworks Fee	10,100	<u>9,315</u>	<u>9,600</u>	<u>9,600</u>	<u>9,600</u>
	A fee established by the Board of Health to fund implementation of the 1986 amendments to the Safe Drinking Water Act					
6295	Bad Debt Expense	3,000	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>

MATERIALS AND SUPPLIES

6510	Office Supplies	1,000	<u>700</u>	<u>600</u>	<u>600</u>	<u>600</u>
	Paper, toner cartridges, pens, etc					
6550	Vehicle Fuels	7,900	<u>6,000</u>	<u>7,000</u>	<u>7,000</u>	<u>7,000</u>
6555	Lube Oil	400	<u>400</u>	<u>400</u>	<u>400</u>	<u>400</u>
6560	Vehicle & Equipment Supplies	7,500	<u>4,000</u>	<u>4,000</u>	<u>4,000</u>	<u>4,000</u>
	Repair parts, tires, filters, batteries, etc					
6570	Uniform Purchases and Wearing Apparel	600	<u>350</u>	<u>500</u>	<u>500</u>	<u>500</u>
	4 pair of safety shoes @\$100/each-\$400 Town caps-\$100					
6580	Books, Subscriptions & Education	-	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
6630	Meter Replacements	3,000	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Calibration & replacement of necessary large meters on the distribution system					
6660	Operating Supplies	800	<u>644</u>	<u>800</u>	<u>800</u>	<u>800</u>
	Gloves, hard hats, rainsuits, etc					
6670	Small Tools	1,600	<u>1,400</u>	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>
	Hand tools (shovels, picks, wrenches)					

CAPITAL OUTLAYS

7200	Machinery & Equipment	2,850	<u>2,850</u>	<u>-</u>	<u>-</u>	<u>-</u>
7300	Furniture & Fixtures	-	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
7400	Communication Equipment					
7600	Computer Equipment	-	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
7650	Computer Software	-	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

TOTAL WATER DISTRIBUTION DEPT		508,773	482,018	473,876	473,626	473,626
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Enterprise Fund

Wastewater Treatment (4700) Wastewater Collection (4800)

Wastewater Treatment (Department 4700)

To provide high quality wastewater treatment in a safe, cost-effective manner in order to achieve or surpass the state-mandated limits on plant discharge; the land application of our plant residuals; to serve the community and to provide service for our industrial customers in a safe manner that serves our customers well and protects the environment.

Wastewater Collection (Department 4800)

To provide the citizens of the Town of Culpeper with proper wastewater collection in a safe, efficient and cost-effective manner and to maintain the infrastructure while operating within a realistic cost-effective budget and in compliance with all regulations.

Budget Summary-4700-Treatment

FY07 Actual	\$1,938,996
FY08 Actual	\$2,199,383
FY09 Projected	\$2,278,668
FY10 Projected	\$2,509,065

Budget Summary-4800-Collection

FY07 Actual	\$337,329
FY08 Actual	\$370,918
FY09 Projected	\$385,414
FY10 Projected	\$364,168

Budget Summary-Debt Service

FY07 Actual	\$452,654
FY08 Actual	\$544,600
FY09 Projected	\$1,013,943
FY10 Projected	\$1,148,943

Budget Summary-Capital Fund

FY07 Actual	\$20,300,597
FY08 Actual	\$22,436,830
FY09 Projected	\$25,833,852
FY10 Projected	\$28,797,374

FY09 Accomplishments

- **WATER POLLUTION CONTROL FACILITY UPGRADE /EXPANSION** – Ongoing
- **CONTROL ROOM/LAB UPGRADE PROJECT** – Ongoing

FY10 Goals & Objectives

- **WATER POLLUTION CONTROL FACILITY UPGRADE/EXPANSION** – This project will increase the treatment capacity from 4 mgd to 6 mgd and will upgrade the facility to include biological nutrient removal capabilities to comply with new nutrient regulations becoming effective January 1, 2011.
- **CONTROL ROOM/LAB UPGRADE PROJECT** – This project is to be completed with in-house forces during FY10.
- **WPCF DUCTWORK – INFLUENT PUMP STATION #1** – This project will replace the existing collapsed ductwork at the influent pump station to improve the air handling and ventilation at that facility, which in turn should enhance the life span of its various electronic components.
- **INFLUENT PUMP STATION #1 EVALUATION/UPGRADE** – Historically the electrical equipment in this facility has experienced excessive maintenance due to the harsh environment it is exposed to. In addition to the ductwork replacement project, the facility will be evaluated to determine appropriate upgrades required to improve the life cycle cost and reliability of this pump station.
- **AUTOMATIC METER READING** – Implementation of an Automatic Meter Reading system is anticipated to result in an overall life cycle cost savings based on a reduction in future work force needs and will improve the capabilities of the water, wastewater and electrical utilities.
- **DIGESTER GAS RECOVERY SYSTEM IMPROVEMENTS** – This project will correct the deficiencies in the existing digester gas recovery system to allow digester gas to be used in place of commercially purchased natural gas. This project is being completed with grant funding and is anticipated to save in excess of \$100,000 per year.
- **WATER CONNECTIONS TO WPCF/PUBLIC WORKS MAINTENANCE FACILITY** – This project will connect the Water Pollution Control Facility and Public works Maintenance Facility to the town's water supply system.

- **FATS OILS AND GREASE (FOG) REGULATIONS, ORDINANCE** – Enhance the wastewater pretreatment program to develop a Fats Oils and Grease Regulation and Ordinance to require proper removal of FOG prior to entering the collection system. This program will reduce the maintenance costs to remove clogs in the system associated with FOG.
- **REPAIRS TO LAGOON #1** – Lagoon #1 was constructed as part of the 4 mgd upgrade. Design and construction errors resulted in Lagoon #1 not operating properly. A settlement is currently being negotiated with the engineering firm responsible for its design. Once a settlement can be reached, this lagoon will be repaired.
- **REVISIONS TO PRETREATMENT AND SEWER USE ORDINANCE** – The Town’s Pretreatment Legal Authority and Sewer Use Ordinance are required to include EPA Streamlining Rule Changes to meet EPA and DEQ requirements.
- **CONTINUING PROCESS IMPROVEMENT** – Institute a Continuing Process Improvement program in Environmental Services to encourage employees to explore opportunities for improvements within the utility.



Wastewater Treatment Plant Upgrade

Enterprise Fund-Wastewater Treatment (4700): Revenue-Expenditures-Debt Service

	<u>2008/2009</u>	<u>2008/2009</u>	<u>PROJECTED</u>	<u>2009/2010</u>	<u>2009/2010</u>	<u>2009/2010</u>
	<u>ADOPTED</u>	<u>Amended</u>	<u>6/30/2009</u>	<u>DRAFT/</u>	<u>MGR</u>	<u>ADOPTED</u>
				<u>REQUESTED</u>	<u>RECOMM.</u>	<u>BUDGET</u>
RESERVE BALANCES						
3100	-	54,562	<u>55,562</u>	-	-	-
METERED SALES						
3280	Metered Sales - Wastewater	3,103,391	3,103,391	<u>2,800,000</u>	<u>2,800,000</u>	<u>2,800,000</u>
	(Includes AMR \$1 00/Customer)					
UTILITY FEES						
3310	After Hours Reconnection Fee	-	-	-	-	-
3320	Delinquent Fees	60,000	60,000	<u>50,200</u>	<u>50,000</u>	<u>50,000</u>
3330	Disconnect Fees	23,000	23,000	<u>18,300</u>	<u>20,000</u>	<u>20,000</u>
3370	Penalties	29,000	29,000	<u>23,400</u>	<u>22,500</u>	<u>22,500</u>
3375	Septage Receiving Fees	38,000	38,000	<u>34,350</u>	<u>35,000</u>	<u>35,000</u>
3380	Service Charge - Interest	100	100	<u>100</u>	<u>100</u>	<u>100</u>
UTILITY CHARGES, MISCELLANEOUS						
3580	Time & Material Charges - Misc	4,500	4,500	<u>4,500</u>	<u>4,500</u>	<u>4,500</u>
3585	Time & Material Charges - Taps	2,800	2,800	<u>2,800</u>	<u>2,800</u>	<u>2,800</u>
4291	Wastewater Discharge Permit	-	-	<u>500</u>	<u>500</u>	<u>500</u>
REVENUE FROM USE OF MONEY						
4360	Interest on Investments	6,700	6,700	<u>6,500</u>	<u>6,000</u>	<u>6,000</u>
MISCELLANEOUS						
4520	Insurance Dividend	-	-	-	-	-
4550	Miscellaneous	100	100	<u>100</u>	<u>100</u>	<u>100</u>
4580	Sale of Salvage & Surplus Materials	-	-	-	-	-
4585	Sale of Surplus Equipment	-	-	-	-	-
TRANSFER FROM CAPITAL						
4960	Transfer	706,363	706,363	<u>947,806</u>	<u>1,200,000</u>	<u>1,200,000</u>
TOTAL REVENUES / OTHER SOURCES						
		3,973,954	4,028,516	3,944,118	4,141,500	4,141,500

4700 WASTEWATER - TREATMENT

PERSONNEL - WAGES & BENEFITS

5010	Salaries	584,368	584,368	<u>595,000</u>	<u>604,282</u>	<u>603,699</u>	<u>603,699</u>
5020	Salaries - Overtime	60,000	60,000	<u>35,000</u>	<u>45,000</u>	<u>60,000</u>	<u>60,000</u>
	Provide for vacation, sick, holidays						
5040	Salaries - Contingency	3,702	3,702	<u>3,702</u>	<u>-</u>	<u>-</u>	<u>-</u>
5099	Accrued Salaries / Leave						
5110	Social Security Tax	40,180	40,180	<u>40,500</u>	<u>41,185</u>	<u>41,149</u>	<u>41,149</u>
5120	Medicare Tax	9,397	9,397	<u>9,500</u>	<u>9,632</u>	<u>9,624</u>	<u>9,624</u>
5130	Health Insurance	68,952	68,952	<u>53,800</u>	<u>82,680</u>	<u>82,680</u>	<u>82,680</u>
5140	VRS Retirement	83,506	83,506	<u>80,000</u>	<u>85,808</u>	<u>85,725</u>	<u>85,725</u>
5145	VRS Group Life Insurance	5,881	5,881	<u>4,900</u>	<u>6,043</u>	<u>6,037</u>	<u>6,037</u>
5160	Worker's Comp Insurance	14,020	14,020	<u>14,020</u>	<u>15,551</u>	<u>15,547</u>	<u>15,547</u>
5175	Education and Training	-	-	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
5190	Town Banquet	715	715	<u>715</u>	<u>715</u>	<u>-</u>	<u>-</u>

SERVICES - PURCHASED, SHARED, INTERNAL

5210	Health & Medical Services	4,940	4,940	<u>200</u>	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>
	Physicals, Immunizations, Hep C Vacc						
5214	Consulting Services					<u>20,000</u>	<u>20,000</u>
	50% of cost of Water/Wastewater Rate Study						
5216	Engineering Services	50,000	50,000	<u>58,000</u>	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>
	VAMWA CHES BAY TMDL Program						
	Engineering Services						
	Sludge Analysis						
5217	Lab Testing				<u>35,000</u>	<u>35,000</u>	<u>35,000</u>
5218	Legal Services	5,000	5,000	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
	Environmental Issues						
5230	R&M - Building & Grounds		-	<u>-</u>			
5235	R&M - Contractual	20,500	20,500	<u>10,000</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>
	Pump Repairs						
	Pump Motor Rewinding						
	Crane Service						
	Concrete Repairs						
5238	R&M - Infrastructure	40,000	43,632	<u>30,000</u>	<u>35,000</u>	<u>35,000</u>	<u>35,000</u>
	Piping, Yard Hydrant, Tank Repairs						
	Compressor repairs						
	Lagoon Repairs						
5240	R&M - Equipment	60,000	70,930	<u>55,000</u>	<u>55,000</u>	<u>55,000</u>	<u>55,000</u>
	Centrifuge Repairs						
	Supplies for Equipment Rebuilding						
	Pump & Equipment Lubricants						

5249	R&M - Misc / Other	5,000	5,000	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
	Instrumentation						
5250	Maintenance Service Contract	10,000	10,000	<u>16,000</u>	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>
	Scales, Fire Ext , S C B A						
	Radios, Pagers						
	Generator Load Testing						
	Monorail Hoist Certification						
	Lab Weight Calibration						
5280	Sludge Disposal	40,000	40,000	<u>40,000</u>	<u>40,000</u>	<u>40,000</u>	<u>40,000</u>
	Dewatered Sludge						
5290	Toxics Engineering	15,000	15,000	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
	Bioassay Analysis						
	Toxics Evaluations						
5300	Printing and Binding	4,200	4,200	<u>1,000</u>	<u>2,100</u>	<u>2,100</u>	<u>2,100</u>
	Utility Billing Forms						
	Wastewater Plant Forms						
5310	Advertising	1,500	1,500	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>
5350	Uniform Rentals	7,000	7,000	<u>7,000</u>	<u>7,000</u>	<u>7,000</u>	<u>7,000</u>
	Standard Uniforms						
	Flame Retardant Uniforms						
	Laboratory Coats						
	Nomex Coveralls						
	Shop Towels						
	Rugs & Ecological Fee						
5520	Data Processing	460,000	460,000	<u>460,000</u>	<u>460,000</u>	<u>460,000</u>	<u>460,000</u>
	Billing/Administrative Support						
5550	Motor Pool	16,677	16,677	<u>16,677</u>	<u>20,904</u>	<u>20,904</u>	<u>20,904</u>
	Vehicle Maintenance/Repair						
5555	Mowing, mulching & trimming	11,524	11,524	<u>11,524</u>	<u>12,676</u>	<u>12,676</u>	<u>12,676</u>
OTHER CHARGES							
5610	Electrical Services	200,000	200,000	<u>190,000</u>	<u>300,000</u>	<u>300,000</u>	<u>300,000</u>
5620	Heating Services	125,000	125,000	<u>125,000</u>	<u>100,000</u>	<u>100,000</u>	<u>100,000</u>
5630	Water Services	500	500	<u>650</u>	<u>650</u>	<u>650</u>	<u>650</u>
5640	Sewage services	-	-	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
5660	Disposal Fees	6,500	6,500	<u>5,300</u>	<u>6,000</u>	<u>6,000</u>	<u>6,000</u>
5710	Postal Services	10,500	10,500	<u>6,500</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
	Office Postage/UPS Shipping						
	Utility Billing Postage						
5720	Telecommunications	10,000	10,000	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
	Office Lines/Long Distance						
	Computer/Fax Lines						
	Internet Provider Access						

