****REVISED** AGENDA**
TOWN COUNCIL SPECIAL MEETING - CIP STRATEGY SESSION
JANUARY 18, 2017, 7:00 PM
TOWN HALL COUNCIL CHAMBERS

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1. **CALL TO ORDER** (Mayor Fraser)

2. **OVERVIEW OF CAPITAL IMPROVEMENT PROGRAM (CIP)**
   a) Management Summary (*Initial Packet Pages 5-7*)
   b) Potential Funding Sources (***Supplemental Packet*** *Pages 1-10*)

3. **GENERAL FUND** (*Initial Packet Pages 10-11*)
   a) Completed Projects (*Initial Packet Pages 12-19*)
   b) Ongoing Projects (*Initial Packet Pages 20-33*)
   c) 5-Year Priority Projects (*Initial Packet Pages 34-57*)
   d) Future Projects (*Initial Packet Pages 58-59*)
   e) Additional projects from Council Members

4. **WATER FUND** (*Initial Packet Pages 60-61*)
   a) Completed Projects (*Initial Packet Pages 62-67*)
   b) Ongoing Projects (*Initial Packet Pages 68-75*)
   c) 5-Year Priority Projects (*Initial Packet Pages 76-111*)
   d) Future Projects (*Initial Packet Pages 112-115*)
   e) Additional projects from Council Members

5. **WASTEWATER FUND** (*Initial Packet Pages 116-117*)
   a) Ongoing Projects (*Initial Packet Pages 118-121*)
   b) 5-Year Priority Projects (*Initial Packet Pages 122-129*)
   c) Additional projects from Council Members

6. **QUESTIONS AND FEEDBACK FROM TOWN COUNCIL** (Town Council and Staff)

7. **ADJOURNMENT**

IF YOU REQUIRE ANY TYPE OF REASONABLE ACCOMMODATION AS A RESULT OF PHYSICAL, SENSORY OR MENTAL DISABILITY IN ORDER TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT DIANA HAYS, TOWN CLERK, AT 540-338-7421. THREE DAYS NOTICE IS REQUESTED.

Capital Improvement Plan (CIP)
Potential Funding Sources

Bonds/Debt

- Town may consider issuance of new debt to fund capital projects
- Town Fiscal Policy Guidelines related to debt (Chart from FY 17 Adopted Budget on pg. 2):
    - Debt service expenditures as a percentage of expenditures should not exceed 15%.
    - Bonded debt of the Town shall not exceed 2% of the total assessed value of taxable property.
- Davenport will provide more information during their presentation at the Feb. 22, 2016 Special Financial Strategies Work Session.

Cash/Reserves

- Town may consider use of cash reserves to fund capital projects
- Reserve Analysis (pgs. 3-5) details cash availability information
- Town Fiscal Policy Guidelines related to reserves (Charts from FY 17 Adopted Budget on pgs. 6-7):
    - Unassigned Governmental Fund balance should be a minimum of $3 million or 30% of total revenues.
    - Utility cash and equivalents should exceed 100% of total operating expenditures and debt service.

Intergovernmental Support and Grants

- Loudoun County Settlement- legal settlement restricted to transportation uses (details on pg. 8)
- Northern Virginia Transportation Authority- State annual funding provided to NOVA counties and towns for approved transportation projects (details on pgs. 9-10)
- Grants:
    - Federal Grants- may apply for Federal grants; often requires local match
    - VDOT Revenue Sharing- may apply for State transportation project support requiring 50% local match; a number of CIP projects use this source
    - Loudoun County Support- may request County support for projects; Requested $875,000 for BRMS to Maple Sidewalk and $150,000 for Hirst Farm Pond Conversion.
    - VDOT Grant- grant awarded for 32nd & A St. Improvements and requires $1,055,000 match
    - SLAF Grant- grant awarded for Hirst Farm Pond Conversion and requires $300,000 match

