

**Town of New Market**  
**Council Agenda**  
*Council Chambers*  
*Arthur L. Hildreth, Jr., Municipal Building*  
**Tuesday, January 17, 2012 at 7:30 p.m.**

TENTATIVE AGENDA

Call to order and establishment of a quorum

Approval of the Agenda

Consent Agenda:

1. Minutes from the November 19<sup>th</sup> Town Council Meeting.
2. Financial Statements for December

Public Hearing: (no public hearings are scheduled)

Citizen Comments and Petitions

Committee Reports:

Finance & Personnel, Chairman, Mr. Troy Fadeley

Public Works, Chairman, Mr. John Blosser

Public Safety, Chairman, Mr. Gary Comer

Tourism, Ec. Development, & Historic Preservation, Chairman, Mr. Harry Durrett

Action Items:

1. Discussion and consideration of the FY 13-17 Capital Improvement Plan

Mayor's Comments

Council Comments

Staff Comments

Closed Meeting (no closed meeting is scheduled)

Adjournment

1 **Minutes of the New Market**  
2 **Town Council Meeting**  
3 **Monday, December 19, 2011**  
4 **7:30 pm**  
5  
6

7 The New Market Town Council met in the Council Chambers of the Arthur L.  
8 Hildreth, Jr. Municipal Building on Monday, December 19, 2011 with the following  
9 members present: Larry Smith, Mayor, John Blosser, Vice Mayor, Harry Durrett, Gary  
10 Comer and Troy Fadeley. Eddie Litten and Doug Bradley were absent.  
11

12 Town Attorney – Jason Ham  
13 Town Manager – Evan Vass  
14 Town Treasurer - Teresa Green  
15 Town Clerk – Jeanne K. Rinker  
16 Visitors and Press – See attached sheet  
17

18 Mayor Smith called the meeting to order and established a quorum. The Pledge  
19 of Allegiance was recited in unison.  
20

21 **Approval of the Agenda**  
22

23 **Vice Mayor Blosser moved to amend the agenda by adding the following**  
24 **action item (2): Discussion and consideration of amending the Fiscal Year 2012**  
25 **Annual Budget. Mr. Comer seconded the motion which carried unanimously on a**  
26 **voice vote.**  
27

28 **Consent Agenda**  
29

30 Mayor Smith presented the Consent Agenda which included the minutes of the  
31 November 21, 2011 meeting and the Financial Statements for November 2011. **Mr.**  
32 **Comer made a motion to approve the consent agenda. Mr. Fadeley seconded the**  
33 **motion which carried unanimously on a voice vote.**  
34

35 **Public Hearing**  
36

37 There were no public hearings.  
38

39 **Citizen Comments and Petitions**  
40

41 There were no citizen comments.  
42

43 **Committee Reports**  
44

45 **Finance & Personnel:** Mr. Fadeley reported that the Finance & Personnel  
46 Committee met on Monday, December 5, 2011 with all members present. The only

47 agenda item was discussion and consideration of two (2) appointments to the Historic  
48 Overlay District Review Board. The terms of two current board members expired in  
49 November. After some discussion it was decided to advertise the openings in the town  
50 newsletter and on the town's website before making these appointments. With no further  
51 business to consider the meeting was adjourned.

52

53 **Public Works:** Chairman Blosser reported that the Public Works Committee met  
54 on Monday, December 5, 2011 with all members present. Mr. Vass reported on the  
55 Shady Lane Project. Mr. Ritchie gave an update on the swimming pool's renovation. He  
56 also related that in October the water plant underwent a routine inspection by the  
57 Department of Health Lexington Office of Drinking Water. Overall the water system  
58 was found to be in excellent condition. The water storage tank is presently in good  
59 condition but will need some inside maintenance work eventually. There was no further  
60 business and the meeting was adjourned.

61

62 **Public Safety:** Mr. Comer reported that the Public Safety Committee met on  
63 December 5, 2011 with all members present. There was no new business on the agenda.  
64 Mr. Vass noted that since Congress Street was repaved there are no parking stalls.  
65 Repainting the stalls is the town's responsibility and not VDOT's. The question has been  
66 asked if it is necessary to put the stalls back into place. Although from an aesthetic  
67 standpoint it may look better without them, there is some concern that it could cause  
68 problems. Mr. Vass stated that he wanted to hear council and staff's opinions on the  
69 matter. Chief Peery stated that he thought it would be best to replace the parking stalls.  
70 Mr. Litten and Mr. Comer agreed with Chief Peery. After a brief discussion it was  
71 concluded that the parking stalls would be replaced in the spring of 2012.

72

73 Mr. Comer also announced that there is no new information regarding the  
74 investigation of the New Market Fire Department.

75

76 **Tourism, Economic Development and Historic Preservation:** Mr. Durrett  
77 reported that the Tourism, Economic Development and Historic Preservation Committee  
78 met on Monday, December 5, 2012 with all members present. The first item on the  
79 agenda was discussion and consideration of a request by the Farmers' Market to use the  
80 Congress Street public parking lot for the 2012 season. After some discussion a motion  
81 was passed to recommend to full council that the group be permitted to use the parking  
82 lot with the same arrangement that was utilized for the 2011 season.

83

84 In other business regarding the streetscape project, Mr. Vass reported that the new  
85 traffic light was functional but had a few issues to be worked out. He stated there was  
86 still some work to be completed on the corner by the Exxon station.

87

88 Also in other business Mr. Neese gave a report on the National Motor Coach  
89 Network Invitational which was hosted by Shenandoah County. Mr. Neese's report  
90 provided awareness of the Tourism Council's efforts to promote tourism locally.

91

92 Mayor Smith reported on the meeting held last week of the County Parks and  
93 Recreation Advisory Committee for which he is a representative. He stated that they  
94 indicated that there needed to be more involvement with the southern end of the county  
95 and that he was advocating that as well.

96  
97 There being no further business, the meeting was adjourned.

98  
99 **Action Items**

100  
101 The first action item was discussion and consideration of permitting the New  
102 Market Farmers' Market to utilize the Congress Street public parking lot for the 2012  
103 season. **Mr. Durrett made a motion to approve the New Market Farmers' Market**  
104 **request to utilize the Congress Street parking lot for the 2012 season. Mr. Fadeley**  
105 **seconded the motion which passed on the following roll call vote: ayes (4) nays (0).**  
106

107 The second action item was discussion and consideration of amending the FY  
108 2012 annual budget. The reason for the amendment is for the water treatment plant to  
109 immediately acquire and install 35 new filter modules for one of its two continuous  
110 membrane filtration (CMF) units. This is necessary to maintain compliance with the  
111 Virginia Department of Health standards on the integrity of membrane filtration. This  
112 amendment totals \$40,000. The town will utilize existing reserve funds allocated for  
113 Inflow and Infiltration remediation work to fund the mid year acquisition. The I & I  
114 allocation has been carried over from FY 2011 annual budget. Mr. Vass and Mr. Ritchie  
115 briefed the council on what needs to be done and Mr. Ritchie brought one of the filter  
116 modules for illustration.

117  
118 Following a brief discussion **Mr. Fadeley moved to amend the 2012 budget to**  
119 **re-appropriate \$40,000 from I & I to the purchase of water filter modules. Mr.**  
120 **Blosser seconded the motion which carried on the following roll call vote: ayes (4)**  
121 **nays (0).**

122  
123 **Mayor's Comments**

124  
125  
126 Mayor Smith commented on the concert recently presented by the Masterworks  
127 Chorus at Reformation Lutheran Church. Their performance reminds us of the grant  
128 received this year from the Virginia Commission of the Arts and the Town of New  
129 Market for the support of this group.

130  
131 Mayor Smith stated that he was recently honored to install the officers of the New  
132 Market Fire and Rescue at their annual banquet. He congratulated Mr. John Blosser who  
133 was recognized at the banquet for 50 years of service in the organization.

134  
135 **Council Comments**

136  
137 There were no council comments.

138 **Staff Comments**

139

140 Mr. Vass reported that the ad for Shady Lane bids has been out for one week.  
141 Thus far, seven general contractors have requested information. The bids will be opened  
142 in one month. Once the low bidder is determined, there will be a review by the Town,  
143 VDOT and the design engineer to insure compliance with the bid documents. Ideally the  
144 town will be authorized to enter into a contract and proceed with construction soon after  
145 that.