	Pump Station Alarm Lines						
	Cellular						
5810	Boiler & Machinery Insurance	16,464	16,464	<u>16,464</u>	<u>16,464</u>	<u>16,464</u>	<u>16,464</u>
5820	Fire / Property Insurance	8,600	8,600	<u>8,600</u>	<u>8,600</u>	<u>8,600</u>	<u>8,600</u>
5830	Contractor's Equipment Insurance	-	-	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
5840	Motor Vehicle Insurance	3,600	3,600	<u>3,600</u>	<u>3,600</u>	<u>3,600</u>	<u>3,600</u>
5870	General Liability Insurance	23,100	23,100	<u>23,100</u>	<u>23,210</u>	<u>23,210</u>	<u>23,210</u>
5920	Education & Training	6,000	6,000	<u>6,000</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
5943	Lease Copier	2,000	2,000	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>
6010	Lodging	2,500	2,500	<u>500</u>	<u>500</u>	<u>500</u>	<u>500</u>
6015	Meals	750	750	<u>250</u>	<u>250</u>	<u>250</u>	<u>250</u>
6018	Travel	400	400	<u>400</u>	<u>400</u>	<u>400</u>	<u>400</u>
MISCELLANEOUS ITEMS							
6210	Dues & Assoc Memberships	10,000	10,000	<u>9,000</u>	<u>11,000</u>	<u>11,000</u>	<u>11,000</u>
	WEF Dues, VAMWA Dues						
	Operator License Renewals						
	VPDES Permit Renewal						
6220	Bank Fees	1,000	1,000	<u>1,200</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
6299	Miscellaneous						
MATERIALS AND SUPPLIES							
6510	Office Supplies	2,250	2,250	<u>3,250</u>	<u>2,250</u>	<u>2,250</u>	<u>2,250</u>
	Misc Supplies						
	Recorder Charts						
	Office Furniture						
6540	Janitorial Supplies	3,000	3,000	<u>3,700</u>	<u>4,000</u>	<u>4,000</u>	<u>4,000</u>
6550	Vehicle Fuels	5,000	5,000	<u>8,800</u>	<u>7,500</u>	<u>7,500</u>	<u>7,500</u>
6552	Fuel Oil						
	Emergency Generator	18,000	18,000	<u>18,000</u>	<u>18,000</u>	<u>18,000</u>	<u>18,000</u>
6555	Lube Oil	1,000	1,000	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
6560	Vehicle & Equipment Supplies	3,500	3,500	<u>3,500</u>	<u>3,500</u>	<u>3,500</u>	<u>3,500</u>
6570	Uniform Purchases and Wearing Apparel	200	200	<u>180</u>	<u>200</u>	<u>200</u>	<u>200</u>
	Hats						
6580	Books, Subscriptions & Education	500	500	<u>500</u>	<u>500</u>	<u>500</u>	<u>500</u>
6610	Chemicals	165,000	165,000	<u>204,000</u>	<u>165,000</u>	<u>165,000</u>	<u>165,000</u>
6650	Laboratory Supplies	27,000	27,000	<u>39,800</u>	<u>40,000</u>	<u>40,000</u>	<u>40,000</u>
	Chemicals, reagents & supplies						
	for conducting laboratory tests						
6660	Operating Supplies	11,000	11,000	<u>11,000</u>	<u>11,000</u>	<u>11,000</u>	<u>11,000</u>
	Safety Supplies						
	Safety Shoes						
	Sanitary Gloves						

	Misc Supplies						
	Meter Calibration Gas						
	Spill Containment Supplies						
6670	Small Tools	1,000	1,000	<u>800</u>	<u>800</u>	<u>800</u>	<u>800</u>
	Hand Tools (Wrenches, Screwdrivers, etc)						

CAPITAL OUTLAYS

7100	Buildings & Improvements	-		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
7200	Machinery & Equipment	30,500	30,500	<u>20,000</u>	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>
	Plant Safety Equipment						
7600	Computer Equipment	1,400	1,400	<u>850</u>	<u>30,000</u>	<u>30,000</u>	<u>30,000</u>
	SCADA Equipment Parts						
7650	Computer Software	500	500	<u>8</u>	<u>5,500</u>	<u>5,500</u>	<u>5,500</u>
	SCADA II Upgrade Software						

TOTAL WASTEWATER TREATMENT	2,318,826	2,333,388	2,287,990	2,445,500	2,479,065	2,479,065
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9900 DEBT SERVICE

9503	1994 Bond Principal	18,103		<u>-</u>	<u>18,373.44</u>	<u>18,373.44</u>	<u>18,373.44</u>
9501	2001 Bond Principal (VRLF #1)	23,430		<u>-</u>	<u>24,376.51</u>	<u>24,376.51</u>	<u>24,376.51</u>
9502	2002 Refunding Bond Principal	-		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
9506	2002 Bond Principal (VRLF #2)	166,048		<u>-</u>	<u>172,332.19</u>	<u>172,332.19</u>	<u>172,332.19</u>
9507	2007 GOB Bond Principal (\$3 75M)			<u>-</u>	<u>35,040.56</u>	<u>35,040.56</u>	<u>35,040.56</u>
9508	2007B GOB Principal	27,382		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
9509	2008 GOB Principal (\$17 9M)	-		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
9603	1994 Bond Interest	835		<u>-</u>	<u>420.75</u>	<u>420.75</u>	<u>420.75</u>
9601	2001 Bond Interest (VRLF #1)	17,766		<u>-</u>	<u>16,819.46</u>	<u>16,819.46</u>	<u>16,819.46</u>
9602	2002 Refunding Bond Interest	-		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
9606	2002 Bond Interest (VRLF #2)	126,553		<u>-</u>	<u>120,268.21</u>	<u>120,268.21</u>	<u>120,268.21</u>
9607	2007 GOB Bond Interest (\$3 75M)			<u>-</u>	<u>175,155.55</u>	<u>175,155.55</u>	<u>175,155.55</u>
9608	2007B GOB Interest	247,151		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
9609	2008 GOB Interest (\$17 9M)	547,883		<u>-</u>	<u>586.156</u>	<u>586.156</u>	<u>586.156</u>
9708	2007B Bond Issue Costs	-		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

PRIOR YEAR DEBT SERVICE

9590	1990 Bond Principal	-	-	-	-	-	-
9592	1992 Refunding Bond Principal	-	-	-	-	-	-
9690	1990 Bond Interest	-	-	-	-	-	-
9692	1992 Refunding Bond Interest	-	-	-	-	-	-
9790	1990 Bond Expense	-	-	-	-	-	-
9792	1992 Refunding Bond Expense	-	-	-	-	-	-
9794	1994 Bond Expense	-	-	-	-	-	-

9701	2001 Bond Expense (VRLF #1)	-	-	-	-	-
9702	2002 Refunding Bond Expense	-	-	-	-	-
9703	2002 Bond Expense (VRLF #2)	-	-	-	-	-
3900	Loss on Advance Refunding	-	-	-	-	-
3901	Accum Amortization of Loss on Adv Refunding	-	-	-	-	-
PRIOR YEAR DEBT SERVICE		-	-	-	-	-
TOTAL DEBT SERVICE		1,175,151	-	1,148,943	1,148,943	1,148,943

9925 DEPRECIATION

9925	Depreciation	-	-	-	-	-
DEPRECIATION		-	-	-	-	-

9950 TRANSFERS

9950	Transfer to General Fund-PILOT	101,833	-	-	-	-
9960	Transfer to Capital Fund	-	-	-	-	-
TRANSFERS		101,833	-	101,833	101,833	101,833

Enterprise Fund-Wastewater Collection: Revenue-Expenditures-Debt Service

	<u>2008/2009</u>	<u>2008/2009</u>	<u>PROJECTED</u>	<u>2009/2010</u>	<u>2009/2010</u>	<u>2009/2010</u>
	<u>ADOPTED</u>	<u>Amended</u>	<u>6/30/2009</u>	<u>DRAFT/</u>	<u>MGR</u>	<u>ADOPTED</u>
				<u>REQUESTED</u>	<u>RECOMM.</u>	<u>BUDGET</u>
RESERVE BALANCES						
3100	-	54,562	<u>55,562</u>	-	-	-
METERED SALES						
3280	Metered Sales - Wastewater	3,103,391	3,103,391	<u>2,800,000</u>	-	-
	(Includes AMR \$1 00/Customer)					
UTILITY FEES						
3310	After Hours Reconnection Fee	-	-	-	-	-
3320	Delinquent Fees	60,000	60,000	<u>50,200</u>	-	-
3330	Disconnect Fees	23,000	23,000	<u>18,300</u>	-	-
3370	Penalties	29,000	29,000	<u>23,400</u>	-	-
3375	Septage Receiving Fees	38,000	38,000	<u>34,350</u>	-	-

3380	Service Charge - Interest	100	100	<u>100</u>	-	-	-
UTILITY CHARGES, MISCELLANEOUS							
3580	Time & Material Charges - Misc	4,500	4,500	<u>4,500</u>	-	-	-
3585	Time & Material Charges - Taps	2,800	2,800	<u>2,800</u>	-	-	-
4291	Wastewater Discharge Permit	-	-	<u>500</u>	-	-	-
REVENUE FROM USE OF MONEY							
4360	Interest on Investments	6,700	6,700	<u>6,500</u>	-	-	-
MISCELLANEOUS							
4520	Insurance Dividend	-	-	-	-	-	-
4550	Miscellaneous	100	100	<u>100</u>	-	-	-
4580	Sale of Salvage & Surplus Materials	-	-	-	-	-	-
4585	Sale of Surplus Equipment	-	-	-	-	-	-
TRANSFER FROM CAPITAL							
4960	Transfer	706,363	706,363	<u>947,806</u>	-	-	-
TOTAL REVENUES / OTHER SOURCES		3,973,954	4,028,516	3,944,118	-	-	-
4700 WASTEWATER - TREATMENT							
PERSONNEL - WAGES & BENEFITS							
5010	Salaries	584,368	584,368	<u>595,000</u>	-	-	-
5020	Salaries - Overtime	60,000	60,000	<u>35,000</u>	-	-	-
	Provide for vacation, sick, holidays						
5040	Salaries - Contingency	3,702	3,702	<u>3,702</u>	-	-	-
5099	Accrued Salaries / Leave						
5110	Social Security Tax	40,180	40,180	<u>40,500</u>	-	-	-
5120	Medicare Tax	9,397	9,397	<u>9,500</u>	-	-	-
5130	Health Insurance	68,952	68,952	<u>53,800</u>	-	-	-
5140	VRS Retirement	83,506	83,506	<u>80,000</u>	-	-	-
5145	VRS Group Life Insurance	5,881	5,881	<u>4,900</u>	-	-	-
5160	Worker's Comp Insurance	14,020	14,020	<u>14,020</u>	-	-	-
5175	Education and Training	-	-	-	-	-	-
5190	Town Banquet	715	715	<u>715</u>	-	-	-
SERVICES - PURCHASED, SHARED, INTERNAL							
5210	Health & Medical Services	4,940	4,940	<u>200</u>	-	-	-
	Physicals, Immunizations, Hep C Vacc						
5216	Engineering Services	50,000	50,000	<u>58,000</u>	-	-	-
	VAMWA CHES BAY TMDL Program						
	Engineering Services						
	Sludge Analysis						

	Other Analysis						
	Appendix "A" Analysis						
5218	Legal Services	5,000	5,000	<u>5,000</u>	-	-	-
	Environmental Issues						
5230	R&M - Building & Grounds		-	-			
5235	R&M - Contractual	20,500	20,500	<u>10,000</u>	-	-	-
	Pump Repairs						
	Pump Motor Rewinding						
	Crane Service						
	Concrete Repairs						
5238	R&M - Infrastructure	40,000	43,632	<u>30,000</u>	-	-	-
	Piping, Yard Hydrant, Tank Repairs						
	Compressor repairs						
	Lagoon Repairs						
5240	R&M - Equipment	60,000	70,930	<u>55,000</u>	-	-	-
	Centrifuge Repairs						
	Supplies for Equipment Rebuilding						
	Pump & Equipment Lubricants						
5249	R&M - Misc / Other	5,000	5,000	<u>5,000</u>	-	-	-
	Instrumentation						
5250	Maintenance Service Contract	10,000	10,000	<u>16,000</u>	-	-	-
	Scales, Fire Ext , S C B A						
	Radios, Pagers						
	Generator Load Testing						
	Monorail Hoist Certification						
	Lab Weight Calibration						
5280	Sludge Disposal	40,000	40,000	<u>40,000</u>	-	-	-
	Dewatered Sludge						
5290	Toxics Engineering	15,000	15,000	<u>10,000</u>	-	-	-
	Bioassay Analysis						
	Toxics Evaluations						
5300	Printing and Binding	4,200	4,200	<u>1,000</u>	-	-	-
	Utility Billing Forms						
	Wastewater Plant Forms						
5310	Advertising	1,500	1,500	<u>1,500</u>	-	-	-
5350	Uniform Rentals	7,000	7,000	<u>7,000</u>	-	-	-
	Standard Uniforms						
	Flame Retardant Uniforms						
	Laboratory Coats						
	Nomex Coveralls						
	Shop Towels						
	Rugs & Ecological Fee						
5520	Data Processing	460,000	460,000	<u>460,000</u>	-	-	-