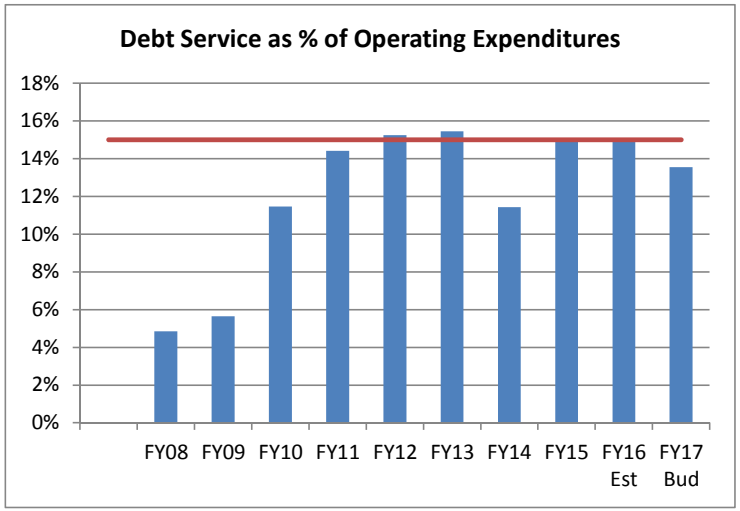
Proffers

- Community Development manages proffer agreements associated with re-zonings.
- Currently available:
    - Mayfair- $177,636.07 (Use restrictions may apply)
    - Catoctin Corner-$83,554.28 (Use restrictions may apply)

DEBT GUIDELINES FOR GOVERNMENTAL FUND

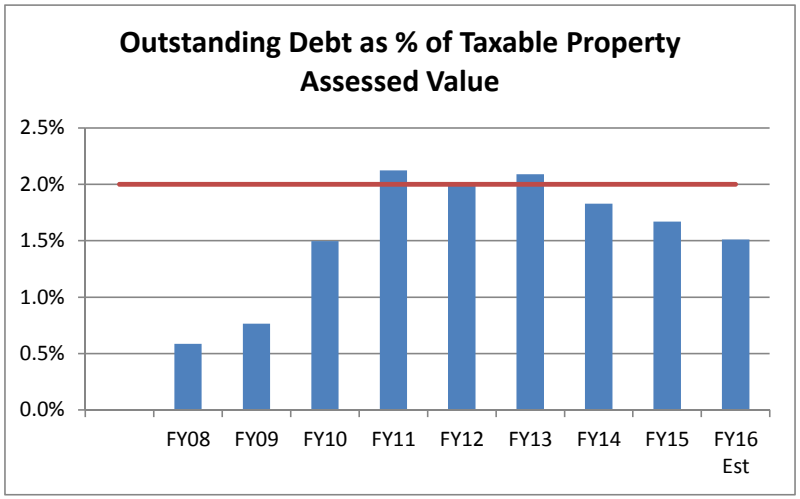
Town Policy: Debt service expenditures as a percentage of expenditures should not exceed 15%.

Fiscal Year	Debt Service	Operating Expenditures	Debt to Expenditures
FY08	324,324	6,696,478	5%
FY09	435,355	7,701,376	6%
FY10	767,605	6,697,744	11%
FY11	1,210,891	8,401,656	14%
FY12	1,338,295	8,770,687	15%
FY13	1,391,711	9,007,060	15%
FY14	1,146,318	10,030,705	11%
FY15	1,419,855	9,456,332	15%
FY16 Est	1,535,822	10,315,293	15%
FY17 Bud	1,544,812	11,401,943	14%



Town Policy: Bonded debt of the Town shall not exceed 2% of the Total Assessed Value of Taxable Property.