146

147 Regarding the regional water study, Mr. Vass stated that Draper Aden is in the  
148 process of finalizing their collection of information needed for the feasibility study from  
149 all 3 communities.

150

151 Mr. Vass also reported that pool repairs are underway to resurface the pool  
152 bottom and walls. At the contractor's recommendation, a change order to the contract  
153 was presented to replace the ten (10) skimmer housings. It was found that the skimmers  
154 were contributing to the leaks within the system.

155

156 Mr. Ham reported on the Voluntary Settlement Agreement as follows: The  
157 proposed annexation agreement between Shenandoah County and the Town of New  
158 Market is scheduled to be considered by a special three (3) judge panel appointed by the  
159 Virginia Supreme Court on Tuesday, January 10, 2012. He and Mr. Neese realized that  
160 the Shenandoah County Board of Supervisors meeting is to be held the exact same day at  
161 the exact same time. He has requested that the time be changed to 11:30 that day. If they  
162 won't do that, it is possible that the date may be bumped. Mr. Ham added that according  
163 to the agreement, the Town can only annex property on July 1<sup>st</sup> and January 1<sup>st</sup> so even if  
164 the date is changed it should not interfere with development in 2012.

165

166 **Closed Meeting**

167

168 There were no closed meetings.

169

170 **Adjournment**

171

172 Following a motion by Mr. Comer and a second by Mr. Fadeley, Mayor Smith  
173 adjourned the meeting at 7:47 pm.

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Jeanne K. Rinker, Town Clerk

182

183

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Larry Smith, Mayor

Town of New Market  
Town Council Meeting  
Monday, December 19, 2011

**Sign In Sheet**

Please Sign Below

Sis Blosser

Chief C. M. Perry

Ross Clem

Abd Nn

Jerena Green

Danna Lohr

Town of New Market  
Town Council Meeting  
Monday, December 19, 2011

**Sign In Sheet**

Please Sign Below

SONN'S MONGOLD

Mary Jarney  
Curtis Molyneux  
Tim Palmer

**Minutes of the Finance & Personnel  
Committee Meeting  
Tuesday, January 3, 2012**

The January 2012 meeting of the Finance & Personnel Committee was held on Tuesday, January 3, 2012 with all members present. Mr. Fadeley called the meeting to order and established a quorum. The first agenda item was discussion and consideration of the FY 2013 – 2017 Capital Improvement Plan (CIP) a copy of which was included with the agenda.

Mr. Bradley asked if it would be feasible to make the proposed sidewalks on Route 211 East a capital project rather than doing it in phases as shown on the CIP. Mr. Vass stated that it was very feasible. It was shown on the CIP with \$25,000 being allocated for the FY 12-13 budget to indicate that a commitment is being made to carry out that project. Following a brief discussion it was concluded that it will be necessary to first obtain an engineer's estimate of the total cost of the project as well as input from VDOT. The allocation in the CIP will be used to fund the engineering for the project.

Mr. Fadeley commented that he would like to see improvements to the drainage problem on John Sevier Road added to the CIP. He stated that although this is VDOT's problem, the local citizens still look to their Town government to get this project started. **Mr. Litten made a motion to amend the CIP by adding \$15,000 in the upcoming budget for an engineering study of the drainage problem on John Sevier Road. Mr. Bradley seconded the motion which carried unanimously.** There was no further discussion on the CIP. **Mr. Litten made a motion to present the FY 2013 - 2017 Capital Improvement Plan, as just amended, to full council for approval. Mr. Bradley seconded the motion which passed unanimously.**

The next agenda item was a closed meeting as authorized by Virginia State Code Section 2.2-3711(A)(1) in order to discuss a personnel matter. Following a motion by Mr. Litten, seconded by Mr. Bradley, the Committee went into closed session at 6:39 pm and reconvened at 6:48 pm. Mr. Vass read the Certification Resolution as follows: With respect to the just-concluded closed session, and to the best of each member's knowledge, (i) only public business matter lawfully exempted from such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the Finance & Personnel Committee. **The Certification Resolution was approved on the following roll call vote: Mr. Bradley, aye; Mr. Fadeley, aye; Mr. Litten, aye.**

There was no further business to consider. Mr. Fadeley adjourned the meeting at 6:49 pm.

**Minutes of the Public Works  
Committee Meeting  
Tuesday, January 3, 2012**

The Public Works Committee held their January 2012 meeting on January 3, 2012 with all members present. Mr. Blosser called the meeting to order. There was no new business on the agenda.

In other business Mr. Vass stated that there are now 2 job openings at the water treatment plant. The first occurred in October when the chief operator left for employment with the Town of Woodstock. That position was filled with an internal promotion. That left an opening for which four interviews are scheduled this week. Now a second operator announced his intent to take a position with the Town of Front Royal leaving a second opening.

Mr. Vass gave an update on the Shady Lane Project, stating that a mandatory pre bid meeting is scheduled for Thursday, January 5, 2012. This is for all contractors who plan to bid on the project. Bids will be opened on January 19, 2012 at 2:00 pm. When the low bidder is determined VDOT will have to give their approval of the contract. Thirteen (13) contractors have requested bidding information.

With no further business to consider Mr. Blosser adjourned the meeting at 6:50 pm.

**Minutes of the Public Safety  
Committee Meeting  
Tuesday, January 3, 2012**

Mr. Comer called the meeting to order and established a quorum with all members present. The first agenda item was discussion and consideration of possible amendment(s) to Town Code regarding the use of pneumatic guns. Mr. Vass gave an overview of the reason for the consideration of such amendment(s). Since 1977 The Town of New Market's Town Code (38-9) has expressly prohibited the use of pneumatic guns within the Town limits. In 2011 the General Assembly amended the enabling state legislation that allowed New Market and other Virginia localities to regulate the use of air guns within their respective jurisdictions. Although local governments may still regulate the use of pneumatic guns, the amended state legislation restricts a local government's ordinance by allowing pneumatic guns to be discharged on private property when "conducted with reasonable care to prevent a projective from crossing the bounds of the property."

Thus, unless the local government, by ordinance, determines that there are certain areas within the jurisdiction where population density would render the use of pneumatic guns dangerous to the inhabitants, using pneumatic guns is now, by state law, permitted on private property if it is done "with reasonable care to prevent a projectile from crossing the bounds of the property. However, one could assume that in 1977 the Town of New Market determined that the use of pneumatic guns was unsafe because of the "heavily populated" nature of the Town. Using this interpretation, the current town code section could be left in place with no changes.

A second option for the Town is to repeal the existing Town Code section 38-9 and allow air guns throughout town provided they are used "with reasonable care to prevent a projective from crossing the bounds of the property".

A third option for the Town would be to adopt specific parameters to prohibit the use of pneumatic guns based on the "heavily populated" finding in the recently amended state code. For example , the discharge of pneumatic guns could be permitted as long as the discharge is a specific distance from an adjoining property line or street and provided the act is "conducted with reasonable care to prevent the projectile from crossing the bounds of the property".

A discussion ensued with different viewpoints expressed. Chief Peery stated that it would be difficult for the police department to regulate the use of pneumatic guns, given the "reasonable care" provision of the state code. He added that most people do not exercise as much caution with air guns as they would with other guns because they do not think they are dangerous weapons, when in fact they are. He stated that many of the newer pneumatic guns are quite powerful.

Mark Dotson, who lives on Par Drive, expressed his opinion. One of his neighbors complained because his son was shooting an air soft gun. Mr. Dotson commented that he appreciates the safety concerns, but with the amended state code he felt that his son's discharging his air soft gun should not be prohibited. He also pointed out the fact that the Town has changed considerably since 1977.

Mr. Litten expressed the opinion that he was against any rules whose interpretations could involve the Town in a lawsuit.

Following several other comments **Mr. Blosser moved to have Mr. Vass and Mr. Ham look at option 3 and bring some specific parameters back to the committee. Mr. Durrett seconded the motion which carried unanimously.**

Mr. Comer adjourned the meeting at 7: 08 pm.

**Minutes of the Tourism, Economic Development &  
Historic Preservation Committee Meeting  
Tuesday, January 3, 2012**

Mr. Durrett called to order the January 2012 meeting of the Tourism, Economic Development and Historic Preservation Committee and established a quorum with all members present. There was no new business on the agenda.