	Billing/Administrative Support						
5550	Motor Pool	16,677	16,677	<u>16,677</u>	-	-	-
	Vehicle Maintenance/Repair						
5555	Mowing, mulching & trimming	11,524	11,524	<u>11,524</u>	-	-	-
OTHER CHARGES							
5610	Electrical Services	200,000	200,000	<u>190,000</u>	-	-	-
5620	Heating Services	125,000	125,000	<u>125,000</u>	-	-	-
5630	Water Services	500	500	<u>650</u>	-	-	-
5640	Sewage services	-	-	-	-	-	-
5660	Disposal Fees	6,500	6,500	<u>5,300</u>	-	-	-
5710	Postal Services	10,500	10,500	<u>6,500</u>	-	-	-
	Office Postage/UPS Shipping						
	Utility Billing Postage						
5720	Telecommunications	10,000	10,000	<u>10,000</u>	-	-	-
	Office Lines/Long Distance						
	Computer/Fax Lines						
	Internet Provider Access						
	Pump Station Alarm Lines						
	Cellular						
5810	Boiler & Machinery Insurance	16,464	16,464	<u>16,464</u>	-	-	-
5820	Fire / Property Insurance	8,600	8,600	<u>8,600</u>	-	-	-
5830	Contractor's Equipment Insurance	-	-	-	-	-	-
5840	Motor Vehicle Insurance	3,600	3,600	<u>3,600</u>	-	-	-
5870	General Liability Insurance	23,100	23,100	<u>23,100</u>	-	-	-
5920	Education & Training	6,000	6,000	<u>6,000</u>	-	-	-
5943	Lease Copier	2,000	2,000	<u>2,000</u>	-	-	-
6010	Lodging	2,500	2,500	<u>500</u>	-	-	-
6015	Meals	750	750	<u>250</u>	-	-	-
6018	Travel	400	400	<u>400</u>	-	-	-
MISCELLANEOUS ITEMS							
6210	Dues & Assoc Memberships	10,000	10,000	<u>9,000</u>	-	-	-
	WEF Dues, VAMWA Dues						
	Operator License Renewals						
	VPDES Permit Renewal						
6220	Bank Fees	1,000	1,000	<u>1,200</u>	-	-	-
6299	Miscellaneous						
MATERIALS AND SUPPLIES							
6510	Office Supplies	2,250	2,250	<u>3,250</u>	-	-	-
	Misc Supplies						
	Recorder Charts						

	Office Furniture						
6540	Janitorial Supplies	3,000	3,000	<u>3,700</u>	-	-	-
6550	Vehicle Fuels	5,000	5,000	<u>8,800</u>	-	-	-
6552	Fuel Oil						
	Emergency Generator	18,000	18,000	<u>18,000</u>	-	-	-
6555	Lube Oil	1,000	1,000	<u>1,000</u>	-	-	-
6560	Vehicle & Equipment Supplies	3,500	3,500	<u>3,500</u>	-	-	-
6570	Uniform Purchases and Wearing Apparel	200	200	<u>180</u>	-	-	-
	Hats						
6580	Books, Subscriptions & Education	500	500	<u>500</u>	-	-	-
6610	Chemicals	165,000	165,000	<u>204,000</u>	-	-	-
6650	Laboratory Supplies	27,000	27,000	<u>39,800</u>	-	-	-
	Chemicals, reagents & supplies for conducting laboratory tests						
6660	Operating Supplies	11,000	11,000	<u>11,000</u>	-	-	-
	Safety Supplies						
	Safety Shoes						
	Sanitary Gloves						
	Misc Supplies						
	Meter Calibration Gas						
	Spill Containment Supplies						
6670	Small Tools	1,000	1,000	<u>800</u>	-	-	-
	Hand Tools (Wrenches, Screwdrivers, etc)						
CAPITAL OUTLAYS							
7100	Buildings & Improvements	-	-	-	-	-	-
7200	Machinery & Equipment	30,500	30,500	<u>20,000</u>	-	-	-
	Service Truck (\$36K - 50% Water/50% W/W)						
	Maintenance Tools (\$12,500 - 50% Water/50% W/W)						
7600	Computer Equipment	1,400	1,400	<u>850</u>	-	-	-
	SCADA Server						
	Computer f/Maint Supervisor(\$1,400)						
7650	Computer Software	500	500	<u>8</u>	-	-	-
	Miscellaneous Software						
WASTEWATER TREATMENT		2,318,826	2,333,388	2,287,990	-	-	-

4800 - WASTEWATER COLLECTION

PERSONNEL - WAGES & BENEFITS

5010	Salaries	182,864		<u>183,942</u>	<u>184,267</u>	<u>184,267</u>	-
5020	Salaries - Overtime	9,000		<u>4,000</u>	<u>9,000</u>	<u>9,000</u>	-
5040	Salaries - Contingency	1,353		-	-	-	-
5099	Accrued Salaries / Leave						
5110	Social Security Tax	11,979		<u>11,652</u>	<u>11,983</u>	<u>11,983</u>	-

5120	Medicare Tax	2,802	<u>2,725</u>	<u>2,802</u>	<u>2,802</u>	-	
5130	Health Insurance	21,216	<u>21,216</u>	<u>25,440</u>	<u>25,440</u>	-	
5140	VRS Retirement	26,159	<u>26,120</u>	<u>26,166</u>	<u>26,166</u>	-	
5145	VRS Group Life Insurance	1,842	<u>1,839</u>	<u>1,843</u>	<u>1,843</u>	-	
5160	Worker's Comp Insurance	4,393	<u>4,273</u>	<u>4,615</u>	<u>4,615</u>	-	
5190	Town Banquet	220	<u>220</u>	<u>220</u>	-	-	
SERVICES - PURCHASED, SHARED, INTERNAL							
5210	Health & Medical Services	300	<u>32</u>	<u>200</u>	<u>200</u>	-	
	Pre-employment physicals, drug tests,						
	First aid kit refills, flu shots						
5215	Contractual Services						
	On-call Answering Service						
5216	Engineering Services						
5238	R&M - Infrastructure	24,000	<u>20,300</u>	<u>24,000</u>	<u>24,000</u>	-	
	Sewer pipe, manholes & covers, rat poison,						
	treatment solutions, I & I materials, etc						
	(\$14,000 - maint & \$10,000 C I materials)						
5240	R&M - Equipment	1,200	<u>700</u>	<u>1,000</u>	<u>1,000</u>	-	
	Repairs performed out of shop						
5245	R&M - Vehicle	500	-	<u>500</u>	<u>500</u>	-	
	Repairs performed out of shop						
5249	R&M - Misc / Other	300	-	<u>300</u>	<u>300</u>	-	
	Services performed out of shop						
5250	Maintenance Service Contract	1,050	<u>1,050</u>	<u>900</u>	<u>900</u>	-	
	1/3 of maintenance agreement for automated						
	meter reading equipment						
5310	Advertising	100	-	<u>100</u>	<u>100</u>	-	
	Job openings						
5350	Uniform Rentals	1,450	<u>1,359</u>	<u>1,260</u>	<u>1,260</u>	-	
	4 employees uniform & shorts rental						
5510	Salary & Benefits Payment	30,025	<u>30,025</u>	<u>31,147</u>	<u>21,147</u>	-	
	Salary-15% Director & Admin Secretary						
	Benefits-15% Director & Admin Secretary						
5550	Motor Pool	14,824	<u>14,824</u>	<u>16,080</u>	<u>16,080</u>	-	
OTHER CHARGES							
5610	Electrical Services	2,800	<u>2,800</u>	<u>3,300</u>	<u>3,300</u>	-	
	15% Public Works Facility						
5620	Heating Services	1,000	<u>885</u>	<u>1,000</u>	<u>1,000</u>	-	
	15% Public Works Facility						
5670	Miss Utility Telephone Line	-	-	-	-	-	
5675	Miss Utility Tickets	2,500	<u>1,900</u>	<u>1,500</u>	<u>1,500</u>	-	

5720	Telecommunications	1,000	<u>900</u>	<u>600</u>	<u>600</u>	<u>-</u>
	Cell Phone-2 employees					
5830	Contractor's Equipment Insurance	220	<u>220</u>	<u>220</u>	<u>220</u>	<u>-</u>
5840	Motor Vehicle Insurance	3,010	<u>3,010</u>	<u>3,010</u>	<u>3,010</u>	<u>-</u>
5850	License & Permit Bond	160	<u>160</u>	<u>160</u>	<u>160</u>	<u>-</u>
	Railroad & VDOT					
5920	Education & Training	1,000	<u>-</u>	<u>300</u>	<u>300</u>	<u>-</u>
	Flagger recertification, confined space training					
6010	Lodging	200	<u>-</u>	<u>100</u>	<u>100</u>	<u>-</u>
6015	Meals	100	<u>-</u>	<u>100</u>	<u>100</u>	<u>-</u>
6018	Travel	50	<u>-</u>	<u>75</u>	<u>75</u>	<u>-</u>

MISCELLANEOUS ITEMS

6295	Bad Debt Expense	4,400	<u>2,744</u>	<u>2,900</u>	<u>2,900</u>	<u>-</u>
6299	Miscellaneous					

MATERIALS AND SUPPLIES

6510	Office Supplies	600	<u>320</u>	<u>400</u>	<u>400</u>	<u>-</u>
	Paper, pencils, toner cartridges, etc					
6540	Janitorial Supplies	200	<u>200</u>	<u>200</u>	<u>200</u>	<u>-</u>
	Shop towels					
6550	Vehicle Fuels	10,000	<u>9,500</u>	<u>10,000</u>	<u>10,000</u>	<u>-</u>
6555	Lube Oil	400	<u>400</u>	<u>400</u>	<u>400</u>	<u>-</u>
6560	Vehicle & Equipment Supplies	6,500	<u>6,500</u>	<u>5,500</u>	<u>5,500</u>	<u>-</u>
	Repair parts, tires, filters, batteries, etc					
6570	Uniform Purchases and Wearing Apparel	525	<u>325</u>	<u>500</u>	<u>500</u>	<u>-</u>
	Safety shoes-4 employees @\$100/ea -\$400					
	Town caps-\$100					
6660	Operating Supplies	1,000	<u>670</u>	<u>800</u>	<u>800</u>	<u>-</u>
	Hard hats, gloves, rainsuits, etc					
6670	Small Tools	1,600	<u>1,200</u>	<u>1,500</u>	<u>1,500</u>	<u>-</u>
	Hand tools (shovels, picks, wrenches, etc)					

CAPITAL OUTLAYS

7200	MACHINERY & EQUIPMENT	4,702	<u>33,000</u>	<u>-</u>	<u>-</u>	<u>-</u>
7300	Furniture and Fixtures	-	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
7400	Communication Equipment	-	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
7500	Motor Vehicles	-	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
7600	Computer Hardware	500	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
7650	Computer Software	100	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

WASTEWATER COLLECTION	378,144	389,011	374,388	364,168	-
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9900 DEBT SERVICE

9503	1994 Bond Principal	18,103	-	-	-	-
9501	2001 Bond Principal (VRLF #1)	23,430	-	-	-	-
9502	2002 Refunding Bond Principal	-	-	-	-	-
9506	2002 Bond Principal (VRLF #2)	166,048	-	-	-	-
9508	2007B GOB Principal	27,382	-	-	-	-
9509	2008 GOB Principal	-	-	-	-	-
9603	1994 Bond Interest	835	-	-	-	-
9601	2001 Bond Interest (VRLF #1)	17,766	-	-	-	-
9602	2002 Refunding Bond Interest	-	-	-	-	-
9606	2002 Bond Interest (VRLF #2)	126,553	-	-	-	-
9608	2007B GOB Interest	247,151	-	-	-	-
9609	2008 GOB Interest	547,883	-	-	-	-
9708	2007B Bond Issue Costs	-	-	-	-	-

PRIOR YEAR DEBT SERVICE

9590	1990 Bond Principal	-	-	-	-	-
9592	1992 Refunding Bond Principal	-	-	-	-	-
9690	1990 Bond Interest	-	-	-	-	-
9692	1992 Refunding Bond Interest	-	-	-	-	-
9790	1990 Bond Expense	-	-	-	-	-
9792	1992 Refunding Bond Expense	-	-	-	-	-
9794	1994 Bond Expense	-	-	-	-	-
9701	2001 Bond Expense (VRLF #1)	-	-	-	-	-
9702	2002 Refunding Bond Expense	-	-	-	-	-
9703	2002 Bond Expense (VRLF #2)	-	-	-	-	-
3900	Loss on Advance Refunding	-	-	-	-	-
3901	Accum Amortization of Loss on Adv Refunding	-	-	-	-	-

PRIOR YEAR DEBT SERVICE

-	-	-	-	-
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DEBT SERVICE

1,175,151	-	-	-	-
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9925 DEPRECIATION

9925	Depreciation	-	-	-	-	-
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DEPRECIATION

-	-	-	-	-
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9950 TRANSFERS

9950	Transfer to General Fund-PILOT	101,833	-	-	-	-
9960	Transfer to Capital Fund	-	-	-	-	-

TRANSFERS

101,833	-	-	-	-
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9990 CONTINGENCY - UNRESERVED

9990	Contingency - Unreserved	-	-	-	-	-
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CONTINGENCY - UNRESERVED	-	-	-	-	-
TOTAL EXPENDITURES	3,973,954	2,677,001	374,388	364,168	-
REVENUES OVER (UNDER) EXPENDITURES	-	1,267,117	(374,388)	(364,168)	-

ENVIRONMENTAL SERVICES DEPARTMENT

FY10 Approved Positions

<u>Position Title</u>		<u>Position Status</u>
DIRECTOR	(1 position)	Full time - Filled
Administrative Secretary	(1 position)	Full time - filled
Chief Water Plant Operator	(1 position)	Full time - filled
Water Plant Operators	(6 positions)	Full time - filled
Chief Wastewater Plant Operator	(1 position)	Full time - filled
Wastewater Plant Operators	(6 positions)	Full time - filled
Laboratory Supervisor	(1 position)	Full time - filled
Laboratory Analyst	(1 position)	Full time - filled
Maintenance Supervisor	(1 position)	Full time - filled
Plant Mechanics	(3 positions)	Full time - filled
Plant Maintenance Worker	(1 position)	Full time - filled

Enterprise Fund - Electric

Administration-Generation-Distribution

Administration (Department 5600)

Mission: To execute policies set by Council under the direction of the Town Manager to direct the Generation and Distribution and Utility Services departments to provide safe, reliable and low cost electrical services to our customers in a cost-effective manner.

Generation (Department 5700)

Mission: To operate and maintain the peak shaving generation plant in a safe, efficient and cost effective manner to realize the maximum amount of savings against the wholesale power bill and assist other departments as required.

Distribution (Department 5800)

Mission: To operate and maintain the electric distribution system to provide safe, reliable and low cost power to our customers.