Fiscal Year	Assessed Value of Taxable Property	Outstanding Bonded Debt	Debt to Assessed Value
FY08	1,160,800,550	6,825,223	0.59%
FY09	1,048,886,350	8,013,776	0.76%
FY10	961,287,250	14,398,021	1.50%
FY11	960,616,700	20,392,196	2.12%
FY12	976,555,250	19,719,736	2.02%
FY13	1,010,965,950	21,119,554	2.09%
FY14	1,064,663,675	19,458,463	1.83%
FY15	1,133,635,240	18,916,930	1.67%
FY16 Est	1,196,038,625	18,083,387	1.51%



Reserves & Future Needs Analysis

Governmental Funds		
Available Reserves		
Unassigned Fund Balance as of 6/30/16		5,676,427
Less Policy Limit ($3m)		(3,000,000)
Available Reserves		**2,676,427**
Potential Needs		
Debt:		
FY21 Balloon Payment on Pk & Rec 2010 BAB Bond		1,645,000
	Debt Total	**1,645,000**
CIP:		
Hirst Farm Pond Conversion		300,000
32nd & A Street Improvements		1,055,000
12th Street Improvements		476,181
Traffic Signal 32nd & Main		50,000
Police Station		6,000,000
Villages of Purcellville Drainage		307,000
House Demolition-301 S 20th St.		45,000
Bush Tabernacle Floor Replacement		150,000
	CIP Total	**8,383,181**
Total Potential Needs		**10,028,181**

Reserves & Future Needs Analysis

Water Fund		
Available Reserves		
Cash and Equivalents as of 6/30/16		3,882,260
Less Policy Limit (100% op exp & debt svc)		(2,748,373)
Available Reserves		**1,133,887**
Potential Needs		
Debt:		
FY21 Balloon Payment on Water 2010 BAB Bond		1,440,000
	Debt Total	**1,440,000**
CIP:		
Intake Structure for Hirst Reservoir		706,500
Allder School Road Water Main		375,000
N Maple Avenue Waterline		727,900
Holly Lane Water Main		175,000
Consolidated Well Treatment Facility		3,050,000
LVSC Water Main Replacement		218,000
Water Treatment Plant Improvements		1,207,500
12th Street Water Main		354,182
New Elevated Water Tank		95,000
	CIP Total	**6,909,082**
Total Potential Needs		**8,349,082**