In other business Mr. Vass stated that it is now the time of year that we have always started planning for the July 4<sup>th</sup> celebration. One thing that the celebration has lacked (except for one year) is the provision of carnival rides. Following the 2011 celebration staff began contacting carnival companies to see if any were available for July 4, 2012. The answers received were that they were already committed to other jurisdictions or it was too early in their scheduling for them to commit.

Mr. Vass related that in December Mr. Blosser, representing New Market Fire and Rescue, reported that their organization would like to sponsor a multi-night lawn party as a fundraiser and they would like to include the Town in the event. Carnival companies were again contacted to see if they would be available for any time slot in the summer of 2012. The Town received positive responses and was offered several options for a summer celebration in partnership with the Fire and Rescue Department and others. Consequently, Mr. Vass stated that he was suggesting the potential of eliminating the 4<sup>th</sup> of July as the primary summer celebration in exchange for a multi-night lawn party/carnival that would be sponsored predominantly by the Fire and Rescue Department with other non-profit organizations invited to participate. This would mean that from the Town's perspective, there would be nothing taking place on the 4<sup>th</sup> of July. The major "con" of this suggestion is the break with tradition. Mr. Vass stated that he was looking for Council's support and guidance as to whether this idea should be pursued. He pointed out that it is necessary to decide on this issue now because now is the time the carnival companies are booking their engagements for the summer.

Mr. Vass added that the Town would still have a role in infrastructure as well as "pre" and "post" work. The Town also still has a contract with the fireworks contractor that needs to be honored. They are willing to move the date of the fireworks to any date requested. So Fire and Rescue could coordinate the fireworks with the night of the parade or whichever night they choose.

A discussion ensued in which favorable comments were expressed. It was acknowledged that the break with tradition would be met with opposition from some citizens, but overall the "pros" outweigh the "cons". **Mr. Litten made a motion for Mr. Vass to proceed with plans for a multi-night lawn party headed by the Fire and Rescue Department and the elimination of Town sponsored activities on the 4<sup>th</sup> of July. Mr. Fadeley seconded the motion which carried unanimously.**

Mr. Vass reported that he did not have an update on streetscape Phase II. There was no further business to consider so Mr. Durrett adjourned the meeting at 7:19 pm.

**Financial Statement Notes for  
Period Ending 12/31/11**

**GENERAL FUND**

- 413-001      Town Council/Planning Salaries**  
Current month's expenditures reflect semi-annual salary payment to council and planning commission members
- 413-012      VML Insurance**  
Current month's expenditures reflect the payment of the 3<sup>rd</sup> quarter insurance premium.
- 415-004      Audit Fees**  
Current month's expenditures reflect the payment of fees for FY10-11 Annual Audit.

**WATER/SEWER**

- 750-004      Audit Fees**  
Current month's expenditures reflect the payment of fees for FY10-11 Annual Audit.
- 750-007      VML Insurance**  
Current month's expenditures reflect the payment of the 3<sup>rd</sup> quarter insurance premium.
- 771-000      Capital Outlay – Water Department**  
Current month's expenses include the costs of 15 new filters for the Memcor System.
- 771-002      Capital Outlay – I & I Project Phase II**  
Current month's expenses reflect work performed on the I & I Phase II project through November.

BALANCE SHEET WITH BUDGET COMPARISON  
AS OF DEC 31, 2011

Account Number

-----  
A S S E T S

CASH

101000000	CASH ON HAND	200.00
102000000	CASH - SUNTRUST CHECKING	254013.96
104000000	CERTIFICATE OF DEPOSITS	915112.31
105000000	MUNC BLDG PERPETUAL FUND	115979.57
106000000	PARK SAVINGS ACCOUNT	1513.82

TOTAL CASH 1286819.66

OTHER ASSETS

10700-001	ALLOWANCE FOR UNCOLLECT TAXES	(20204.35)
107000000	TAXES RECEIVABLE	192963.47
11500-001	ALLOWANCE FOR UNCOLLECT TRASH	(930.37)
115000000	ACCOUNTS RECEIVABLE	59555.25
117000000	ACCRUED INTEREST RECEIVABLE	367.08
118000000	PREPAID EXPENSES	23670.62

TOTAL OTHER ASSETS 255421.70

TOTAL ASSETS 1542241.36

LIABILITIES & SURPLUS/DEFICIT

LIABILITIES

201000000	ACCOUNTS PAYABLE	200.16
20500-001	CHILD SUPPORT PAYABLE	270.87
20500-002	DEFERRED PROPERTY TAXES	173402.80
20500-004	UNEARNED REVENUE, JULY 4	1800.00
205000000	INSURANCE WITHHOLDING	(141.36)
209000000	RETAINAGE PAYABLE	13624.00
211000000	TAXES - OVERPAY	21.07

TOTAL LIABILITIES 189177.54

SURPLUS/DEFICIT

25100-002	PUBLIC SAFETY SINKING FUND	10000.00
25100-003	COMMITTED FUNDS - POOL REPAIRS	116000.00
251000000	GENERAL FUND BALANCE	1678653.49
252000000	RESTRICTED-MUNC BLDG PERPETUAL	100000.00
	CURRENT SURPLUS/DEFICIT	<u>(551589.67)</u>

UNAUDITED

BALANCE SHEET WITH BUDGET COMPARISON  
AS OF DEC 31, 2011

Account Number

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TOTAL SURPLUS/DEFICIT            1353063.82  
  =====

TOTAL LIABILITIES AND SURPLUS	1542241.36
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INCOME STATEMENT WITH BUDGET COMPARISON  
FOR THE PERIODS ENDING DEC 31, 2011

	CURRENT MONTH	***** ACTUAL	Y E A R T O - ANNUAL BUDGET	DATE * * * * * % OF BUDGET	THIS MTH- LAST YEAR	Y-T-D LAST YEAR
-----						
INCOME						
31100-001	CURRENT REAL ESTATE TAX	27977.82	102162.39	205000.00	49.84	25859.49 100561.31
31100-002	CURRENT PERSONAL PROPERTY T	9775.13	77709.79	100000.00	77.71	15755.65 76869.29
316000000	CURRENT UTILITY TAX	8838.99	48351.78	102000.00	47.40	8431.16 49948.25
319000000	PENALTY/INT. DELINQUENT TAX	429.26	1754.94	3000.00	58.50	229.05 1166.61
321000000	BUSINESS AND PROFESSIONAL L	0.00	120.00	50000.00	.24	10.00 958.00
322000000	MOTOR VEHICLE LICENSE	1088.73	4722.89	35500.00	13.30	350.00 3301.83
323000000	CIGARETTE TAX	3200.00	28700.00	40000.00	71.75	4500.00 31372.42
33500-004	STATE SHARED SALES TAX	9589.65	62719.29	115000.00	54.54	9018.30 58867.54
33500-006	ROLLING STOCK TAX	0.00	133.67	.00	.00	.00 11.58
33500-013	STATE SHARED BANK STOCK TAX	0.00	.00	60000.00	.00	.00 .00
33500-014	POLICE DEPARTMENT STATE AID	10703.00	21406.00	42000.00	50.97	11092.00 22184.00
33500-015	LITTER GRANT	0.00	875.00	.00	.00	.00 1034.00
33500-017	FIRE PROGRAM FUNDS	0.00	7200.00	7500.00	96.00	1000.00 8200.00
33500-018	TEA-21 GRANT	0.00	387973.40	677000.00	57.31	443.21 2805.10
33500-019	VDOT SNOW REMVL CONTRACT FU	1875.00	1875.00	2000.00	93.75	1875.00 1875.00
33500-020	AUTO RENTAL TAX	852.33	852.33	.00	.00	.00 .00
33500-024	DMV GRANT	0.00	.00	9000.00	.00	.00 .00
33500-025	POLICE DONATIONS - REVENUES	0.00	.00	.00	.00	.00 50.00
33500-026	DMV GRANT CARRYOVER	2612.49	3112.49	3000.00	103.75	.00 3660.74
33500-028	FORESTRY DEPT STIMULUS FUND	0.00	28597.00	20000.00	142.99	.00 .00
33500-030	REVENUE SHARING SHADY LANE	0.00	.00	150000.00	.00	.00 .00
35100-001	COURT FINES & FORFEITURES	3444.48	23127.53	40000.00	57.82	2510.69 21450.29
35100-004	TRASH COLLECTION	6616.22	39282.28	78500.00	50.04	6660.15 39424.21
36100-001	INTEREST ON SAVINGS-MUNC BL	345.95	694.65	2200.00	31.58	554.44 1112.23
36100-010	BANK FEES	498.71-	2648.81-	.00	.00	311.24- 2240.29-
361000000	INTEREST ON SAVINGS	361.12	2264.57	10000.00	22.65	635.18 4432.08
362000000	SALE OF EQUIPMENT	0.00	.00	.00	.00	2200.00 3506.52
36300-002	CAPITAL RESERVES	0.00	.00	285150.00	.00	.00 .00
36300-003	CARRYOVER - ROOF AT TOWN HA	0.00	10000.00	10000.00	100.00	.00 .00
36300-004	CARRYOVER - POLICE VEHICLE	0.00	15000.00	15000.00	100.00	.00 .00
36300-005	RESERVES - POOL REPAIRS	0.00	.00	116000.00	.00	.00 .00
363000000	MISCELLANEOUS REVENUE	267.11	451.24	2500.00	18.05	934.27 3097.91
36500-001	TRANSIENT OCCUPANCY TAX	4443.12	52437.50	95000.00	55.20	4769.42 53278.20
365000000	MEALS TAX	20662.38	150291.66	280550.00	53.57	20078.46 153333.45
368000000	ZONING & SUBDIVISION FEES	20.00	585.00	1500.00	39.00	.00 910.00
37000-001	MISCELLANEOUS (PARK)	500.00	681.30	1500.00	45.42	500.00 619.65
384000000	POOL	0.00	18263.81	32000.00	57.07	.00 18935.90
390000000	USER FEES	0.00	1225.00	3500.00	35.00	.00 1120.00
391000000	4TH OF JULY	0.00	.00	2500.00	.00	.00 .00
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	TOTAL INCOME	113104.07	1089921.70	2596900.00	41.97	117095.23 661845.82