Budget Summary-5600- Administration

FY07 Actual	\$550,230
FY08 Actual	\$704,191
FY09 Projected	\$657,454
FY10 Projected	\$701,795

Budget Summary-5700-Generation

FY07 Actual	\$6,118,338
FY08 Actual	\$6,646,735
FY09 Projected	\$6,443,169
FY10 Projected	\$7,342,424

Budget Summary-5800-Distribution

FY07 Actual	\$1,025,304
FY08 Actual	\$1,260,079
FY09 Projected	\$1,093,559
FY10 Projected	\$1,572,641

Budget Summary-Capital

FY07 Actual	\$1,875,891
FY08 Actual	\$2,159,195
FY09 Projected	\$2,486,287
FY10 Projected	\$2,378,567

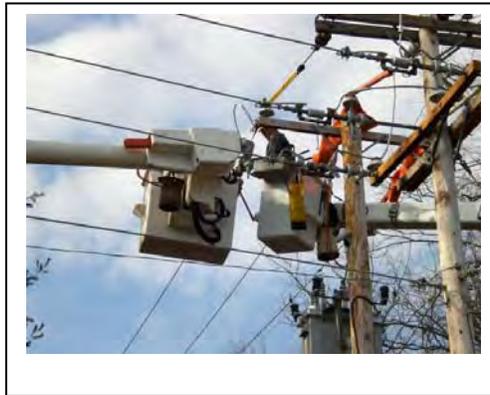
FY09 Accomplishments

- Installed service to 20 residential and 17 small general service customers.
- Upgraded old overhead primary line from 4kv to 12kv and re-conductor from copper to aluminum, approximately 1 mile of line. Areas completed: Locust, Scanlon, McCoy, Stevens.
- In progress: Mason.
- Culpeper Hospital area: conversion from overhead primary line to underground to clear area for helicopter landing zone and allow for feed to cross Madison Road for future development .
- Installed feeder cable to cross the Country Club for a loop feed to south end of town.
- In progress: replacing rotted poles and old wire in Oak Lawn Subdivision.
- Replaced old unjacketed underground primary cable and live front transformers at Willis Lane to improve reliability to the area.
- Installed underground feeder cable from Belle Ave to Willow Shade to prepare to disconnect the Dominion delivery point #3.
- Converted Waters Place from overhead primary line to underground for new Condos.
- Installing O.H. and U.G. primary and secondary lines to existing subdivisions as new services are requested.
- In progress: electric system mapping and street light inventory project.
- Continuing to determine the best AMR system to meet the town needs.

FY10 Goals & Objectives

- To disconnect the # 3 delivery point at Willow Shade and feed from the #2 delivery.
- Planning of 3-phase overhead line from Electric Avenue to the High Point subdivision with continuation to the hospital area to eliminate the #5 delivery point and increase reliability to the hospital area.
- Relocate #7 generator from Spring Street to Electric Avenue.
- Continue to pursue the sale of old generator and cleaning out old generation facility.
- Continue the upgrade of 4 KV facilities to 12 KV to improve system power factor, 3.5 additional miles of line.
- Investigate supplying power to Lake Pelham’s Pump Station presently served by REC.
- Investigate supplying power to the new police station presently served by Dominion.

- Investigate supplying power to the town wastewater treatment facility.
- Install traffic control signals at Golf Drive.
- Continue the electric system mapping to allow for better planning and outage management.
- Continue the replacement of all traffic signal and pedestrian crossing heads incandescent bulbs with LED's to reduce power consumption and reduce calls to replace bulbs.
- To move forward on AMR project with a goal of completion by mid 2010.
- Update transformer disposal procedures and PCB record keeping.
- To continue to provide the most reliable, efficient and cost effective electric service to the Town citizens, our customers.



Electric Administration/Distribution/Generation/Debt Service

	<u>2008/2009</u>	<u>PROJECTED</u>	<u>2009/2010</u>	<u>2009/2010</u>	<u>2009/2010</u>
	<u>ADOPTED</u>	<u>6/30/2008</u>	<u>DRAFT/</u>	<u>MGR</u>	<u>ADOPTED</u>
			<u>REQUESTED</u>	<u>RECOMM.</u>	<u>BUDGET</u>
RESERVE BALANCES					
3100 Reserves - Prior Year Balance					
transfer from capital fund	-	-	-	-	-
METERED SALES					
3220 Metered Sales - Electric	10,444,447	10,300,000	10,600,000	10,600,000	10,600,000
UTILITY FEES					
3310 After Hours Reconnection Fee	5,500	6,000	6,000	6,000	6,000
3320 Delinquent Fees	52,000	51,000	52,000	52,000	52,000
3330 Disconnect Fees	24,000	23,000	24,000	24,000	24,000
3340 Meter Fees	16,000	7,500	16,000	16,000	16,000
3370 Penalties	25,000	23,811	25,000	25,000	25,000
3380 Service Charge - Interest	100	100	100	100	100
UTILITY CHARGES, MISCELLANEOUS					
3560 Pole Permits & Rental Charge	30	-	30	30	30
3580 Time & Material Charges - Misc	7,000	16,369	50,000	50,000	50,000
3590 Underground Connection Charge	-	-	-	-	-
REVENUE FROM USE OF MONEY					
4360 Interest on Investments	10,000	12,000	10,000	10,000	10,000
MISCELLANEOUS					
4520 Insurance Dividend	-	-	-	-	-
4525 Insurance Claims/Recoveries	-	-	-	-	-
4550 Miscellaneous	5,000	22,606	5,000	5,000	5,000
4580 Sale Of Salvage & Surplus Materials	500	-	500	500	500
4585 Sale Of Surplus Equipment	-	30,000	80,000	80,000	80,000
4592 Recovered Cost - Streetlights in New Developments	40,000	1,500	7,500	7,500	7,500
AMR Revenue (30% of total)				30,000	30,000
TOTAL REVENUES / OTHER SOURCES	10,629,577	10,493,886	10,876,130	10,906,130	10,906,130
5600-ELECTRIC ADMINISTRATION					
PERSONNEL - WAGES & BENEFITS					
5010 Salaries	134,247	134,247	134,264	134,264	134,264

5020	Salaries - Overtime		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
5040	Salaries - Contingency	870	<u>870</u>	<u>-</u>	<u>-</u>	<u>-</u>
5099	Accrued Salaries / Leave		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
5110	Social Security Tax	8,377	<u>8,322</u>	<u>8,324</u>	<u>8,324</u>	<u>8,324</u>
5120	Medicare Tax	1,959	<u>1,947</u>	<u>1,947</u>	<u>1,947</u>	<u>1,947</u>
5130	Health Insurance	10,608	<u>7,675</u>	<u>10,608</u>	<u>10,608</u>	<u>10,608</u>
5140	VRS Retirement	19,187	<u>17,769</u>	<u>19,065</u>	<u>19,065</u>	<u>19,065</u>
5145	VRS Group Life Insurance	1,351	<u>1,028</u>	<u>1,343</u>	<u>1,343</u>	<u>1,343</u>
5160	Worker's Comp Insurance	1,520	<u>1,386</u>	<u>1,516</u>	<u>1,516</u>	<u>1,516</u>
5175	Education and Training	-	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
5190	Town Banquet	110	<u>110</u>	<u>110</u>	<u>-</u>	<u>-</u>

SERVICES - PURCHASED, SHARED, INTERNAL

5210	Health & Medical Services	140	<u>-</u>	<u>140</u>	<u>140</u>	<u>140</u>
	CPR					
	Hearing					
5214	Consulting Services	3,000	<u>2,500</u>	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>
	misc fees					
5216	Engineering Services	1,000	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	misc fees					
5219	Temporary Help Services	1,500	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
5230	R&M - Building & Grounds	5,000	<u>3,500</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
5245	R&M - Vehicle	750	<u>600</u>	<u>750</u>	<u>750</u>	<u>750</u>
5250	Maintenance Service Contract	1,500	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>
	Pest Control					
	HVAC Maint					
	Landscaping					
5300	Printing and Binding	750	<u>750</u>	<u>750</u>	<u>750</u>	<u>750</u>
	Utility Bills					
	Other-\$50					
5310	Advertising	1,000	<u>-</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
5350	Uniform Rentals	-	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
5520	Billing and Administrative Services	460,000	<u>460,000</u>	<u>460,000</u>	<u>460,000</u>	<u>460,000</u>
5550	Motor Pool	1,853	<u>1,853</u>	<u>1,608</u>	<u>1,608</u>	<u>1,608</u>

OTHER CHARGES

5710	Postal Services	7,500	<u>5,000</u>	<u>7,500</u>	<u>7,500</u>	<u>7,500</u>
	Admin					
	Utility Bills					
5720	Telecommunications	2,800	<u>2,800</u>	<u>2,900</u>	<u>2,900</u>	<u>2,900</u>
	Fax line, 2 cell phone					
5840	Motor Vehicle Insurance	473	<u>473</u>	<u>480</u>	<u>480</u>	<u>480</u>
5920	Education and Training	2,000	<u>-</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>

6010	Lodging	1,200	<u>250</u>	<u>1,200</u>	<u>1,200</u>	<u>1,200</u>
6015	Meals	500	<u>200</u>	<u>500</u>	<u>500</u>	<u>500</u>
6018	Travel	6,000	<u>-</u>	<u>6,000</u>	<u>6,000</u>	<u>6,000</u>
	Council MEPAV					
	Director					
MISCELLANEOUS ITEMS						
6210	Dues & Assoc Memberships	5,500	<u>5,500</u>	<u>5,500</u>	<u>5,500</u>	<u>5,500</u>
	APPA - \$3000					
	MEPAV - \$1600					
	DEED - \$600					
	Misc - \$300					
6220	Bank Fees	1,000	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
6295	Bad Debt	16,000	<u>16,000</u>	<u>16,000</u>	<u>16,000</u>	<u>16,000</u>
6299	Miscellaneous		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
MATERIALS AND SUPPLIES						
6510	Office Supplies	1,500	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>
	Admin - \$600					
	Treasurer - \$600					
6530	Medical Supplies	400	<u>-</u>	<u>400</u>	<u>400</u>	<u>400</u>
	First Aid supplies					
6540	Janitorial Supplies					
6550	Vehicle Fuels	1,400	<u>1,400</u>	<u>1,400</u>	<u>1,400</u>	<u>1,400</u>
6560	Vehicle & Equipment Supplies	100	<u>-</u>	<u>100</u>	<u>100</u>	<u>100</u>
6570	Uniform Purchases and Wearing Apparel	300	<u>300</u>	<u>300</u>	<u>300</u>	<u>300</u>
	Safety Shoes					
	Safety Glasses					
	Misc Apparel - \$300					
6580	Books, Subscriptions & Education	1,200	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
6660	Operating Supplies	200	<u>100</u>	<u>200</u>	<u>200</u>	<u>200</u>
CAPITAL OUTLAYS						
7400	Furniture & Fixtures	1,000	<u>-</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
	Chairs, misc					
7500	Motor Vehicles					
7600	Computer Hardware and Equipment	3,000	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>
	Misc computer equipment					
TOTAL ELECTRIC ADMINISTRATION		706,795	681,580	701,905	701,795	701,795
5700-ELECTRIC GENERATION						
PERSONNEL - WAGES & BENEFITS						
5010	Salaries	116,757	<u>116,757</u>	<u>118,777</u>	<u>118,777</u>	<u>118,777</u>

5020	Salaries - Overtime	15,000	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>
5040	Salaries - Contingency	2,020	<u>2,020</u>	<u>-</u>	<u>-</u>	<u>-</u>
5099	Accrued Leave		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
5110	Social Security Tax	8,294	<u>7,935</u>	<u>8,073</u>	<u>8,073</u>	<u>8,073</u>
5120	Medicare Tax	1,940	<u>1,856</u>	<u>1,888</u>	<u>1,888</u>	<u>1,888</u>
5130	Health Insurance	10,608	<u>10,584</u>	<u>10,608</u>	<u>10,608</u>	<u>10,608</u>
5140	VRS Retirement	16,866	<u>16,513</u>	<u>16,786</u>	<u>16,786</u>	<u>16,786</u>
5145	VRS Group Life Insurance	1,188	<u>955</u>	<u>1,182</u>	<u>1,182</u>	<u>1,182</u>
5160	Worker's Comp Insurance	2,121	<u>3,473</u>	<u>2,096</u>	<u>2,096</u>	<u>2,096</u>
5190	Town Banquet	110	<u>110</u>	<u>110</u>		

SERVICES - PURCHASED, SHARED, INTERNAL

5210	Health & Medical Services	-	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	CPR					
	Hearing					
5216	Engineering Services	-	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
5218	Legal Services	-	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
5235	R&M - Plant	-	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
5239	R&M - Engines	2,500	<u>2,500</u>	<u>3,500</u>	<u>3,500</u>	<u>3,500</u>
5240	R&M - Equipment	1,500	<u>4,315</u>	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>
5245	R&M - Vehicle		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
5249	R&M - Misc / Other	500	<u>500</u>	<u>500</u>	<u>500</u>	<u>500</u>
5250	Maintenance Service Contract	8,500	<u>8,036</u>	<u>8,500</u>	<u>8,500</u>	<u>8,500</u>
	Caterpillar PM Contract					
5300	Printing and Binding		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
5310	Advertising	-	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
5350	Uniform Rentals	1,250	<u>900</u>	<u>1,250</u>	<u>1,250</u>	<u>1,250</u>
	2 employees					
5550	Motor Pool		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
5555	Mowing, mulching & trimming		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

OTHER CHARGES

5620	Heating Services		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
5630	Water Services		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
5640	Sewage Services		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
5660	Disposal Fees	-	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
5710	Postal Services		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
5720	Telecommunications	6,850	<u>1,200</u>	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>
	2 pagers, 2 cell phone, Verizon,					
	Broadwing					
5810	Boiler & Machinery Insurance	7,350	<u>7,350</u>	<u>7,350</u>	<u>7,350</u>	<u>7,350</u>
5820	Fire / Property Insurance	3,298	<u>3,298</u>	<u>3,298</u>	<u>3,298</u>	<u>3,298</u>
5830	Contractor's equipment insurance	1,926	<u>1,926</u>	<u>1,926</u>	<u>1,926</u>	<u>1,926</u>