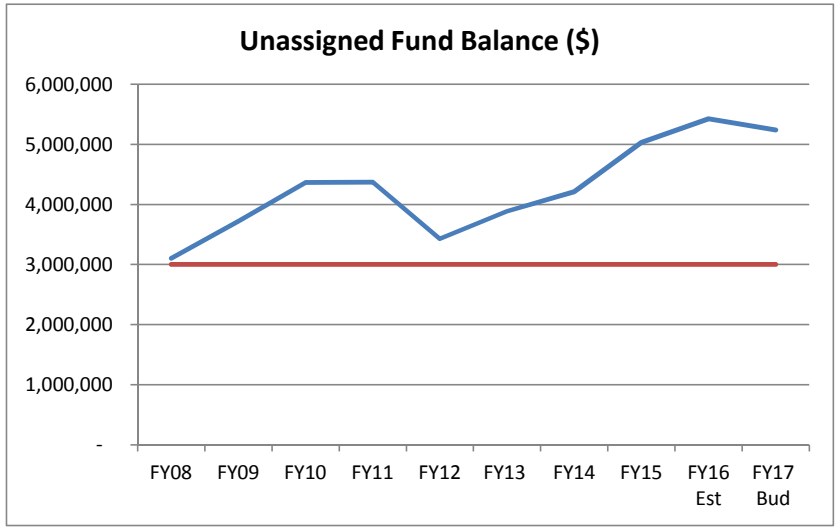
Reserves & Future Needs Analysis

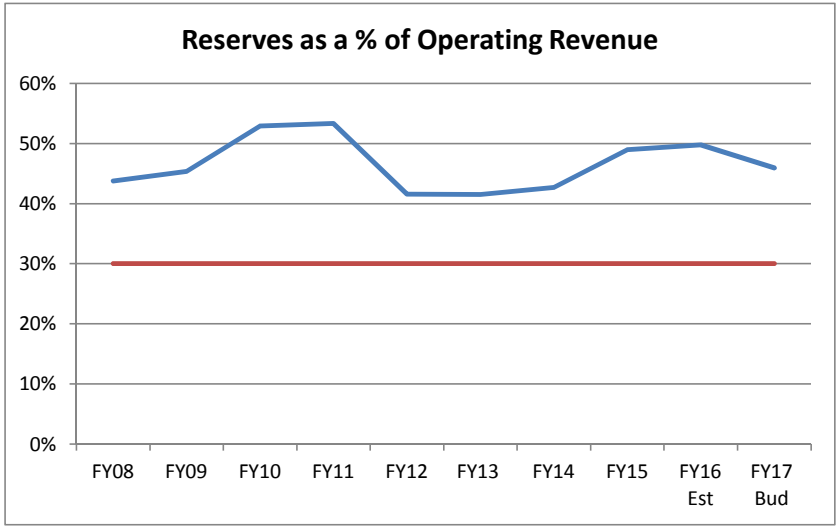
Sewer Fund		
Available Reserves		
Cash and Equivalents as of 6/30/16		3,267,683
Less Policy Limit (100% op exp & debt svc)		(3,724,837)
Available Reserves		**(457,154)**
Potential Needs		
Debt:		
No balloon payments but debt service increase in FY20		
CIP:		
West End Pump Station		725,000
Replacement Membranes		2,010,000
	CIP Total	2,735,000
Total Potential Needs		**2,735,000**

FUND BALANCE GUIDELINES FOR GOVERNMENTAL FUND

Town Policy: Unassigned fund balance (Reserves) should be a minimum of $3 million or 30% of total revenues.

Fiscal Year	Unassigned Fund Balance	Operating Revenue	Reserves to Revenue
FY08	3,102,709	7,092,429	44%
FY09	3,719,677	8,202,599	45%
FY10	4,363,277	8,241,179	53%
FY11	4,368,340	8,185,022	53%
FY12	3,427,576	8,241,573	42%
FY13	3,884,533	9,360,117	42%
FY14	4,209,033	9,857,582	43%
FY15	5,031,166	10,272,033	49%
FY16 Est	5,425,251	10,900,848	50%
FY17 Bud	5,241,088	11,401,943	46%