UNAUDITED

INCOME STATEMENT WITH BUDGET COMPARISON  
FOR THE PERIODS ENDING DEC 31, 2011

	CURRENT MONTH	***** ACTUAL	Y E A R T O - ANNUAL BUDGET	DATE ***** % OF BUDGET	THIS MTH- LAST YEAR	Y-T-D LAST YEAR
<b>EXPENSES</b>						
<b>GENERAL GOVERNMENT</b>						
41300-001	TOWN COUNCIL/PLANNING SALAR	7820.00	7820.00	17300.00	45.20	7860.00 7860.00
41300-002	ADMINISTRATIVE SALARIES	4725.60	30166.41	60150.00	50.15	4692.01 30427.76
41300-003	FRINGE BENEFITS	1538.09	9359.51	18650.00	50.19	1522.91 8943.23
41300-004	CONTINUING EDUCATION	145.10	5298.75	5500.00	96.34	214.22 3394.20
41300-007	SHENANDOAH TRAVEL COUNCIL	0.00	.00	23750.00	.00	.00 .00
41300-009	PRINTING/BINDING/STATIONARY	101.13	1312.02	3450.00	38.03	176.91 1077.96
41300-010	ADVERTISING	473.51	1909.60	4000.00	47.74	.00 657.84
41300-011	MISCELLANEOUS	76.70	1789.21	2000.00	89.46	94.05 2954.19
41300-012	VML INSURANCE	6054.00	19832.00	25000.00	79.33	5502.00 17387.00
41300-013	2012 TOWN COUNCIL ELECTIONS	0.00	.00	3000.00	.00	.00 .00
	<b>TOTAL GENERAL GOVERNMENT</b>	<b>20934.13</b>	<b>77487.50</b>	<b>162800.00</b>	<b>47.60</b>	<b>20062.10 72702.18</b>
<b>FINANCIAL ADMINISTRATION</b>						
41500-001	SALARIES	4828.40	30559.62	60825.00	50.24	4736.40 29961.63
41500-002	FRINGE BENEFITS	1593.46	9412.08	19000.00	49.54	1518.67 9254.23
41500-003	ATTORNEY FEES	876.29	7964.53	17000.00	46.85	1767.39 6262.87
41500-004	AUDIT FEES	9000.00	9000.00	9000.00	100.00	9000.00 9000.00
41500-005	UTILITIES (TOWN HALL)	1165.69	7026.64	16000.00	43.92	1137.37 7830.55
41500-006	CONTRACTUAL SERVICES	742.65	5980.02	10600.00	56.42	241.50 4343.17
41500-007	NEWSLETTER	778.92	3685.29	6000.00	61.42	447.84 2721.76
41500-008	POSTAGE	304.53	1091.47	4250.00	25.68	33.64 957.06
41500-010	OFFICE SUPPLIES	95.40	822.61	3500.00	23.50	49.28 714.61
41500-011	MISCELLANEOUS	40.00	264.84	1000.00	26.48	.00 236.27
	<b>TOTAL FINANCIAL ADMINISTRATION</b>	<b>19425.34</b>	<b>75807.10</b>	<b>147175.00</b>	<b>51.51</b>	<b>18932.09 71282.15</b>
<b>POLICE DEPARTMENT</b>						
42100-001	SALARIES	19706.18	122197.38	218000.00	56.05	19837.93 118536.22
42100-002	FRINGE BENEFITS	6155.69	38418.29	74250.00	51.74	6033.89 36179.22
42100-003	COMMUNICATIONS	154.87	4443.14	10000.00	44.43	179.89 3922.47
42100-004	AUTO REPAIR	176.28	2842.76	6700.00	42.43	50.85 1431.08
42100-005	FUEL	994.16	5748.53	20500.00	28.04	999.53 5300.50
42100-006	CONTINUING EDUCATION	0.00	4675.67	6100.00	76.65	.00 3666.86
42100-007	SUPPLIES/MATERIALS/EVIDENCE	0.00	1162.14	4145.00	28.04	637.41 1856.80
42100-008	LIABILITY INSURANCE	0.00	1316.00	1600.00	82.25	.00 919.00
42100-009	UNIFORMS	0.00	505.03	5000.00	10.10	.00 340.88
42100-010	MISCELLANEOUS	0.00	770.90	1400.00	55.06	.00 172.47
42100-024	DMV GRANT EXPENDITURES	1774.34	5343.62	12000.00	44.53	237.82 6954.68
42100-026	PUBLIC DEFENDER FEES	0.00	60.00	.00	.00	.00 120.00