5840	Motor Vehicle Insurance		-	-	-	-
5870	General Liability Insurance	18,240	<u>18,240</u>	<u>18,240</u>	<u>18,240</u>	<u>18,240</u>
6010	Lodging	200	-	-	-	-
6015	Meals	150	-	-	-	-
6018	Travel	1,500	-	-	-	-
MISCELLANEOUS ITEMS						
6210	Dues & Assoc Memberships	-	-	-	-	-
6220	Bank Fees	-	-	-	-	-
6295	Bad Debt Expense	-	-	-	-	-
MATERIALS AND SUPPLIES						
6510	Office Supplies		-	-	-	-
6530	Medical Supplies	50	-	<u>50</u>	<u>50</u>	<u>50</u>
6540	Janitorial Supplies	100	-	<u>100</u>	<u>100</u>	<u>100</u>
6550	Vehicle Fuels	-	-	-	-	-
6552	Fuel Oil - Generators	150,000	<u>140,000</u>	<u>150,000</u>	<u>150,000</u>	<u>150,000</u>
6555	Lube Oil - Generators	1,800	<u>1,800</u>	<u>1,800</u>	<u>1,800</u>	<u>1,800</u>
6557	Natural Gas	-	-	-	-	-
6560	Vehicle & Equipment Supplies	-	-	-	-	-
6570	Uniform Purchases and Wearing Apparel	500	<u>500</u>	<u>500</u>	<u>500</u>	<u>500</u>
	Safety Shoes - \$200 (2 employees)					
	Safety Glasses - \$90 (2 employees)					
	Misc Apparel - \$210					
6580	Books, Subscriptions & Education	-	-	-	-	-
	Safety Meeting					
6610	Chemicals	-	-	-	-	-
6620	Electricity Purchased	6,989,357	<u>6,800,000</u>	<u>6,966,000</u>	<u>6,966,000</u>	<u>6,966,000</u>
6660	Operating Supplies		-	-	-	-
6670	Small Tools	1,000	-	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
CAPITAL OUTLAYS						
7040	Infrastructure	-	-	-	-	-
7200	Machinery & Equipment	-	-	-	-	-
7300	Furniture & Fixtures	-	-	-	-	-
	Mufflers					
7400	Communications Equipment	-	-	-	-	-
7600	Computer Hardware & Equipment	-	-	-	-	-
TOTAL ELECTRIC GENERATION		7,371,475	7,165,768	7,342,534	7,342,424	7,342,424
5800-ELECTRIC DISTRIBUTION						
PERSONNEL - WAGES & BENEFITS						
5010	Salaries	686,120	<u>615,438</u>	<u>693,043</u>	<u>693,043</u>	<u>693,043</u>

5020	Salaries - Overtime	80,000	<u>50,000</u>	<u>70,000</u>	<u>70,000</u>	<u>70,000</u>
5030	Salaries - Part-Time		<u>6,000</u>	<u>6,000</u>	<u>6,000</u>	<u>6,000</u>
5040	Salaries - Contingency	6,536	<u>6,536</u>	<u>-</u>	<u>-</u>	<u>-</u>
5099	Accrued Salaries / Leave					
5110	Social Security Tax	47,905	<u>38,045</u>	<u>47,717</u>	<u>47,717</u>	<u>47,717</u>
5120	Medicare Tax	11,204	<u>8,897</u>	<u>11,160</u>	<u>11,160</u>	<u>11,160</u>
5130	Health Insurance	68,952	<u>52,920</u>	<u>68,952</u>	<u>68,952</u>	<u>68,952</u>
5140	VRS Retirement	98,357	<u>77,194</u>	<u>99,347</u>	<u>99,347</u>	<u>99,347</u>
5145	VRS Group Life Insurance	6,927	<u>4,467</u>	<u>6,996</u>	<u>6,996</u>	<u>6,996</u>
5160	Worker's Comp Insurance	12,248	<u>15,488</u>	<u>12,202</u>	<u>12,202</u>	<u>12,202</u>
5190	Town Banquet	715	<u>715</u>	<u>715</u>	<u>-</u>	<u>-</u>

SERVICES - PURCHASED, SHARED, INTERNAL

5210	Health & Medical Services	2,000	<u>1,000</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>
	CPR - 18 employees					
	Hearing - 18 employees					
	New Employee Physicals					
5214	Consulting Services	65,000	<u>30,000</u>	<u>65,000</u>	<u>65,000</u>	<u>65,000</u>
	System study, Rate Study (\$35,000); misc services					
5215	Contractor Services-	52,000	<u>5,500</u>	<u>52,000</u>	<u>52,000</u>	<u>52,000</u>
	tree trimming, r/o/w service					
5230	R&M - Building & Grounds	6,000	<u>5,000</u>	<u>6,000</u>	<u>6,000</u>	<u>6,000</u>
	Miscellaneous					
	Landscaping					
	Building Maint					
5240	R&M - Equipment	15,000	<u>10,000</u>	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>
5245	R&M - Vehicles	10,000	<u>7,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
5250	Maintenance Service Contract	60,000	<u>20,000</u>	<u>60,000</u>	<u>60,000</u>	<u>60,000</u>
	Altec/Map/Rosson-Troilo	-				
	Substation maintenance	-				
5270	Rental of Street Lights	3,000	<u>2,714</u>	<u>3,000</u>	<u>3,000</u>	<u>3,000</u>
	Easement fees - Norfolk Southern					
5300	Printing and Binding	-	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
5310	Advertising	400	<u>-</u>	<u>400</u>	<u>400</u>	<u>400</u>
5350	Uniform Rentals	6,400	<u>6,200</u>	<u>6,400</u>	<u>6,400</u>	<u>6,400</u>
	15 employees					
5520	Billing And Administrative Services	-	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
5550	Motor Pool	31,501	<u>31,501</u>	<u>43,416</u>	<u>43,416</u>	<u>43,416</u>
5555	Mowing, mulching, trimming	5,052	<u>5,052</u>	<u>5,576</u>	<u>5,576</u>	<u>5,576</u>

OTHER CHARGES

5620	Heating Services	5,000	<u>7,000</u>	<u>7,500</u>	<u>7,500</u>	<u>7,500</u>
5630	Water Services	530	<u>530</u>	<u>530</u>	<u>530</u>	<u>530</u>
5640	Sewage Services	446	<u>446</u>	<u>446</u>	<u>446</u>	<u>446</u>

5660	Disposal Fees	1,100	<u>900</u>	<u>1,100</u>	<u>1,100</u>	<u>1,100</u>
5670	Miss Utility Telephone Line	-	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
5675	Miss Utility Tickets	4,000	<u>2,500</u>	<u>4,000</u>	<u>4,000</u>	<u>4,000</u>
5710	Postal Services	50	<u>-</u>	<u>50</u>	<u>50</u>	<u>50</u>
5720	Telecommunications	5,500	<u>4,800</u>	<u>5,500</u>	<u>5,500</u>	<u>5,500</u>
	12 cell phone, 12 pagers, Verizon chgs					
5810	Boiler & Machinery Insurance	9,371	<u>9,371</u>	<u>9,371</u>	<u>9,371</u>	<u>9,371</u>
5820	Fire / Property Insurance	3,308	<u>3,308</u>	<u>3,308</u>	<u>3,308</u>	<u>3,308</u>
5830	Contractor's Equipment Insurance	-	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
5840	Motor Vehicle Insurance	4,410	<u>4,410</u>	<u>4,410</u>	<u>4,410</u>	<u>4,410</u>
5870	General Liability Insurance	6,615	<u>6,615</u>	<u>6,615</u>	<u>6,615</u>	<u>6,615</u>
5950	Lease Vehicles/Equip	-	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
6010	Lodging	1,000	<u>-</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
6015	Meals	500	<u>200</u>	<u>500</u>	<u>500</u>	<u>500</u>
6018	Travel	300	<u>-</u>	<u>300</u>	<u>300</u>	<u>300</u>
6295	Bad Debt Expense	-	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
6299	Miscellaneous	-	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

MATERIALS AND SUPPLIES

6510	Office Supplies	700	<u>700</u>	<u>700</u>	<u>700</u>	<u>700</u>
6530	Medical Supplies	250	<u>175</u>	<u>250</u>	<u>250</u>	<u>250</u>
6540	Janitorial Supplies	1,000	<u>800</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
6550	Vehicle Fuels	19,500	<u>21,000</u>	<u>21,000</u>	<u>21,000</u>	<u>21,000</u>
6560	Lube Oil - Vehicle	375	<u>564</u>	<u>600</u>	<u>600</u>	<u>600</u>
6560	Vehicle & Equipment Supplies	9,000	<u>5,200</u>	<u>9,000</u>	<u>9,000</u>	<u>9,000</u>
6570	Uniform Purchases and Wearing Apparel	4,500	<u>4,000</u>	<u>4,500</u>	<u>4,500</u>	<u>4,500</u>
	Safety Shoes - \$2000					
	Safety Glasses - \$450					
	Misc - \$2050					
6580	Books, Subscriptions & Education	12,000	<u>7,800</u>	<u>12,000</u>	<u>12,000</u>	<u>12,000</u>
	Safety Meeting					
	Lineman Publications					
	Lineman Appr Program					
6630	Meter Purchases	25,000	<u>4,000</u>	<u>5,000</u>	<u>5,000</u>	<u>5,000</u>
	New Meters - convert dial type to electronic cyclometer					
	Misc materials					
6660	Operating Supplies	2,500	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>	<u>2,500</u>
6670	Small Tools	10,000	<u>8,000</u>	<u>10,000</u>	<u>10,000</u>	<u>10,000</u>
6680	Traffic Signals & Signs	500	<u>500</u>	<u>500</u>	<u>500</u>	<u>500</u>
	Construction signs/cones					

CAPITAL OUTLAYS

7100	Buildings & Improvements
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7200	Machinery & Equipment	81,961	<u>58,439</u>	<u>35,276</u>	<u>35,276</u>	<u>35,276</u>
	excavator - lease purchase					
	replacement bucket lease - (#856)					
	AED (3)					
	Tools					
7500	Motor Vehicle	-	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
7600	Computer Equipment	4,000	<u>4,000</u>	<u>4,000</u>	<u>4,000</u>	<u>4,000</u>
	Misc computer equip					
7650	Computer Software	1,000	<u>-</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
	misc software					
7710	Electric System Upgrade					
7720	System Maintenance	50,000	<u>45,000</u>	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>
	existing system upgrades/replacements					
7730	Street & Yard Light Upgrades (offset by recovered cost rev)	50,000	<u>40,000</u>	<u>50,000</u>	<u>50,000</u>	<u>50,000</u>
	Poles, Fixtures, misc					
7740	Under grounding Overhead Line	-	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
7750	Upgrade Primary Overhead Lines	-	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL ELECTRIC DISTRIBUTION		1,589,733	1,242,425	1,536,880	1,536,165	1,536,165
9900-DEBT SERVICE						
9502	2002 Refunding Bond Principal	-	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
9503	2003 Refunding Bond Principal	34,973	<u>34,973</u>	<u>35,496</u>	<u>35,496</u>	<u>35,496</u>
9504	2004 GOB \$4 3M Principal	59,800	<u>59,800</u>	<u>62,100</u>	<u>62,100</u>	<u>62,100</u>
9580	2006 Water Loan to L/P	21,720	<u>21,720</u>	<u>22,597</u>	<u>22,597</u>	<u>22,597</u>
9581	2007 Water Loan to L/P	63,881	<u>63,881</u>	<u>66,462</u>	<u>66,462</u>	<u>66,462</u>
9582	2007 Water Loan to L/P #2	64,707	<u>64,707</u>	<u>67,983</u>	<u>67,983</u>	<u>67,983</u>
9508	2007B GOB - Principal	59,208	<u>59,208</u>	<u>84,594</u>	<u>84,594</u>	<u>84,594</u>
9509	2008 GOB-New Lines	-	<u>-</u>	<u>80,000</u>	<u>80,000</u>	<u>80,000</u>
9602	2002 Refunding Bond Interest	-	<u>15,660</u>	<u>-</u>	<u>-</u>	<u>-</u>
9603	2003 Refunding Bond Interest	1,614	<u>1,614</u>	<u>813</u>	<u>813</u>	<u>813</u>
9604	2004 GOB \$4 3M Interest	47,060	<u>47,060</u>	<u>44,768</u>	<u>44,768</u>	<u>44,768</u>
9680	2006 Water Loan to L/P	22,147	<u>22,147</u>	<u>21,270</u>	<u>21,270</u>	<u>21,270</u>
9681	2007 Water Loan to L/P	67,719	<u>67,719</u>	<u>65,139</u>	<u>65,139</u>	<u>65,139</u>
9682	2007 Water Loan to L/P #2	94,638	<u>94,638</u>	<u>91,362</u>	<u>91,362</u>	<u>91,362</u>
9608	2007B GOB- Interest	77,973	<u>77,973</u>	<u>52,446</u>	<u>52,446</u>	<u>52,446</u>
9609	2008 GOB-New Lines	90,919	<u>90,919</u>	<u>88,369</u>	<u>88,369</u>	<u>88,369</u>
9708	2007B GOB Bond Expense	-	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
PRIOR YEAR DEBT SERVICE		-	-	-	-	-
TOTAL DEBT SERVICE		706,359	722,019	783,399	783,399	783,399

SALARY ADJUSTMENT

Salaries	-	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Soc Sec	-	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Medicare	-	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
VRS	-	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
VRS Life Ins	-	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Workers Comp	-	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

9925-DEPRECIATION

9925 Depreciation	-	-	-	-	-
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DEPRECIATION	-	-	-	-	-
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9950-TRANSFERS

9950 Transfer Elec to G/F - PILOT	105,215	<u>105,215</u>	<u>105,215</u>	<u>105,215</u>	<u>105,215</u>
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9960 Transfer to Capital Fund	-	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
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TOTAL TRANSFERS	105,215	105,215	105,215	105,215	105,215
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9990-CONTINGENCY - UNRESERVED

9990 Contingency - Unreserved	-	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
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9990 Contingency - Rate Recovery	75,000	<u>75,000</u>	<u>75,000</u>	<u>75,000</u>	<u>75,000</u>
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9990 Contingency - System Improvement	75,000	<u>75,000</u>	<u>75,000</u>	<u>75,000</u>	<u>75,000</u>
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TOTAL CONTINGENCY - UNRESERVED	150,000	150,000	150,000	150,000	150,000
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TOTAL EXPENDITURES	10,629,577	10,067,007	10,619,933	10,618,998	10,618,998
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REVENUES OVER (UNDER) EXPENDITURES	-	426,879	256,197	287,132	287,132
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FY10

Other Funds

Cable Commission

Cemetery Fund

Parking Authority Fund

Cable Commission-Channel 21 (6600)

Channel21 was formed in 1996 by a joint resolution between the County and Town of Culpeper with the mission to “serve the public interest by promoting Culpeper and its people by providing information of use and interest on government and education to the residents of Culpeper County.” Channel 21 does so by making information accessible to residents of all ages to help them be more knowledgeable about their government and services of non-profit organizations in Culpeper County. Channel 21 is overseen by the Culpeper Cable Commission. This body consists of; two (2) County representatives, two (2) Town representatives, one (1) ministerial representative, one (1) school board representative and one (1) appointee each from the Board of Supervisors and Town Council. This board, with recommendations from the Station Manager, dictates policies, fund-raising, capital purchases and other operations of Channel21.