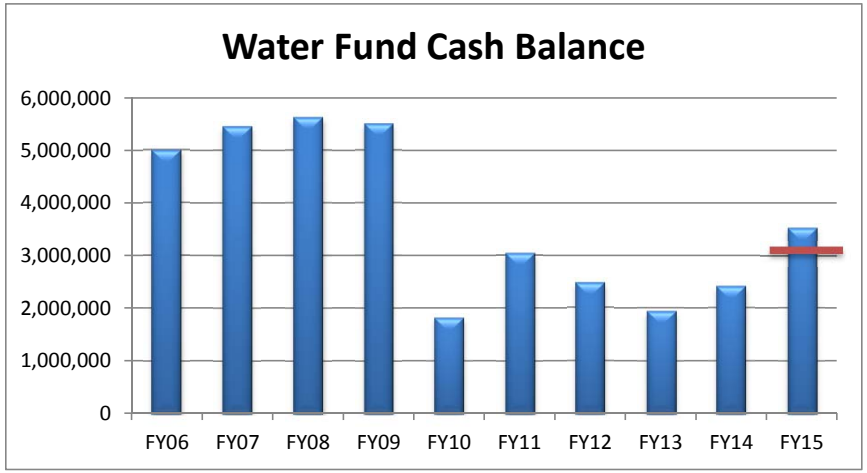


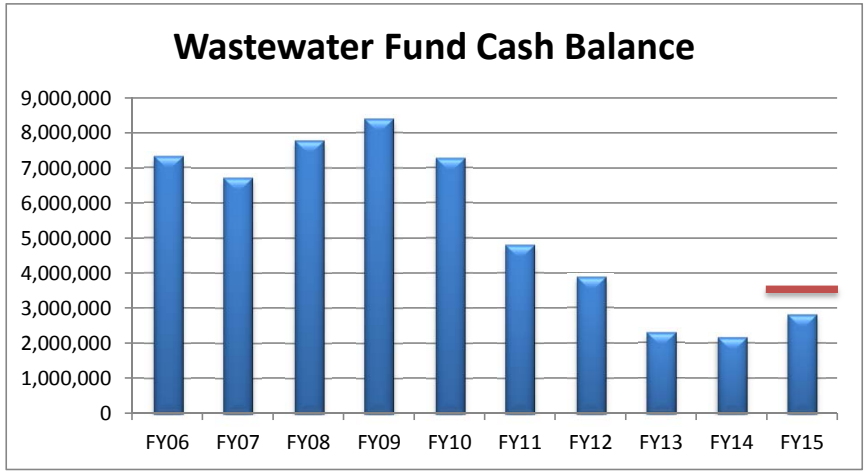


CASH GUIDELINES FOR UTILITY FUNDS

Policy: Utility cash and cash equivalent should exceed 100% of total operating expenditures and debt service.

	Fiscal Year	Cash Balance Water Fund	Cash Balance Wastewater Fund
	FY06	5,001,703	7,322,122
	FY07	5,459,283	6,726,478
	FY08	5,628,592	7,784,394
	FY09	5,508,338	8,404,191
	FY10	1,813,052	7,278,048
	FY11	3,046,201	4,801,599
	FY12	2,476,736	3,879,221
	FY13	1,942,327	2,281,417
	FY14	2,412,481	2,158,476
	FY15	3,514,106	2,803,636
Policy Level (red line)	FY15	3,052,750	3,605,350





Loudoun County Fields Farm School Settlement

Funds from County

	RCVD	
$ 1,780,000	✓	a) The County will pay 1.78 million to the Town within 30 days of aproval of the CPAMCPA by the Town
$ 2,000,000	✓	b) The County will pay 2.0 million to the Town within 30 days of the Towns annexation of the portion of Fields Farm containing Mountain View Elementary School and the Woodgrove High Schol site provided that Fields Farm has ben annexed into the Town in accordance with this Agreement
$ 2,000,000	✓	c) The County will pay 2.0 million to the Town within 30 days of the issuance of a certificate of occupancy authorizing Woodgrove High School to be opened for use by students provided that Fields Farm has ben annexed into the Town in accordance with this Agreement
$ 5,780,000		**100-3189912-0000**

Summary by Project

[1] LED Street Lights

FY 09	$	15,000
	$	**15,000**

[2] Traffic Signals

FY 09	$	370,381
	$	**370,381**

[1] Replace/Loss of LoCo Gas Tax

FY 11	$	165,000
	$	**165,000**

[2] Wayfinding Signs (119-4094100-0140)

FY 12	$	25,626
FY 13	$	31,522
FY 14	$	63,269
FY 15	$	5,718
	$	**126,135**

[2] Downtown Streetscape PH 1 (119-4094100)

FY 10	$	75,000
FY 11	$	181,163
FY 12	$	129,508
FY 13	$	80,000
FY 14	$	29,329
	$	**495,000**

[2] Downtown Streetscape PH 2 (119-4094100)

FY 12	$	31,413
FY 13	$	36,771
FY 14	$	68,812
FY 15	$	49,761
FY 16	$	313,418
FY 17	$	71,863
	$	**572,038**

[3] Main & Maple Improve (119-4094201)

FY 14	$	4,797
FY 15	$	5,004
FY 16	$	(4,483)
FY 17	$	9,682
	$	**15,000**

[2] Main St, Sidewalk Improve (119-4094202)

FY 10	$	25,758
FY 11	$	-
FY 12	$	5,404
FY 13	$	766
FY 14	$	56,673
FY 15	$	4,731
FY 16	$	-
	$	**93,332**

[2] N. 21st St. Sidewalk Improve (119-4094206)

FY 10	$	45,954
FY 11	$	125,616
FY 12	$	(8,725)
FY 13	$	93,663
FY 14	$	53,060
FY 15	$	2,392
FY 16	$	-
FY 17	$	5,705
	$	**317,665**