UNAUDITED

INCOME STATEMENT WITH BUDGET COMPARISON  
FOR THE PERIODS ENDING DEC 31, 2011

	CURRENT MONTH	* * * * * ACTUAL	Y E A R T O - ANNUAL BUDGET	DATE * * * * * % OF BUDGET	THIS MTH- LAST YEAR	Y-T-D LAST YEAR
42100000 PART-TIME SALARIES	90.71	490.64	3500.00	14.02	204.24	787.52
TOTAL POLICE DEPARTMENT	29052.23	187974.10	363195.00	51.76	28181.56	180187.70
STREETS RECON & MAINTENANCE						
43100-001 SALARIES	13770.00	86352.01	174000.00	49.63	9665.22	60535.08
43100-002 FRINGE BENEFITS	5491.52	33144.17	65400.00	50.68	3893.51	23840.94
43100-003 MECHANICAL	238.56	2816.99	2500.00	112.68	481.99	4730.42
43100-004 FUEL EXPENSES	781.63	4560.96	9100.00	50.12	.00	.00
43100-005 SNOW REMOVAL	0.00	1145.83	2500.00	45.83	576.50	4004.29
43100-006 UTILITIES	716.89	4112.62	7800.00	52.73	1771.78	10363.93
43100-007 STREET LIGHTS	1923.19	10195.39	30000.00	33.98	615.85	4977.11
43100-008 REPAIRS/SUPPLIES (GEN MAINT	519.31	7044.92	9000.00	78.28	158.92	1320.88
43100-009 REPAIRS/SUPPLIES (TOWN HALL	429.65	1851.28	6000.00	30.85	144.12	698.86
43100-010 UNIFORMS	405.20	1058.98	2500.00	42.36	.00	1187.50
43100-011 CONTRACTUAL	312.77	864.36	4450.00	19.42	170.00	637.75
43100-012 MISCELLANEOUS	101.91	179.86	1000.00	17.99	250.00	1375.00
43100-013 HOUSEKEEPING (TOWN HALL)	250.00	1426.28	3500.00	40.75	.00	338.25
431000000 PART-TIME SALARIES	0.00	.00	9000.00	.00	.00	.00
TOTAL STREET RECON AND MAI	24940.63	154753.65	326750.00	47.36	17727.89	114010.01
SANITATION						
43200-003 WASTE COLLECTION	4838.90	24283.50	58000.00	41.87	5404.40	27108.50
43200-004 MISC (FUEL SURCHARGE)	0.00	.00	1000.00	.00	.00	.00
43200-005 LANDFILL FEES	2255.44	10836.40	28000.00	38.70	2155.72	11112.69
TOTAL SANITATION	7094.34	35119.90	87000.00	40.37	7560.12	38221.19
CULTURE/RECREATION						
45100-001 COMMUNITY SUPT: DONATIONS	353.95	13707.82	31000.00	44.22	342.35	9533.05
45100-002 COMMUNITY SUPT: PUBLIC SAFE	1405.04	18799.76	47500.00	39.58	1615.70	2220.70
45100-003 ECONOMIC DEVELOPMENT	250.00	2485.75	5100.00	48.74	4330.61	9749.37
45100-004 TOWN WIDE ENHANCEMENT PROJE	1543.54	4226.79	10000.00	42.27	.00	.00
45100-005 4TH OF JULY FIREWORKS DISPL	0.00	4987.50	9550.00	52.23	.00	535.99
45100-006 4TH OF JULY EVENT EXPENSES	0.00	25.00	2000.00	1.25	.00	.00
TOTAL CULTURE/RECREATION	3552.53	44232.62	105150.00	42.07	6288.66	22039.11
PARKS & RECREATION						
46100-001 POOL SALARIES	0.00	17967.41	25000.00	71.87	.00	17915.84
46100-002 FRINGE BENEFITS	0.00	1374.50	2000.00	68.73	.00	1370.57
46100-003 PARK UTILITIES	289.51	1022.38	3000.00	34.08	106.76	763.09

UNAUDITED

INCOME STATEMENT WITH BUDGET COMPARISON  
FOR THE PERIODS ENDING DEC 31, 2011

	CURRENT	* * * * * Y E A R T O - D A T E * * * * *			THIS MTH-	Y-T-D
	MONTH	ACTUAL	ANNUAL BUDGET	% OF BUDGET	LAST YEAR	LAST YEAR
46100-004 POOL EXPENSES: UTILITIES	58.46	3668.90	3800.00	96.55	24.41	2062.99
46100-005 POOL EXPENSES: CONCESSIONS	0.00	1509.45	6630.00	22.77	.00	3522.50
46100-006 POOL EXPENSES: REPAIRS & SU	0.00	798.21	5000.00	15.96	508.06	817.79
46100-007 POOL EXPENSES: POOL CHEMICA	0.00	3078.06	2500.00	123.12	.00	1380.60
46100-008 PARK SUPPLIES	318.50	2531.15	6100.00	41.49	654.04	2947.71
46100-009 PARK MAINTENANCE	317.65	2650.49	5400.00	49.08	1229.45	2413.95
46100-010 FUEL	0.00	470.20	2600.00	18.08	.00	227.72
46100-011 MISCELLANEOUS	0.00	.00	800.00	.00	.00	.00
<b>TOTAL PARKS &amp; REC</b>	<b>984.12</b>	<b>35070.75</b>	<b>62830.00</b>	<b>55.82</b>	<b>2522.72</b>	<b>33422.76</b>
<b>CAPITAL OUTLAY</b>						
49600-001 PUBLIC WORKS	0.00	30193.14	30000.00	100.64	.00	9819.70
49600-002 PUBLIC SAFETY	0.00	31000.00	36000.00	86.11	.00	2500.00
49600-004 TEA-21 STREETScape IMPROVEM	141244.59	919042.65	792000.00	116.04	.00	3631.21
49600-005 COMMUNITY PARK IMPROVEMENTS	0.00	21100.00	116000.00	18.19	.00	.00
49600-006 CONTINGENCY	0.00	2122.00	23000.00	9.23	4692.74	5412.74
49600-007 SHADY LANE IMPROVEMENTS	840.00	2607.96	320000.00	.81	.00	.00
496000000 ADMINISTRATIVE	0.00	25000.00	25000.00	100.00	.00	.00
<b>TOTAL CAPITAL OUTLAY</b>	<b>142084.59</b>	<b>1031065.75</b>	<b>1342000.00</b>	<b>76.83</b>	<b>4692.74</b>	<b>21363.65</b>
<b>TOTAL EXPENSES</b>	<b>248067.91</b>	<b>1641511.37</b>	<b>2596900.00</b>	<b>63.21</b>	<b>105967.88</b>	<b>553228.75</b>
<b>PROFIT OR LOSS</b>	<b>134963.84-</b>	<b>551589.67-</b>	<b>.00</b>	<b>.00</b>	<b>11127.35</b>	<b>108617.07</b>

BALANCE SHEET WITH BUDGET COMPARISON  
AS OF DEC 31, 2011

Account Number

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A S S E T S	
CASH	
141000000 CASH ON HAND	150.00
142000000 CASH - SUNTRUST CHECKING	90145.15
143000000 CASH IN BANK - BB&T	38603.99
14500-002 CERTIFICATES OF DEPOSIT	589070.81
	-----
TOTAL CASH	717969.95
OTHER ASSETS	
14700-001 ALLOWANCE FOR UNCOLLECT A/R	(17934.74)
147000000 WATER & SEWER RENTS RECEIVABLE	205650.35
155000000 ACCOUNTS RECEIVABLE	2870.29
158000000 PREPAID EXPENSES	5161.50
15900-001 BROADWAY WWTP PROJECT	2250000.00
15900-002 LAND	321738.83
160000000 OFFICE EQUIPMENT	31459.35
16100-001 WATER & SEWER LINE EQUIPMENT	54878.27
16100-002 WATER & SEWER LINE EQUIP A/D	(39481.66)
161000000 WATER AND SEWER LINES	3217256.99
16200-001 WELL EQUIPMENT	29904.00
16200-002 WELL EQUIPMENT A/D	(29904.00)
162000000 WELLS AND EQUIPMENT	534229.29
163000000 WATER STORAGE TANK	119993.25
164000000 FILTRATION PLANT	2847042.44
16500-001 CONSTRUCTION IN PROGRESS	6867829.59
165000000 SEWAGE DISPOSAL PLANT	3172923.49
166000000 TRUCKS	97268.12
16700-001 ACCUM DEP - WATER & SEWER LINE	(1373513.58)
16700-002 ACCUM DEP - WELL & EQUIP	(196079.12)
16700-003 ACCUM DEP - WATER TANK	(98489.45)
16700-004 ACCUM DEP - FILTER PLANT	(709523.40)
16700-005 ACCUM DEP - SEWER DISPOSAL PLT	(1657019.80)
16700-006 ACCUM DEP - EQUIPMENT, TRUCKS	(82076.79)
16700-007 ACCUM DEP - OFFICE EQUIP	(31439.23)
168000000 DEBT ISSUE COSTS (2009 VRA LN)	37125.66
	-----
TOTAL OTHER ASSETS	15559869.65
	=====
TOTAL ASSETS	16277839.60
LIABILITIES & SURPLUS/DEFICIT	