	Original Budget	Amended Budget
Total Revenue:		
600-0000-3100 Reserves-Prior Year Balance		5,216
600-0000-4465 Sponsorships		
600-0000-4504 Contributions - Town	106,913	106,913
600-0000-4505 Contributions - County	106,913	106,913
600-0000-4506 Contributions - Hospital		
600-0000-4550 Misc, Tape Sales, Etc.		
Total Revenue	213,826	219,042
Salaries and Wages	\$132,826	\$132,826
Services	16,220	16,220
Other Charges	25,280	25,280
Miscellaneous Items	20,600	22,972
Materials and Supplies	6,000	6,000
Capital Outlays	12,900	12,900
Debt Service/Transfers/Contingency		2,844
Total Expenditures	213,826	219,042
Salaries and Wages:		
600-6600-5010 Salaries - Regular	98,377	98,377
600-6600-5110 Social Security Tax	6,099	6,099
600-6600-5120 Medicare Tax	1,426	1,426
600-6600-5130 Health Insurance	10,460	10,460
600-6600-5140 VRS Retirement	14,914	14,914
600-6600-5145 VRS Group Life Insurance	1,141	1,141
600-6600-5160 Worker's Comp Insurance	309	309
600-6600-5190 Town Banquet	100	100
Total Salaries and Wages	132,826	132,826

Services:		
600-6600-5212 Audit & Accounting Services	2,500	2,500
600-6600-5219 Temporary Help Services	5,000	5,000
600-6600-5240 R&M - Equipment	2,500	2,500
600-6600-5245 R&M - Vehicle	1,000	1,000
600-6600-5249 R&M - Misc / Other	220	220
600-6600-5250 Maintenance Service Cont	4,000	4,000
600-6600-5310 Advertising	1,000	1,000
Total Services	16,220	16,220
Other Charges:		
600-6600-5610 Electrical Services	2,800	2,800
600-6600-5660 Disposal Fees	180	180
600-6600-5710 Postal Services	150	150
600-6600-5720 Telecommunications	3,600	3,600
600-6600-5820 Fire / Property Insurance	50	50
600-6600-5840 Motor Vehicle Insurance	1,000	1,000
600-6600-5940 Lease - Building	17,000	17,000
600-6600-6015 Meals	500	500
Total Other Charges	25,280	25,280
Miscellaneous Items:		
600-6600-6210 Dues & Assoc Memberships	200	200
600-6600-6290 Historical Programming	20,000	20,000
600-6600-6298 Miscellaneous Sponsorships		2,372
600-6600-6299 Miscellaneous	400	400
Total Miscellaneous Items	20,600	22,972
Materials and Supplies:		
600-6600-6510 Office Supplies	1,000	1,000
600-6600-6550 Vehicle Fuels	1,500	1,500
600-6600-6570 Uniform Purchases & Wearing Apparel	500	500
600-6600-6660 Operating Supplies	3,000	3,000
Total Materials and Supplies	6,000	6,000
Capital Outlays:		
600-6600-7200 Machinery & Equipment	10,000	10,000
600-6600-7300 Furniture & Fixtures	1,400	1,400
600-6600-7600 Computer Hardware & Equipment	500	500
600-6600-7650 Computer Software	1,000	1,000
Total Capital Outlays	12,900	12,900
Debt Service/Transfers/Contingency:		
600-6600-9990 Contingency - Unreserved		2,844
Total Debt Service/Transfers/Contingency		2,844
Total Expenditures	213,826	219,042

Cemetery Perpetual Care Fund (7500/7700)

Provides a fund from which interest earnings provide sufficient funds for capital improvements to Fairview Cemetery.

90% of the revenue generated from the sales of grave spaces is allocated to the Perpetual Care Fund, with no expenditures. This percentage is scheduled to increase to 100% in FY11.

Town of Culpeper
Cemetery Perpetual Care
FY10

	Original Budget	Amended Budget
Total Revenue	\$480,760	\$480,760
Debt Service/Transfers/Contingency	480,760	480,760
Total Expenditures	480,760	480,760
Total Revenue:		
No Department - Total Revenue	480,760	480,760
Total Revenue	480,760	480,760
Debt Service/Transfers/Contingency:		
Contingency - Unreserved - Debt Service/Transfers/Contingency	480,760	480,760
Total Debt Service/Transfers/Contingency	480,760	480,760
Total Expenditures	480,760	480,760
Total Revenue	\$480,760	\$480,760
Surplus (Deficit)	480,760	480,760
Total Revenue:		
700-0000-3100 Reserves - Prior Year Balance	440,760	440,760
700-0000-4360 Interest on Investments	8,000	8,000
700-0000-4504 Contributions	32,000	32,000
Total Revenue	480,760	480,760

Surplus (Deficit)	480,760	480,760
Net Surplus (Deficit)	480,760	480,760
Debt Service/Transfers/Contingency	\$480,760	\$480,760
Total Expenditures	480,760	480,760
Surplus (Deficit)	(480,760)	(480,760)
Debt Service/Transfers/Contingency:		
700-9990-9990 Contingency - Unreserved	480,760	480,760
Total Debt Service/Transfers/Contingency	480,760	480,760
Total Expenditures	480,760	480,760

Parking Authority (8500/8600)

The Authority shall continually maintain, improve and increase parking opportunities to meet the unique challenges that exist as a result of growth, development and redevelopment in downtown Culpeper.

Town of Culpeper
Parking Authority Fund FY10

	Original Budget	Amended Budget
Total Revenue	\$208,455	\$208,455
Services	75,500	75,500
Other Charges	10,730	10,730
Miscellaneous Items	600	600
Capital Outlays	1,200	10,160
Total Expenditures	88,030	96,990
Surplus (Deficit)	120,425	111,465
Total Revenue:		
No Department - Total Revenue	208,455	208,455
Total Total Revenue	208,455	208,455
Services:		
Parking Authority - Services	75,500	75,500
Total Services	75,500	75,500
Other Charges:		
Parking Authority - Other Charges	10,730	10,730
Total Other Charges	10,730	10,730
Miscellaneous Items:		
Parking Authority - Miscellaneous Items	600	600
Total Miscellaneous Items	600	600
Capital Outlays:		
Parking Authority - Capital Outlays	1,200	10,160
Total Capital Outlays	1,200	10,160
Total Expenditures	88,030	96,990
Surplus (Deficit)	120,425	111,465
Net Surplus (Deficit)	120,425	111,465
Total Revenue	\$208,455	\$208,455

Surplus (Deficit)	208,455	208,455
Total Revenue:		
800-0000-3100 Reserves	122,125	122,125
800-0000-4260 Parking - Leased Spaces	70,000	70,000
800-0000-4264 Parking - On Street Permits	200	200
800-0000-4340 Parking - Fines	16,000	16,000
800-0000-4551 Duplicate Tags - Parking Authority	130	130
Total Total Revenue	208,455	208,455
Surplus (Deficit)	208,455	208,455
Net Surplus (Deficit)	208,455	208,455
Services	\$75,500	\$75,500
Other Charges	10,730	10,730
Miscellaneous Items	600	600
Capital Outlays	1,200	10,160
Total Expenditures	88,030	96,990
Surplus (Deficit)	(88,030)	(96,990)
Services:		
800-8700-5249 R&M - Misc / Other	4,200	4,200
800-8700-5250 Maintenance Service Contracts	41,300	41,300
800-8700-5270 Rental of Street Lights	11,500	11,500
800-8700-5300 Printing and Binding	3,500	3,500
800-8700-5520 Billing & Administrative Support	15,000	15,000
Total Services	75,500	75,500
Other Charges:		
800-8700-5610 Electrical Services	100	100
800-8700-5710 Postal Services	2,000	2,000
800-8700-5860 Public Official Liability Insurance	460	460
800-8700-5946 Lease - Parking Spaces	6,400	6,400
800-8700-6010 Lodging	450	450
800-8700-6015 Meals	320	320
800-8700-6018 Travel	1,000	1,000
Total Other Charges	10,730	10,730
Miscellaneous Items:		
800-8700-6210 Dues & Assoc Memberships	100	100
800-8700-6295 Bad Debt Expense	500	500
Total Miscellaneous Items	600	600
Capital Outlays:		
800-8700-7065 Parking Lot Improvements		8,960
800-8700-7600 Computer Hardware & Equipment	1,200	1,200
Total Capital Outlays	1,200	10,160

Total Expenditures	88,030	96,990
Surplus (Deficit)	(88,030)	(96,990)
Net Surplus (Deficit)	(88,030)	(96,990)

Town of Culpeper

FY10 Capital Budget Summary

Adopted June 9, 2009

FY10 Capital Projects
Funding Summary

Town of Culpeper
FY10 Capital Projects

Summary & Funding Breakout

General Fund - Funding Sources					
Project	General Fund Capital Reserves	Grants	Loan Proceeds Existing	Planned Borrowing	TOTAL
Administrative Facilities	348,000	0	1,000,000	0	1,348,000
Parks & Recreation	1,740	0			1,740
Police Facilities	0	0		3,880,000	3,880,000
Transportation	30,000	0	1,015,000		1,045,000
TOTAL	379,740	0	2,015,000	3,880,000	6,274,740

Enterprise Fund Projects-Funding Sources					
Project	Fund Reserves	Grants	Loan Proceeds Existing	Borrowing	TOTAL
Enterprise - Electric	381,856	0	1,700,000	0	2,081,856
Enterprise - Water	1,199,773	0	0	0	1,199,773
Enterprise - Wastewater	7,187,220	3,228,270	6,877,434	0	17,292,924
TOTAL	8,768,849	3,228,270	8,577,434	0	20,574,553

General Fund-Anticipated Beginning FY10 Fund Balance [designated & undesignated]	9,437,223
General Fund-Anticipated Ending Fund Balance (after FY10 Capital Projects Funding)	7,042,483

Enterprise Funds-Anticipated Beginning FY10 Fund Balances [designated & undesignated]	43,434,661
Enterprise Funds-Anticipated Ending Fund Balances (after FY10 Capital Projects Funding)	26,088,378

**CAPITAL PROJECT SUMMARY
TOWN OF CULPEPER**

SUMMARY

CATEGORY	Prior Year Expense	Capital Budget	Future Fiscal Years					5 Year Totals
			2010	2011	2012	2013	2014	
Administrative Facilities	42,996	1,348,000	1,553,930	126,000	131,000	106,000	3,064,930	
Parks & Recreation	10,105	1,740	1,136,740	638,740	932,410	1,421,405	4,131,035	
Police Facilities	2,850,000	3,880,000	-	-	-	-	3,880,000	
Transportation	76,000	1,045,000	7,841,215	3,155,986	2,307,000	407,000	14,756,201	
Enterprise - Electric	627,737	2,081,856	1,570,000	1,530,000	860,000	860,000	6,901,856	
Enterprise - Water	21,235	1,199,773	1,170,800	737,000	154,000	378,000	3,038,000	
Enterprise - Wastewater	12,621,697	17,292,924	1,020,812	100,000	150,000	150,000	18,713,736	
Total All Categories	16,249,770	26,849,293	14,293,497	6,287,726	4,534,410	3,322,405	54,485,758	

SUMMARY OF COUNTY PROJECTS - In relation to Town Collection of Cash Proffers

CATEGORY	Prior Year Expense	Capital Budget	Future Fiscal Years					5 Year Totals
			2010	2011	2012	2013	2014	
Library Board	-	-	2,000,000	-	-	-	2,000,000	
School Board	-	6,454,105	37,290,699	28,954,668	8,850,195	-	81,549,667	
Total County	-	6,454,105	39,290,699	28,954,668	8,850,195	-	83,549,667	

SUMMARY OF QUASI-PUBLIC PROJECTS - In relation to Town Collection of Cash Proffers

CATEGORY	Prior Year Expense	Capital Budget	Future Fiscal Years					5 Year Totals
			2010	2011	2012	2013	2014	
Fire & Rescue companies	335,219	1,835,500	1,160,500	320,500	-	-	3,316,500	

CAPITAL PROJECT SUMMARY
TOWN OF CULPEPER

Administrative Facilities

CATEGORY	Prior Year Expense	Capital Budget	Future Fiscal Years				5 Year Totals
			2010	2011	2012	2013	
Cemetery Improvements	-	30,000	70,000	-	-	-	100,000
Neighborhood Stabilization Program Grant	-	1,035,000	1,000,000	-	-	-	2,035,000
Archaeological Survey of Historic Properties	-	-	10,000	25,000	-	-	35,000
YMP Skate Park Maintenance Program	31,781	13,000	38,000	13,000	43,000	40,000	147,000
Street Tree Implementation Program	-	-	19,400	16,400	16,400	-	52,200
Public Works Expansion	-	-	344,930	-	-	-	344,930
Computer/Server Replacement	-	-	71,600	71,600	71,600	66,000	280,800
Financial Software	11,215	70,000	-	-	-	-	70,000
U.S. Avenue Railroad Crossing Gates	-	200,000	-	-	-	-	200,000
Administrative Facilities	42,996	1,348,000	1,553,930	126,000	131,000	106,000	3,064,930

CAPITAL PROJECT SUMMARY
TOWN OF CULPEPER

PARKS RECREATION

CATEGORY	Prior Year Expense	Capital Budget	Future Fiscal Years					5 Year Totals
			2010	2011	2012	2013	2014	
Community Pool	-	-	-	-	-	315,670	804,665	1,120,335
Mountain Run Lake Park	1,650	-	55,000	12,000	40,000	40,000	40,000	147,000
New Parks	8,455	-	605,000	575,000	525,000	525,000	525,000	2,230,000
Yowell Meadow Park Improvements	-	1,740	81,740	51,740	51,740	51,740	51,740	238,700
YMP Stream Bank Stabilization	-	-	395,000	-	-	-	-	395,000
Total Parks & Recreation	10,105	1,740	1,136,740	638,740	932,410	1,421,405	1,421,405	4,131,035

CAPITAL PROJECT SUMMARY
TOWN OF CULPEPER

POLICE FACILITIES

CATEGORY	Prior Year Expense	Capital Budget	Future Fiscal Years				5 Year Totals
			2010	2011	2012	2013	
New Police Facility	2,850,000	3,880,000	-	-	-	-	3,880,000
Total Police Facilities	2,850,000	3,880,000	-	-	-	-	3,880,000