[2] 32nd Street Sidewalk (119-4094207)

FY 10	$	250,512
	$	**250,512**

[2] Southern Collector Road (119-4094253)

FY 10	$	89,391
FY 11	$	914,781
FY 12	$	651,153
FY 13	$	208,933
FY 14	$	-
FY 15	$	327,541
	$	**2,191,799**

[2] D Street Improve (119-4094259)

FY 10	$	67,059
FY 11	$	110,007
FY 12	$	19,069
	$	**196,135**

[2] Maple to W&OD Trail (119-4094267)

FY 11	$	32,909
FY 12	$	10,271
FY 13	$	876
	$	**44,056**

[2] Country Club & 33rd St. Improve (119-4094272)

FY 11	$	48,573
FY 12	$	41,185
FY 13	$	71,368
FY 14	$	527,670
	$	**688,796**

[2] Hirst Road Improvement (119-4094277)

FY 12	$	64,999
FY 13	$	19,602
	$	**84,601**

[3] Hirst Road Improvement (119-4094277)

FY 17	$	47,647
	$	**47,647**

[1] Cover Engineering Overtime

FY 16	$	20,000
	$	**20,000**

Project Contingency (119-4094100-0190)

FY 16	$	-
FY 17	$	86,902
	$	**86,902**

[1] Applied to General Fund Operating Budget	$	200,000
[2] Applied to CIP project now closed	$	5,430,450
[3] Applied to Current CIP	$	62,647
Total Assigned Funds	**$**	**5,693,098**
Available for Future Use	**$**	**86,902**

Northern Virginia Transportation Authority (NVTA)

Town of Purcellville Capital Improvement Program

Summary By Project

[2]Main & Maple Intersection		
FY 17	$	13,332.00
	$	**13,332.00**
[1]East Main St. Sidewalk		
FY 15	$	239,886.54
FY 16	$	18,573.89
	$	**258,460.43**
[2]Hirst Road Improvements		
FY 17	$	60,500.00
FY 18	$	437,076.00
	$	**497,576.00**
[2]Nursery Ave. Improvements		
FY 15	$	17,073.53
FY 16	$	58,477.27
FY 17	$	506,881.00
FY 18	$	114,312.00
	$	**696,743.80**
[2]32nd & A St. Intersection		
FY 17	$	133,500.00
	$	**133,500.00**
Total	**$**	**1,599,612.23**

Funding Amounts Allocated to Purcellville*

FY 14	Audited	$	375,015.74
FY 15	Audited	$	413,865.95
FY 16	Audited	$	424,107.34
FY 17	Estimated	$	423,639.00
		$	**1,636,628.03**

Total NVTA Funds Allocated	$	1,636,628.03
[1]Applied to Closed CIP project	$	258,460.43
[2]Applied to Current CIP	$	1,341,151.80
Available for Future Use	**$**	**37,015.80**

Northern Virginia Transportation Authority (NVTA)

Town of Purcellville 5-Year Priority Projects

Proposed Use By Project

12th St. Improvements		
FY 18	$	310,000.00
FY 19	$	172,500.00
FY 20	$	41,319.00
	$	**523,819.00**
Traffic Signal 32nd & Main		
FY 18	$	100,000.00
FY 19	$	300,000.00
	$	**400,000.00**
Total	**$**	**923,819.00**

Funding Amounts Allocated to Purcellville*

FY 17	*Available*	$	37,015.80
FY 18	Estimated	$	436,991.00
FY 19	Estimated	$	450,813.00
FY 20	Estimated	$	465,122.00
FY 21	Estimated	$	479,934.00
FY 22	Estimated	$	495,266.00
		$	**2,365,141.80**

Total NVTA Funds Allocated	$	2,365,141.80
Proposed Use	$	923,819.00
Available for Future Use	**$**	**1,441,322.80**

* Funding amounts were identified in a letter from Loudoun County dated October 17, 2016.