UNAUDITED

BALANCE SHEET WITH BUDGET COMPARISON  
AS OF DEC 31, 2011

Account Number

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LIABILITIES		
24100-001	RETAINAGE PAYABLE	174602.08
24100-003	A/P COMP ABSENCES	18353.23
24200-001	WATER & SEWER OVERPAYS	960.01
242000000	WATER & SEWER DEPOSITS PAYABLE	21760.00
247000000	W/S BOND-1976 FHA/SUNTRUST	164154.06
248000000	ACCRUED INTEREST PAYABLE	43502.96
25000-001	LOAN PAYABLE-VRA	2075000.00
25000-002	BOND PREMIUM (2009 VRA BOND)	160175.10
25100-002	2009 REVOLVING LOAN PAYABLE	2455902.61
251000000	LOAN PAYABLE-VRA	2437873.61
		-----
	TOTAL LIABILITIES	7552283.66
SURPLUS/DEFICIT		
28100-001	COMMITTED FUNDS - I&I PHASE II	173658.74
28100-002	COMMITTED FUNDS - FORCE MAIN	232070.00
28100-003	COMMT FNDS-WATER STORG TANK	12000.00
28100-004	COMMT FNDS-REGIONAL WATER STDY	11000.00
281000000	WATER AND SEWER FUND BALANCE	8437001.81
	CURRENT SURPLUS/DEFICIT	(140174.61)
		-----
	TOTAL SURPLUS/DEFICIT	8725555.94
		=====
	TOTAL LIABILITIES AND SURPLUS	16277839.60

INCOME STATEMENT WITH BUDGET COMPARISON  
FOR THE PERIODS ENDING DEC 31, 2011

	CURRENT	* * * * * Y E A R T O - DATE * * * * *			THIS MTH-	Y-T-D
	MONTH	ACTUAL	ANNUAL BUDGET	% OF BUDGET	LAST YEAR	LAST YEAR
-----						
INCOME						
39100-001 SEWER SERVICE BILLING	69952.23	447589.96	960000.00	46.62	63615.25	421112.06
391000000 WATER SERVICE BILLING	45052.05	316152.73	695000.00	45.49	42476.41	304193.71
39200-001 SEWER CONNECTION FEES	0.00	.00	18000.00	.00	.00	6750.00
39200-002 WATER METER INCOME	0.00	.00	2550.00	.00	.00	1545.12
392000000 WATER CONNECTION FEES	0.00	.00	12000.00	.00	.00	5250.00
393000000 CONNECTION FEES & RECONNECT	745.38	2731.67	6000.00	45.53	305.00	2897.72
39400-010 BANK FEES	523.24-	2429.92-	.00	.00	276.01-	1986.33-
394000000 INTEREST EARNED ON SAVINGS	1770.19	3720.45	11000.00	33.82	2921.96	6273.04
39500-002 CAPITAL RESERVE FUNDS	0.00	.00	65650.00	.00	.00	.00
39500-003 CARRYOVER - I&I PHASE II	23423.19	117056.46	290715.20	40.26	.00	.00
39500-004 CARRYOVER - FORCE MAIN PROJ	0.00	107000.00	339070.00	31.56	.00	.00
39500-009 2009 REVOLVING LOAN FUND PR	0.00	3375.61	.00	.00	.00	333500.00
39500-010 2009 STIMULUS FUNDING	0.00	.00	.00	.00	379281.43	1294909.98
39500-011 RESERVE FUNDS-WATER TANK	0.00	.00	12000.00	.00	.00	14312.00
39500-012 RESERVE FUNDS-REGIONAL WATE	0.00	.00	11000.00	.00	.00	.00
395000000 MISCELLANEOUS	0.00	2746.87	200.00	1373.44	1830.60	1830.80
397000000 WATER/SEWER PENALTIES	1480.39	9050.25	16000.00	56.56	1325.57	8148.94
49100-001 SEWER SERVICE BILLING CONTR	282.20-	4636.90-	.00	.00	254.43-	1249.72-
491000000 WATER SERVICE BILLING CONTR	94.07-	1968.65-	.00	.00	230.45-	571.32-
-----						
TOTAL INCOME	141523.92	1000388.53	2439185.20	41.01	490995.33	2396916.00
EXPENSES						
WATER DEPARTMENT						
71000-001 SALARIES	2090.40	30491.40	67000.00	45.51	6029.20	32898.80
71000-002 FRINGE BENEFITS	850.74	7728.83	23000.00	33.60	1734.08	12322.34
71000-003 WELL SYSTEM - UTILITIES	3296.75	20600.52	50000.00	41.20	3518.01	19486.34
71000-004 WELL SYSTEM - REPAIRS	20.11	2968.74	3500.00	84.82	.00	1107.27
71000-005 WELL SYSTEM - CHEMICALS	0.00	.00	1300.00	.00	.00	343.08
71000-006 WATER TREATMENT PLANT UTILI	3905.86	20349.90	45000.00	45.22	3489.61	17183.40
71000-007 WATER METERS	10.00	6882.61	8000.00	86.03	.00	5145.00
71000-008 TREATMENT PLANT SUP & MATLS	3356.13	5936.74	8200.00	72.40	47.48	3065.78
71000-009 DISTRIBUTION SYSTEM SUPP &	1840.37	9588.49	10000.00	95.88	144.84	4692.17
71000-010 VEHICLE REPAIRS & MAINTENAN	0.00	1746.86	2400.00	72.79	130.98	2874.88
71000-011 FUEL	108.25	1673.01	3500.00	47.80	.00	5283.94
71000-012 WATER TREATMENT REPAIRS & M	124.85	2750.37	12000.00	22.92	1059.00	2567.18
71000-013 WATER TESTING (LAB)	0.00	1883.10	3500.00	53.80	1955.75	4152.45
71000-014 ROAD CUTS AND REPAIRS	436.29	6608.93	5500.00	120.16	135.03	278.56
71000-015 UNIFORMS	94.50	171.52	1500.00	11.43	.00	4070.00
71000-016 OUTSIDE CONTRACTED LABOR	127.26	4891.26	9000.00	54.35	.00	.00

INCOME STATEMENT WITH BUDGET COMPARISON  
FOR THE PERIODS ENDING DEC 31, 2011

	CURRENT MONTH	***** ACTUAL	Y E A R T O - ANNUAL BUDGET	DATE * * * * * % OF BUDGET	THIS MTH- LAST YEAR	Y-T-D LAST YEAR
71000-017 MISCELLANEOUS	92.95	586.19	1000.00	58.62	.00	.00
71000-018 PERMITS & DUES	0.00	2386.55	4200.00	56.82	.00	5968.55
-----						
TOTAL WATER DEPARTMENT	16354.46	127245.02	258600.00	49.21	18243.98	121439.74
WATER TREATMENT						
-----						
TOTAL WATER TREATMENT	0.00	.00	.00	.00	.00	.00
SEWER DEPARTMENT						
73000-001 SALARIES	3160.80	19340.09	38000.00	50.89	4703.50	30505.10
73000-002 FRINGE BENEFITS	1040.34	6228.41	12200.00	51.05	1833.56	11276.24
73000-003 LIFT STATION UTILITIES	1844.85	9047.73	23100.00	39.17	2401.20	8723.09
73000-004 NF PUMP STATION UTILITIES	2772.83	12954.00	40000.00	32.39	3504.36	17054.14
73000-005 COLLECTION SYSTEM SUPP/MAT	550.19	8954.79	18000.00	49.75	.00	61.68
73000-006 COLLECTION SYSTEM REPAIRS	0.00	.00	.00	.00	.00	292.91
73000-007 LIFT STATION REPAIRS/SUPPLI	156.07	1817.10	3500.00	51.92	123.25	1761.13
73000-008 PLANT SUPPLIES AND MATERIAL	0.00	.00	.00	.00	74.40	640.41
73000-009 INSTRUMENTATION	0.00	.00	.00	.00	.00	210.00
73000-010 WATER TESTS (LAB)	0.00	.00	3500.00	.00	670.70	6276.34
73000-011 ROAD CUT PERMITS AND REPAIR	0.00	.00	.00	.00	12.60	82.96
73000-012 UNIFORMS	55.33	327.49	750.00	43.67	55.28	415.01
73000-013 VEHICLE REPAIR AND MAINT	0.00	290.98	1600.00	18.19	120.77	1911.85
73000-014 FUEL	166.33	826.58	1700.00	48.62	.00	152.27
73000-015 MISCELLANEOUS	24.90	94.42	500.00	18.88	.00	.00
73000-016 PERMITS AND DUES	0.00	2163.00	1000.00	216.30	.00	.00
73000-017 BROADWAY TREATMENT COSTS	22312.22	117662.72	400000.00	29.42	.00	.00
-----						
TOTAL SEWER DEPARTMENT	32083.86	179707.31	543850.00	33.04	13499.62	79363.13
SEWAGE TREATMENT						
-----						
TOTAL SEWAGE TREATMENT	0.00	.00	.00	.00	.00	.00
ADMINISTRATIVE AND GENERAL						
75000-001 SALARIES	11745.60	74696.43	149000.00	50.13	11578.41	71151.75
75000-002 FRINGE BENEFITS	4181.45	25115.76	50000.00	50.23	4076.54	24262.77
75000-003 ATTORNEY FEES	876.28	7964.51	17000.00	46.85	1767.40	6262.89
75000-004 AUDIT FEES	9000.00	9000.00	9000.00	100.00	9000.00	9000.00
75000-005 OFFICE SUPPLIES	66.70	741.56	2550.00	29.08	251.56	1322.81
75000-006 POSTAGE	657.89	2755.04	6500.00	42.39	388.11	2635.23
75000-007 VML INSURANCE	6054.00	19832.00	25000.00	79.33	5502.00	17387.00
75000-008 CONTINUING EDUCATION	99.37	1363.01	3000.00	45.43	.00	427.97