**CAPITAL PROJECT SUMMARY
TOWN OF CULPEPER**

TRANSPORTATION

CATEGORY	Prior Year Expense	Capital Budget	Future Fiscal Years				5 Year Totals
			2010	2011	2012	2013	
Downtown Alleyway Improvements	-	-	50,000	50,000	50,000	50,000	200,000
Downtown Surface Parking Areas	-	-	50,000	50,000	50,000	50,000	200,000
Historic Streetscape & Entryways Ph III	4,000	30,000	657,547	-	1,900,000	-	2,587,547
West Street Widening	-	-	188,000	-	-	-	188,000
Local Match - Rt. 229 Widening	-	1,015,000	-	-	-	-	1,015,000
Wayfinding and Sign Plan	30,000	-	55,000	55,000	55,000	55,000	220,000
Western Inner Connector Road	-	-	6,513,668	2,748,986	-	-	9,262,654
Sidewalks, Trails & Bikeways	42,000	-	327,000	252,000	252,000	252,000	1,083,000
Total Transportation	76,000	1,045,000	7,841,215	3,155,986	2,307,000	407,000	14,756,201

CAPITAL PROJECT SUMMARY
TOWN OF CULPEPER

ENTERPRISE ELECTRIC

CATEGORY	Prior Year Expense	Capital Budget	Future Fiscal Years				5 Year Totals
			2010	2011	2012	2013	
Distribution - 4 KV System Changeout	25,000	35,000	60,000	90,000	60,000	60,000	305,000
Distribution - Hospital Circuit	-	600,000	410,000	310,000	-	-	1,320,000
Distribution - New Lines	602,737	500,000	1,100,000	1,130,000	800,000	800,000	4,330,000
Automated Meter Reading Devices	-	796,856	-	-	-	-	796,856
Golf Drive Signalization	-	150,000	-	-	-	-	150,000
Total Enterprise - ELECTRIC	627,737	2,081,856	1,570,000	1,530,000	860,000	860,000	6,901,856

CAPITAL PROJECT SUMMARY
TOWN OF CULPEPER

ENTERPRISE - WATER

CATEGORY	Prior Year Expense	Capital Budget	Future Fiscal Years				5 Year Totals	
			2010	2011	2012	2013		2014
Water Treatment Plant - Maintenance / Rehab	-	-	-	-	-	-	200,000	200,000
Major Process Equipment Replacement	-	50,000	50,000	50,000	50,000	50,000	50,000	250,000
Various Water Distribution System Improvements	21,235	38,200	20,800	187,000	104,000	128,000	-	478,000
Future Elevated Storage Tank	-	60,000	750,000	500,000	-	-	-	1,310,000
Future Water Supply Sources	-	450,000	350,000	-	-	-	-	800,000
Automated Meter Reading Devices	-	601,573	-	-	-	-	-	601,573
Total Enterprise - Water	21,235	1,199,773	1,170,800	737,000	154,000	378,000	-	3,038,000

**CAPITAL PROJECT SUMMARY
TOWN OF CULPEPER**

ENTERPRISE - WASTEWATER

CATEGORY	Prior Year Expense	Capital Budget	Future Fiscal Years				5 Year Totals
			2010	2011	2012	2013	
Wastewater Treatment Plant Expansion	12,621,697	16,141,351	170,812	-	-	-	16,312,163
Influent Pump Station - WWTP	-	50,000	750,000	-	-	-	800,000
Infiltration & Inflow Work	-	300,000	100,000	100,000	150,000	150,000	800,000
Automated Meter Reader Devices	-	601,573	-	-	-	-	601,573
Disk Filter Building	-	200,000	-	-	-	-	200,000
Total Enterprise - Wastewater	12,621,697	17,292,924	1,020,812	100,000	150,000	150,000	18,713,736

**CAPITAL PROJECT SUMMARY
TOWN OF CULPEPER**

COUNTY PROJECTS

CATEGORY	Prior Year Expense	Capital Budget	Future Fiscal Years				5 Year Totals
			2010	2011	2012	2013	
Library Board	-	-	2,000,000	-	-	-	2,000,000
School Board	-	6,454,105	37,290,699	28,954,668	8,850,195	-	81,549,667
Total County Projects	-	6,454,105	39,290,699	28,954,668	8,850,195	-	83,549,667

**QUASI-PUBLIC
PROJECTS**

**CAPITAL PROJECT SUMMARY
TOWN OF CULPEPER**

CATEGORY	Prior Year Expense	Capital Budget					5 Year Totals
		2010	2011	2012	2013	2014	
Culpeper Co. VFD (Co. #1)	-	500,000	-	-	-	-	500,000
Brandy Station VFD (Co. #2)	-	457,500	807,500	107,500	-	-	1,372,500
Richardsville VFD (Co. #6)	58,000	68,000	168,000	118,000	-	-	354,000
Salem VFD (Co. #8)	250,000	-	-	-	-	-	-
Little Fork VFD (Co. #9)	-	500,000	-	-	-	-	500,000
Rapidan VFD (Co. #10)	27,219	105,000	90,000	-	-	-	195,000
Reva VFR (Co. #16)	-	205,000	95,000	95,000	-	-	395,000
Total Quasi-Public Projects	335,219	1,835,500	1,160,500	320,500	-	-	3,316,500

Capital Improvements Plan

Administrative Facilities

Parks and Recreation

Police Facilities

Transportation

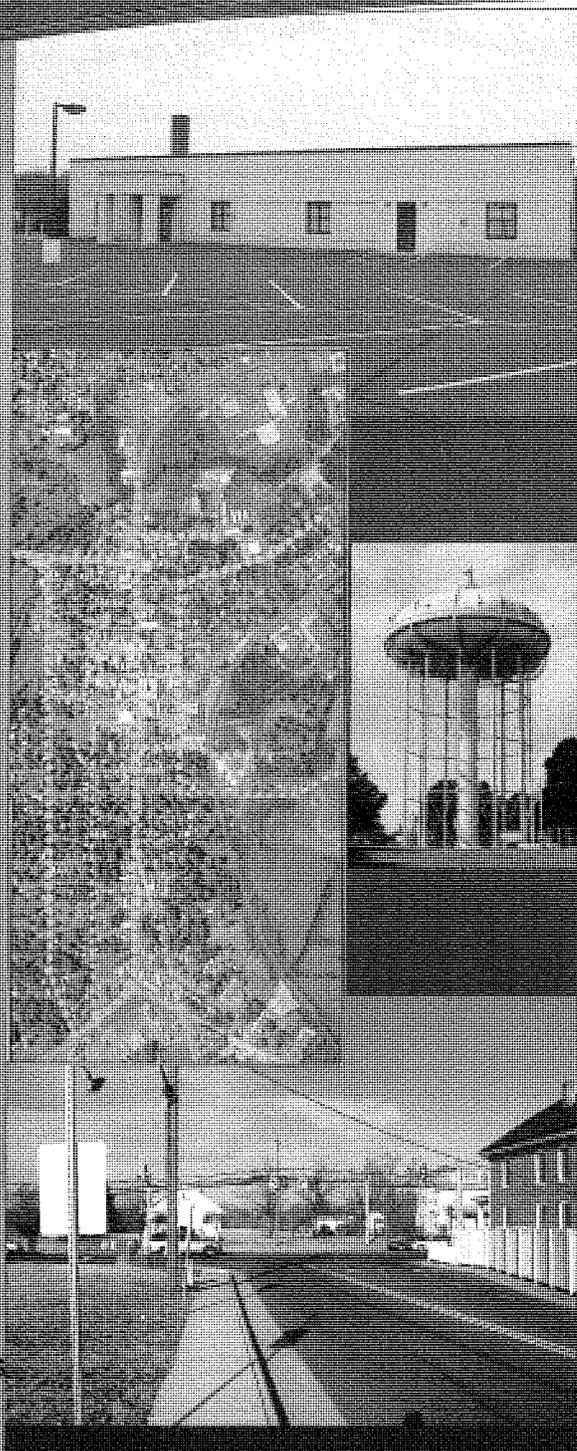
Electric

Water

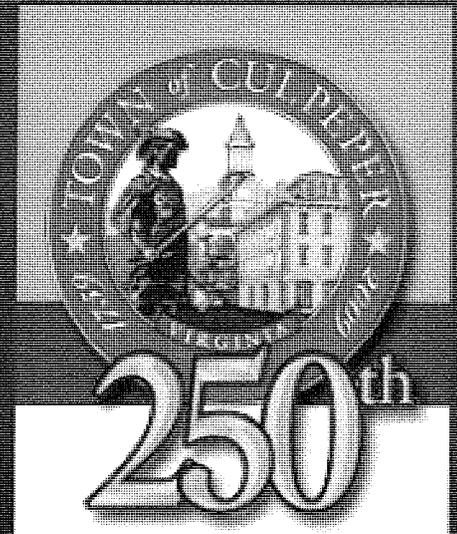
Wastewater

Culpeper County Projects

Quasi-Public Projects



**Fiscal Years
2010-2014**



Recommended by the Planning Commission
March 17, 2009

Introduction

Purpose of a Capital Improvements Plan

The Capital Improvements Plan (CIP) is intended to preserve, maintain and improve the Town's stock of public facilities such as roads, bridges, parks, water and sewer facilities, and electric utility systems. It provides a mechanism for:

- *Estimating capital requirements;*
- *Planning, scheduling, and implementing projects during a fixed period;*
- *Developing revenue policy for proposed improvements;*
- *Budgeting high-priority projects;*
- *Coordinating the activities of various departments in meeting project schedules;*
- *Monitoring and evaluating the progress of capital projects; and*
- *Informing the public of projected capital improvements.*

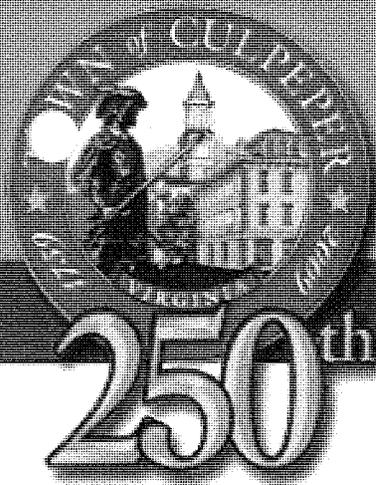
During Planning Commission review, the issue of the consistency of the proposed projects in relation to the Town's Comprehensive Plan is addressed. In addition to providing current fiscal year capital budget, the CIP provides the framework and long-term financial planning for the future four years.

The Capital Budget

The first year of the CIP is called the capital budget. The capital budget appropriates money for projects and authorizes the necessary funding mechanisms. The capital budget is most commonly incorporated into the community's overall annual operating budget. In this case, the capital budget serves as the link between the CIP, the annual budget, and appropriations process. Following review by the Planning Commission, Town Council has historically adopted Year One of the capital budget into the annual budget.

Annual CIP Review and Update

The CIP should be reviewed and updated every year to reflect changing priorities, unexpected events, unique opportunities, cost changes, or alternative financing strategies. This CIP is formatted to conform to the seven (7) categories identified in the Town's adopted proffer policy. County projects (i.e. public education and library) have been included; along with the quasi-public projects for seven (7) fire & rescue companies.



Introduction

Plan Contents

The 2010-2014 CIP outlined in the following pages provides a summary which is broken down by fund and funding source. An assessment of the Town's borrowing capacity and legal debt limits is outlined, followed by a breakdown of planned five-year capital project expenditures.

The Capital Improvements Plan is a formal means by which to recognize the need for capital projects in the community and to provide a realistic means to pay for these projects. A good capital improvements program will maintain and improve our living and working environments and the quality of life that is so important to the Culpeper community.

Formerly, the Town Council did not adopt the Capital Improvements Plan, but simply accepted the document from the Planning Commission, as there was no explicit Code requirement that the governing body adopt a CIP. However, 15.2-2298 of the Code of Virginia requires that "No proffer shall be accepted by a locality unless it has adopted a capital improvements plan." The Statute also prevents the transfer of property or acceptance of cash until the subject project is included in the capital improvements program. As the Town adopted a proffer policy on January 13, 2004, Town Council will need to adopt this CIP. However, the accompanying proffer resolution may state that the governing body commits to funding for the first year (capital budget) only; all other budget years are advisory in nature and will be re-assessed annually.

The plan also includes County-funded projects and Quasi-public projects that are not funded directly by the Town, but are impacted by growth. Under this mechanism, proffer monies will be transferred to the County and the Quasi-public organizations from residential rezonings.



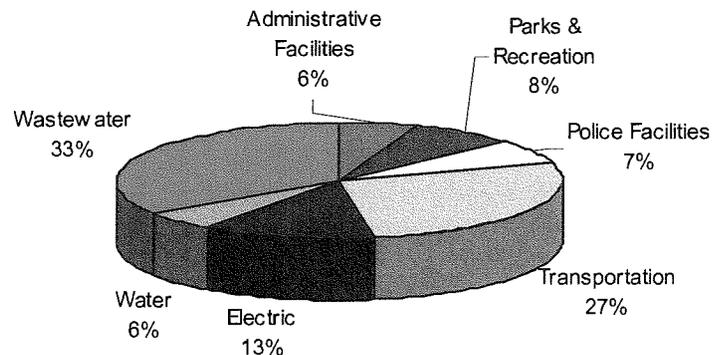
Financing Capital Projects

The Town of Culpeper provides funding for capital projects through a combination of long-term borrowing and through the use of annual operating funds (or reserves). The operating budgets in the General Fund (a non-capital fund typically used to finance operations and maintenance functions) and Utility Funds. Utility funds (Water Fund, Wastewater Fund, and Light and Power Fund) annually include funding for the replacement of equipment and purchase of new equipment. These are used by Town functions (Light and Power, Water, and Wastewater) which operate as enterprise funds (which utilize user fees and are largely self-sustaining). In the utility operations budget, funding is also annually provided for recurring repairs and minor replacement projects. However, for larger non-recurring projects, the capital budget and the 5-Year Capital Improvement Program are the means used to identify project needs, establish priorities, and earmark funding for needed capital improvements. The 5-Year capital program is summarized by category.