INCOME STATEMENT WITH BUDGET COMPARISON  
FOR THE PERIODS ENDING DEC 31, 2011

	CURRENT MONTH	* * * * * ACTUAL	Y E A R T O - ANNUAL BUDGET	DATE * * * * * % OF BUDGET	THIS MTH- LAST YEAR	Y-T-D LAST YEAR
75000-009 CONTRACTUAL SERVICES	309.00	5207.25	7300.00	71.33	154.50	5393.13
75000-010 MISCELLANEOUS	99.98	622.96	1000.00	62.30	.00	144.83
TOTAL ADMIN AND GENERAL	33090.27	147298.52	270350.00	54.48	32718.52	137988.38
DEBIT SERV - W & S BONDS						
76000-001 W/S BOND 2003 SUNTRUST	4356.60	26139.60	52300.00	49.98	4356.60	26139.60
76000-003 VWSRF	0.00	136192.99	272500.00	49.98	.00	136193.01
76000-005 VRA BROADWAY REGIONAL PLT U	0.00	121184.38	170700.00	70.99	.00	117525.00
76000-006 RLF FORCE MAIN/PUMP STATION	0.00	68046.90	136100.00	50.00	.00	.00
TOTAL DEBIT SERV W & S	4356.60	351563.87	631600.00	55.66	4356.60	279857.61
CAPITAL OUTLAY						
77100-002 PHASE 2 I & I PROJECT	23423.19	117056.46	290715.20	40.26	.00	.00
77100-003 PROJECT ENGINEERING/MGMT W	0.00	146638.45	339070.00	43.25	413183.68	1502566.92
77100-006 CIVIL ENGINEERING	0.00	.00	9000.00	.00	.00	2747.50
77100-007 WATER CONTINGENCY	0.00	6315.26	14000.00	45.11	4817.74	6535.10
77100-008 SEWER CONTINGENCY	0.00	8080.92	14000.00	57.72	.00	1505.51
771000000 WATER DEPARTMENT	18084.76	56657.33	68000.00	83.32	.00	38877.75
TOTAL CAPITAL OUTLAY	41507.95	334748.42	734785.20	45.56	418001.42	1552232.78
DEPRECIATION						
TOTAL DEPRECIATION	0.00	.00	.00	.00	.00	.00
TOTAL EXPENSES	127393.14	1140563.14	2439185.20	46.76	486820.14	2170881.64
PROFIT OR LOSS	14130.78	140174.61-	.00	.00	4175.19	226034.36

# STAFF REPORT

## January 2012

### Action Items

#### *1.) Discussion and consideration of the FY 13-17 Capital Improvement Plan*

The Capital Improvement Plan (CIP) is a five year budget for significant capital expenditures for both the general fund and water/sewer enterprise fund. The CIP's primary function is to provide both staff and elected officials a planning tool to prepare for major capital needs. While the CIP attempts to account for all possible expenditures it is not exhaustive; equipment failure, unanticipated repairs etc can affect the timing of the expenditures.

The CIP was presented to the New Market Planning Commission in December and was unanimously endorsed. The Finance and Personnel Committee recommended one addition to the CIP to include a \$15,000 appropriation in FY 12-13 for professional design services for a storm water drainage project along John Sevier Road.

#### OTHER:

Shady Lane: Construction bids for the Shady Lane Drainage project will be received by the Town on January 19, 2012 at 2:00 pm. The Town hosted a mandatory pre bid meeting on January 5<sup>th</sup>. Over 15 general and sub contractors were represented at the pre bid meeting.

Voluntary Settlement Agreement (VSA): After nearly 5 years of work on this project our efforts have culminated in a positive endorsement from the special, Supreme Court of Virginia appointed, three (3) judge panel. The court has consented to withhold approving the final order on this agreement until late February pending a minor housekeeping change to the agreement that needs to be approved by both New Market (February 20<sup>th</sup>, Council meeting) and the Shenandoah County BOS.

## Town of New Market Capital Improvement Plan

Line Item	Requests	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17
496-000	<b>Administrative</b>					
	Financial Software Replacement		\$28,000			
	Replace flooring municipal offices (NMPD)	\$12,000				
	HVAC replacement municipal offices				\$25,000	
496-001	<b>Public Works</b>					
	Vehicle Replacement PW		\$40,000			\$35,000
	Mower Purchase PW	\$14,000		\$14,000		
	Sidewalks on Route 211-East	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000
	Shady Lane Drainage*	\$150,000				
	John Sevier Road Drainage	\$15,000				
	Replace Skid Loader					\$45,000
496-002	<b>Public Safety</b>					
	Police Vehicle Purchase (restricted fund)	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
	Speed Trailer (mobile radar)		\$10,000			
	In-car computer program			\$30,000		
496-004	<b>TEA-21 Streetscape</b>					
	Construction Phase II**	\$120,000				
496-005	<b>Community Park</b>					
	Greenway Trail Development					\$25,000
	Re-seal Parking Lots	\$35,000				
	Fitness Trail Replacement		\$10,000	\$10,000		
	Park Bathroom upgrade	\$15,000				
<b>Totals</b>	<b>General Fund</b>	\$406,000	\$133,000	\$99,000	\$70,000	\$150,000
771-000	<b>Water Department</b>					
	Memcor-membrane Filter Replacement	\$25,000	\$25,000			\$25,000
	Conversion to Low-Pressure		\$300,000			
	Valve/Meter/Hydrant Replacement	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
	Water Storage Tank (East)					\$1,000,000
	Water Storage interior maintenance			\$115,000		
	Comprehensive Water Study		\$45,000			
	Vehicle Replacement		\$30,000			
	Shenandoah Drive Entrance	\$25,000				
771-001	<b>Sewer Department</b>					
	Enclose Maintenance Facility		\$13,000			
	Collection System Improvements	\$50,000		\$50,000		\$50,000
	Pump Station upgrades		\$35,000			
<b>Totals</b>	<b>Water/Sewer Fund</b>	\$130,000	\$478,000	\$195,000	\$30,000	\$1,105,000

\* Shady Lane is funded through an arrangement with the Commonwealth of Virginia who has agreed to pay 50% of the construction costs.

\*\* Phase II streetscape improvements are funded through an arrangement with the Commonwealth and federal government who have agreed to pay 80% of the construction costs.

*Town of New Market*  
FY 2013-2017  
Capital Improvement Plan (CIP)

GENERAL FUND

496-000 Administrative

Financial Software Consolidation \$28,000: The Town seeks to make a comprehensive replacement and upgrade of its financial management software including its general ledger, accounts payable, payroll, utility billing, tax billing and other miscellaneous revenue collections. The Town currently uses four (4) different software programs to manage revenues and expenditures. The systems do not interface with each other requiring multiple manual entries by staff. The systems use a variety of operating systems including MS DOS. The planned upgrade would consolidate these four independent software packages into one system.

Replace flooring municipal offices (NMPD) \$12,000: The original vinyl flooring located in the north wing of the municipal offices which houses the New Market Police Department is in need of replacement. This replacement would include the flooring in the bathroom facilities throughout the municipal building.

HVAC Replacement municipal offices \$25,000: The heating/air conditioning units serving the town hall are all original to construction circa 1992 with the exception of one unit which required replacement in May 2011 when it simply failed. The replacement includes the exterior heat pumps (5) and the air handling units located in the attic space of the municipal building.

496-001 Public Works

Public Works Vehicle \$40,000: The FY 2013-14 allocation will be used to acquire a 4x4 small body dump truck. The FY 16-17 allocation will be used for the acquisition of a utility work truck (1) ton to replace a 1990 F250 which is still in service.

Mower Purchase \$14,000: Replacement of a 1989 Kubota Mower and a 1990 zero turn finish mower. The acquisitions are tentatively scheduled for FY 2012-2013, and FY 14-15 respectively. The Town currently maintains and mows approximately 55 acres of public owned land or right of way.

Sidewalk installation on U.S. 211 East \$25,000/FY: This project would provide design, permitting and construction funding for a comprehensive sidewalk project along 211 East between Congress Street and E. Old Cross Road. Recent residential and commercial development projects along the 211 E. corridor combined with the Town's recently adopted future growth area delineates this area for additional expansion. The first allocation in FY 12-13 would provide funding for design, engineering and permitting.

The Town Council may choose to fund construction in phases or alternatively fund the project through a comprehensive capital project.

Shady Lane Drainage \$150,000: In 2005 the Town Council began planning for a project to improve street drainage on Shady Lane in the Pleasant View Subdivision. In 2008 the Town of New Market was awarded a revenue sharing grant through the Commonwealth of Virginia Department of Transportation which provides a 50/50 match on road improvements. The project has been designed and is in the VDOT permitting process awaiting a notice to bid the project out. This project should be construction ready by 2012.

John Sevier Road Drainage \$15,000: Allocation will be used to begin professional design work to address a comprehensive road reconstruction to address long standing drainage issues on John Sevier Road.

Replacement of Skid Loader \$45,000: This acquisition would replace an existing 1989 CASE skid loader. The new unit may include various attachments for limited utility excavation, street sweeping etc.

#### Public Safety 496-002

Police Vehicle Funding \$20,000/FY: Each fiscal year an appropriation is made to a "restricted" savings fund, which is used to make a police vehicle acquisition every other budget year. Each patrol vehicle will have an active service life of eight years.

Speed Trailer (mobile radar) \$10,000: A speed trailer is a mobile unit utilized on primary and secondary streets to visually indicate a motorists' speed. It can also be used to collect speed and other traffic related data. This acquisition is tentatively scheduled for FY 2013-2014.

In Car Computer Program \$30,000: The traditional method of communication for law enforcement is to communicate with an E911 dispatcher over a radio. Law enforcement communication is transitioning to computer automated devices which allow police officers to receive calls for service, perform background checks and enter reports from the console of a police cruiser.

#### TEA-21 Streetscape

Streetscape Phase II \$120,000: This allocation represents the Town's mandated 20% grant match for the second and final phase of streetscape upgrades one block north (Seminary Road to Breckinridge) and south (Lee Street south to Stuart Street) of the current first phase construction area.

## Community Park 496-005

Greenway Trail Development \$25,000: In 2007 the Town developed a 40 year growth plan which delineates development patterns, densities, as well as future land uses of areas currently outside of the Town's incorporated boundaries. In addition, the Town developed a preliminary concept for a greenway style recreation trail along Smith Creek. The allocation will fund development plans, right of way acquisition etc in advance of actual construction. This project is tentatively scheduled for FY 2016-2017.

Re-seal Parking Lots \$35,000: The parking lots in the community park, town hall and two (2) public parking lots will be professionally sealed and parking stalls re-painted. This is a preventative maintenance measure to extend the service life of these facilities. This project is tentatively scheduled for FY 2012-2013.

Fitness Trail Upgrade \$10,000/FY: These acquisitions would consolidate 20+ year old fitness equipment located along the community park's walking trail and replace them with more modern, multi-use work-out stations. This project is tentatively scheduled to begin in FY 13-14.

Park Bathroom upgrade \$15,000: The community park public bathroom facilities are in need of a comprehensive upgrade. Many of the improvements will be completed with in house public works staff. This project is scheduled for FY 2012-13.

## WATER-SEWER FUND

### Water Department 771-000

Memcor Water Filtration Fund \$25,000/FY: The Town sets aside funding in a restricted fund, which is later utilized as revenue to purchase filters for the water treatment plant. The treatment facility contains two (2) centralized filter modules each containing 48 individual membrane filter units. These units have a limited life span and to comply with federal and state regulatory laws pertaining to public water supply they must be regularly replaced. This project is tentatively scheduled for FY 2012-2013.

Low Pressure Conversion \$300,000: The Town's Memcor membrane style filtration technology was cutting edge when it was originally installed in 1998. The system uses highly compressed air to force raw, untreated water through a series of membrane filter modules removing particulates and bacteria which are too large to pass through the

filters. Since the mid 2000's membrane filtration technology has been converting high pressure systems to a lower pressure style of treatment. The Town's infrastructure has become increasingly more difficult to replace and service. In addition, the use of highly compressed air weakens the mechanical infrastructure associated with the filtration plant. The conversion should increase the life cycle of the filter modules thereby decreasing the necessity of replacing them every three to four years. The conversion is tentatively scheduled for FY 2013-2014.

Valve/ Hydrant/Meter Replacement \$30,000/FY: The Town's water assets require replacement after their serviceable life, in most cases decades, has expired. This program identifies those hydrants, meters and valves which are no longer functioning properly or are in need of upgrade/upsizing and targets them for replacement. Depending upon the location and complexity of the infrastructure project the Town may use public works staff or contracted labor. This allocation will provide annual funding for asset management in the Town; actual funding may depend on annual budget restrictions.

Comprehensive Water Utility Study \$45,000: The study will identify utility upgrades of existing water infrastructure as well as new installation for the future growth of the New Market community. The study is tentatively planned for FY 2012-2013.

Water Storage Tank \$1,000,000: Part of the Town's long term growth plan will necessitate the installation of a second water storage facility for the water distribution system. The tank will also provide system redundancy in the water distribution system should the current water storage tank be out of service. The Comprehensive Utility Study will include possible locations of the storage tank. The storage tank is tentatively planned for FY 2016-17.

Water Storage interior maintenance \$115,000: The existing 500,000 gallon water storage tank is over 40 years old. In October 2011 the exterior of the water storage tank was repainted and minor repairs made. The 2011 project included an analysis of the interior of the tank. The interior is in satisfactory to good structural condition but does show signs of needed repairs/interior repainting etc. The allocation would provide for this repair.

Department Vehicle Replacement: A 2001 Dodge Ram ¾ ton pick up will be replaced with a similar sized vehicle with snow plow capability. The department vehicle is tentatively scheduled to be replaced in FY 2013-2014.

Shenandoah Drive entrance \$25,000: The sole entrance and exit to access the Town's water treatment plant is located off of the north side of 211 West located diagonally across from the 7-11 complex. The entrance is narrow and provides limited site distance. It is also located in close proximity to the deceleration lane where two west bound lanes converge into one lane. This entrance poses problems for those entering and exiting the complex. In addition the narrow entrance and grade make it particularly difficult for semi trailers and other delivery vehicles to negotiate the driveway. The revised concept

would utilize property owned by the town on Shenandoah Drive as a primary entrance and exit for the complex.

#### Sewer Department

Enclose Maintenance Facility \$13,000: The existing open air pole barn at the former site of the sewer treatment plant will be enclosed to provide storage for equipment and materials for multiple departments. The enclosure will provide approximately 2400 square feet of additional storage. The labor will be provided in house. The enclosure project is tentatively scheduled for FY 2012-2013.

Collection System Improvements \$50,000/FY: The Town completed a \$1.5 million inflow and infiltration project in 2010. The project replaced or relined approximately 15,000 linear feet of sanitary sewer pipe to reduce the volume of non wastewater infiltrating the sanitary sewer system. Another smaller I&I project was completed in 2011 with approximately 4,000 lf replaced or relined to date. This capital improvement item will provide funding for continuing improvements/replacements/upsizing within the Town's collection system.

Pump Station Upgrades \$35,000: The Town operates five (5) sewer pump stations ranging in age from 40 years to less than one year of service life. This allocation will be used to upgrade mechanical and electrical equipment to the Stirewalt pump station which was brought on line in 1974. This pump station services the north end sanitary sewer collector.