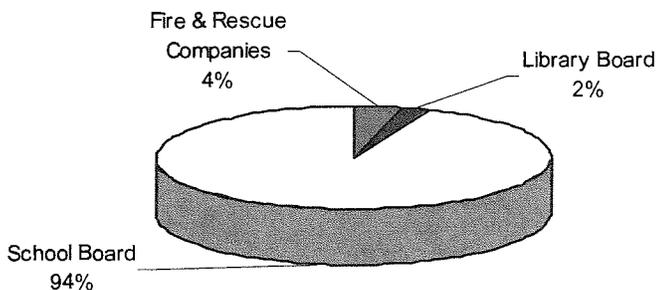
CAPITAL IMPROVEMENTS PLAN SUMMARY 5-Year Capital Improvements Plan

Administrative Facilities		\$ 3,064,930
Parks and Recreation		\$ 4,131,035
Police Facilities		\$ 3,880,000
Transportation		\$ 14,756,201
Enterprise – Electric		\$ 6,901,856
Enterprise – Water		\$ 3,038,000
Enterprise – Wastewater		\$ 18,713,736
Total of Town Projects		\$ 54,485,758
County Projects	Total	\$ 83,549,667
Quasi Public Projects	Total	\$ 3,316,500

TOWN PROJECTS DISTRIBUTION BY FUND 5-Year Capital Improvements Plan



Library Board, School Board & Quasi-Public Projects (as related to the Town's Proffer system)



Total of Town Projects	\$ 54,465,758
Total of County Projects	\$ 83,549,667
Total of Quasi Public Projects	\$ 3,316,500

Financing Capital Projects

The five year funding sources for all projects are broken down as follows:

FUNDING SOURCES For all Five Fiscal Years

Category	Budget	Reserves	Grants	Borrowing
Administrative Facilities	\$ 3,064,930	\$ 1,047,430	\$ 2,017,500	
Parks & Recreation	\$ 4,131,035	\$ 3,736,035	\$ -	\$ 395,000
Police Facilities	\$ 3,880,000	\$ -	\$ -	\$ 3,880,000
Transportation	\$ 14,756,201	\$ 4,752,763	\$ 2,127,547	\$ 7,875,891
Enterprise - Electric	\$ 6,901,856	\$ 1,301,856	\$ -	\$ 5,600,000
Enterprise - Water	\$ 3,038,000	\$ 3,038,000	\$ -	\$ -
Enterprise - Wastewater	\$ 18,713,736	\$ 8,608,032	\$ 3,228,270	\$ 6,877,434
Totals	\$ 54,485,758	\$ 22,484,116	\$ 7,373,317	\$ 24,628,325

Projects recommended for Year One of this plan are financed using existing operating reserves as well as grant proceeds and borrowing.

FUNDING SOURCES First Year Capital Budget

Category	Budget	Reserves	Grants	Borrowing
Administrative Facilities	\$ 1,348,000	\$ 348,000	\$ 1,000,000	\$ -
Parks & Recreation	\$ 1,740	\$ 1,740	\$ -	\$ -
Police Facilities	\$ 3,880,000	\$ -	\$ -	\$ 3,880,000
Transportation	\$ 1,045,000	\$ 30,000	\$ -	\$ 1,015,000
Enterprise - Electric	\$ 2,081,856	\$ 381,856	\$ -	\$ 1,700,000
Enterprise - Water	\$ 1,199,773	\$ 1,199,773	\$ -	\$ -
Enterprise - Wastewater	\$ 17,292,924	\$ 7,187,220	\$ 3,228,270	\$ 6,877,434

Outstanding Debt

In order to determine the extent of debt that can be managed given existing Town resources, it is useful to look at the Town's current financial situation. The chart below includes debt for general operating and utility funds.

Fiscal Year	Assessed Value Real Property	Debt Limit	Total Debt	Less Revenue Bonds	Net Debt to Legal Limit	Legal Debt Margin	% of Debt Limit Utilized
2000-2001	\$437,406,000	\$43,741,000	\$11,105,000	\$8,694,000	\$3,411,000	\$41,330,000	5.3%
2001-2002	\$444,809,000	\$44,481,000	\$10,619,000	\$8,433,000	\$2,184,000	\$42,297,000	4.9%
2002-2003	\$454,811,000	\$45,481,000	\$10,460,000	\$8,516,000	\$1,944,000	\$43,537,000	4.3%
2003-2004	\$636,202,000	\$63,620,000	\$15,912,000	\$11,432,000	\$4,480,000	\$59,140,000	7.0%
2004-2005	\$693,113,000	\$69,311,000	\$16,109,000	\$12,006,000	\$4,103,000	\$65,208,000	5.9%
2005-2006	\$817,690,000	\$81,769,000	\$14,982,000	\$11,268,000	\$3,714,000	\$78,055,000	4.3%
2006-2007	\$963,769,000	\$96,377,000	\$17,313,000	\$10,248,000	\$7,065,000	\$89,312,000	7.3%
2007-2008	\$1,563,586,000	\$156,359,000	\$22,335,000	\$15,677,000	\$6,658,000	\$149,701,000	4.3%
2008-2009	\$1,611,645,000	\$161,165,000	\$38,902,000	\$32,799,000	\$6,103,000	\$155,062,000	3.8%
2009-2010	\$1,579,412,710	\$157,941,271	\$37,328,000	\$31,706,000	\$5,532,000	\$152,409,271	3.6%

There are a number of measures used to determine the level of debt consistent with both sound financial management principles as well as legal debt restrictions. In Virginia, the legal debt limit of General Obligation Bond issues supported by the full faith and credit of the Town is 10% of the Assessed Valuation of Real Property. The Town's Assessed Valuation of taxable Real Property for fiscal year 2008-2009 is \$1,611,645,000, resulting in a legal debt limit of \$161,165,000. although the Town's total debt is \$38,902,000, only \$6,103,000 of this amount applies to the legal debt limit because the difference is associated with revenue bonds in the Town's Enterprise Funds (Electricity, Water, and Wastewater; these operate with user fees and are largely self-sustaining). Therefore, the Town's legal debt limit is \$155,062,000 and only 3.8% of Debt Limit is utilized.

In the recommended 2010 General Fund operating budget, the debt service requirement is \$953,800 or .079% of the proposed \$12,104,829 spending plan. The amount of debt that can be supported by utility funds will be determined by the amount of income that can be generated through utility fees as a result of expansion of the system to bring in more customers and/or price increases. The debt capacity of each utility will require independent assessment of each fund. The first year of the plan utilizes a combination of reserves, grants and debt. The Town foresees approximately \$7.5 million of borrowing in the first year due to the acquisition/construction of a new police facility and other miscellaneous capital projects, including transportation improvements, administrative facilities and parks and recreation.

With adoption of the FY10 budget, it is planned for Council to adopt a policy for reserve balances to include minimum and optimum preferred reserve balances. The policy will ensure 1) continued orderly operation of the government and the services provided to our residents and 2) continued stability of the revenue structure. The financial condition of the Town represents strength and positive positioning for the near-term and long-term future. The Town anticipates continued funding of small projects from operating surpluses and reserves and carefully planned borrowings for the larger projects.

Program Highlights

FOR THE CAPITAL BUDGET

Neighborhood Stabilization Program



Administrative Facilities - In this category for the first year, projects include: participation in the Neighborhood Stabilization Program Grant (\$1,035,000); maintenance on the skate park facility at Yowell Meadow Park (\$13,000); the completion of the purchasing and installation of financial software (\$70,000); and installation of railroad crossing gates at U.S. Avenue (\$200,000).

Parks & Recreation - The continuation of the Town park inspection program for all parks is the only expense in the first year (\$1,740).

Police Facilities - Engineering and construction of a new Police Facility (\$3,880,000).

Transportation - Projects to be undertaken during the first year include the engineering for Phase Three of the Historic Streetscape and Entryways/TEA 21 project in the Historic District (\$30,000); and the widening of Route 229 (Town/VDOT) project (\$1,015,000).

Electric - First year projects include replacement and upgrades to the Town's 4KV system (\$35,000); improving the system's reliability by adding a new circuit to serve Culpeper Regional Hospital and the south end of town (\$600,000); the continuation of a program to provide new distribution lines to service new subdivisions (\$500,000); initiation of the automated meter reading devices (\$796,856); and signalization of Golf Dr. (\$150,000).

Water - Some of the capital projects slated for Year One are: Water Treatment Plant equipment replacement (\$50,000); location and design of an elevated storage tank (\$60,000); planning towards future water supply sources (\$450,000); initiation of automated meter reading devices (\$601,573); and various water distribution system improvements (\$38,200).

Wastewater - First year projects include the continued expansion to the Wastewater Treatment Plant (\$16,141,351); influent pump station (\$50,000); Infiltration and Inflow work (\$300,000); construction of a new disk filter building (\$200,000); and initiation of automated meter reading devices (\$601,573).

Program Highlights

COUNTY AND QUASI-PUBLIC FOR THE FIRST YEAR

County - The School Board projects during the first year includes the construction of a new records and technology building (\$6,454,105). County projects are included to satisfy a legal requirement in order to collect and disperse proffer monies to the agencies.

Quasi-Public - First year projects for the seven fire and rescue companies include new equipment and vehicles (\$1,835,500). These projects are included to satisfy a legal requirement to collect and disperse proffer monies to the respective companies.

FOR FUTURE YEARS

Administrative Facilities - Future years contain the second year of the Neighborhood Stabilization Program (\$1,000,000); ongoing maintenance and improvements to the Yowell Meadow Park skate park facility (\$136,000); a street tree implementation program (\$52,200); and a phased replacement program for computers and servers (\$280,800).

Parks & Recreation - Completion of the community pool (\$1,120,335); continued work on Mountain Run Lake Park (\$137,000); development of new parks (\$2,200,000); and Yowell Meadow Park improvements (\$206,960) are some of the future Parks and Recreation capital projects.

Transportation - Selected future projects of note are: the alleyway improvements in the downtown area (\$200,000); continued work on downtown surface parking lots (\$200,000); implementation of the Wayfinding and Sign Plan (\$220,000); completion of the Western Inner Connector Road (\$9,262,654); and continued work on the sidewalks, bikeways, and trails program (\$1,083,000).

Electric - Future projects in this category include completion of the 4 kilovolt system which will reduce the load on the Chandler Street substation (\$270,000); and continuation of installation of the distribution system to serve new lines and customers (\$3,830,000).

Water - Substantial future projects in Water include a variety of water distribution system improvements (\$439,800).

Wastewater - Continuation of a program to rehabilitate the wastewater collection system to address infiltration and inflow issues (\$500,000).

Capital Projects Implemented Through Other Plans

As a means of explaining where many capital projects emanate, it is helpful to note that many of them are a direct result of implementation strategies and recommendations from other existing plans on record.

As such, the following capital projects in this year's CIP are as a result of the following adopted plans, which are in one or more stages of implementation:

Capital Project	Plan
Cemetery Improvements	Fairview Cemetery Master Plan
Neighborhood Stabilization Program	Comprehensive Plan
Skate Park Maintenance Program	Future Use of YMP Skate Park Plan
Street Tree Implementation Program	Community Design Plan
Community Pool	Comprehensive Plan
New Parks	Master Plan for Neighborhood Parks
Route 229 Widening	VDOT 6-Year Plan
Wayfinding and Sign Plan	Wayfinding and Sign Plan
Western Inner Connector Road	Comprehensive Plan
Sidewalks, Trails, and Bikeways	Sidewalks, Bikeways & Trails Plan

Sidewalk, Bikeway and Trail Master Plan
July 2007

FAIRVIEW CEMETERY MASTER PLAN
Culpeper, Virginia

OBJECTS
 • Cemetery Master Plan/Development/Improvements
 • Cemetery Construction
 • Cemetery Grounds
 • Cemetery Relocation/Design
 • Cemetery Trees

KEY CONTACTS
 • City Manager
 • City Engineer
 • City Director
 • Planning Director
 • Public Works

Culpeper, Virginia
Community Design Plan
Results of a Public Visioning Process

A Collaborative Endeavor • Culpeper, Virginia and its People

General Fund-Capital

[Supplement to FY10 Capital Budget Summary]

Town of Culpeper
General Fund - Capital FY10

	Original Budget	Amended Budget
Total Revenue	\$10,692,834	\$10,692,834
Services	30,000	466,855
Materials and Supplies		
Capital Outlays	6,244,740	6,605,623
Debt Service/Transfers/Contingency	4,418,094	4,418,094
Total Expenditures	10,692,834	11,490,572
Surplus (Deficit)		(797,738)
Services:		
CDBG Planning Grant - Services		
Pedestrian Crosswalk-Phase II - Services		37,378
Historic Streetscape & Entrywa - Services		18,800
Historic Streetscape & Entry PhIII - Services	30,000	30,000
Town Police Dept Relocation - Services		131,413
Western Inner Loop Project - Services		241,264
West Street Widening - Services		8,000
Total Services	30,000	466,855
Materials and Supplies:		
Park Property Acquisition - Materials and Supplies		
Total Materials and Supplies		
Capital Outlays:		
Depot District Landscaping - Capital Outlays	1,035,000	1,035,000
Streetscape & Signage Project - Capital Outlays		34,046
Cemetery Improvements - Capital Outlays	30,000	60,200
Computer System Upgrade - Capital Outlays	70,000	70,000
U.S. Avenue Railroad Crossing Gates - Capital Outlays	200,000	200,000
Historic Streetscape & Entrywa - Capital Outlays		29,019
Park Improvements - Mt Run - Capital Outlays		2,068
Park Property Acquisition - Capital Outlays		78,302
Town Police Dept Relocation - Capital Outlays	3,880,000	3,880,000
Yowell Meadow Park Improvement - Capital Outlays	1,740	8,988
YMP Skate Park Maintenance Program - Capital Outlays	13,000	13,000
West Street Widening - Capital Outlays		180,000

Rt 229 Widening Project - Capital Outlays	1,015,000	1,015,000
Total Capital Outlays	6,244,740	6,605,623
Debt Service/Transfers/Contingency:		
Transfers - Debt Service/Transfers/Contingency	622,626	622,626
Contingency - Unreserved - Debt		
Service/Transfers/Contingency	3,795,468	3,795,468
Total Debt Service/Transfers/Contingency	4,418,094	4,418,094
Total Expenditures	10,692,834	11,490,572
Net Surplus (Deficit)		(797,738)
Total Revenue	\$10,692,834	\$10,692,834
Surplus (Deficit)	10,692,834	10,692,834
Total Revenue:		
120-0000-3100 Reserves - Prior Year Balance	3,692,834	3,692,834
120-0000-3150 Loan Proceeds	7,000,000	7,000,000
Total Revenue	10,692,834	10,692,834
Debt Service/Transfers/Contingency:		
120-9990-9990 Contingency - Unreserved	645,468	645,468
120-9990-9991 Contingency - Reserved	3,150,000	3,150,000
Total Debt Service/Transfers/Contingency	3,795,468	3,795,468

