



AGENDA
TOWN COUNCIL SPECIAL MEETING / BUDGET WORK SESSION
MAY 1, 2017, 7:00 PM
TOWN HALL COUNCIL CHAMBERS

- 1. CALL TO ORDER OF SPECIAL MEETING / BUDGET WORK SESSION**
(Mayor Fraser)
- 2. PLEDGE OF ALLEGIANCE**
- 3. FY 2018 BUDGET WORK SESSION** (Town Council)
 - a. Review of Proposed Budget Changes Submitted by Town Council Members
 - b. Straw Poll Votes on Proposed Changes
 - c. Questions for Departments
- 4. REVIEW OF COUNCIL QUESTIONS AND STAFF RESPONSES** (Town Council)
- 5. DISCUSSION OF OTHER FUNDS / CIP (IF NEEDED)**
- 6. AMENDMENT/REVIEW OF UPCOMING BUDGET SCHEDULE** (Town Council)
- 7. ADJOURNMENT**

*Roll Call Votes

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.

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MEMORANDUM

TO: TOWN COUNCIL
FROM: DANNY DAVIS, ASST. TOWN MANAGER
LIZ KRENS, DIRECTOR OF FINANCE
SUBJECT: **PROPOSED CHANGES TO FY 2018 BUDGET RECEIVED FROM COUNCIL MEMBERS**
DATE: APRIL 28, 2017

At the last Budget Work Session, the Town Council discussed providing their own proposed revisions to the FY 2018 Proposed Budget. Staff in Budget and Administration have compiled the responses received to-date and provided them in the attached document.

The attachment has a column for the Town Manager's Proposed Budget amounts and a column for each Council Member. If no change is proposed by any Council Member, then the line item is not included. If a change is proposed, it is shown as an increase (in black) or a decrease (in red). The value shown is the **value of the change being proposed**, not of the revised budget amount. If a Council Member did not propose a change on a particular line, a dash (-) is used to indicate no proposed change.

There are two columns of comments: the first is for comments received by the Council Member or describing the change that is shown, if needed; the second is for notes by staff on certain aspects of the changes, to provide clarification if needed.

The first page of the attachment shows revenues. Currently, there are no proposed changes to General Fund Revenues. Water and Wastewater Revenues are proposed by the Mayor to be decreased as a proposal to keep water rates flat (0% change) and Wastewater Rates at a modest 2% increase. These are both decreases from the proposed 7% rate increase for both funds.

The second, third, and fourth pages show expenditures for the various funds.

At the end of the fourth page, staff has provided a summary of the revenue and expenditures for each fund, along with a demonstration of surplus or deficit based on the proposed changes. Staff can continue to update this document with additional input from Council.

ATTACHMENT

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**SUMMARY OF CHANGES TO THE FY 2018 BUDGET
AS OF 4/27/17**

| Operating Budget Revenues | | | | | | | | | | | | |
|---|------------------|--------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---|--|
| Fund | Account # | Account Title | Town Manager Budget | Mayor Fraser | CM Ogelman | VM Jimmerson | CM McCollum | CM Cool | CM Bledsoe | CM Grim | Council Member Comments | Staff Notes/Comments |
| TOTAL GF REVENUES | | | 9,782,114 | 9,782,114 | 9,782,114 | 9,782,114 | 9,782,114 | 9,782,114 | 9,782,114 | 9,782,114 | | |
| GF | | | | | | | | | | | | |
| Total Changes | | | | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | | |
| TOTAL GF REVENUE AFTER PROPOSED CHANGES | | | \$9,782,114 | | |
| TOTAL P&R REVENUES | | | \$547,217 | \$547,217 | \$547,217 | \$547,217 | \$547,217 | \$547,217 | \$547,217 | \$547,217 | | |
| P&R | New Account | October Festival Race Revenues | | \$19,000 | | | | | | | Proposed Account for Possible Revenue | |
| Total Changes | | | | \$19,000 | | | | | | | | |
| TOTAL P&R REVENUE AFTER PROPOSED CHANGES | | | \$547,217 | \$566,217 | \$547,217 | \$547,217 | \$547,217 | \$547,217 | \$547,217 | \$547,217 | | |
| TOTAL WF REVENUES | | | \$4,726,283 | \$4,726,283 | \$4,726,283 | \$4,726,283 | \$4,726,283 | \$4,726,283 | \$4,726,283 | \$4,726,283 | | |
| WF | 501-3830000-0000 | Water Fees | \$2,240,168 | (\$146,553) | - | - | - | - | - | - | Proposed 0% change from current year for water rates; amount shown is based on FY17 projected revenue | Actual revenue varies depending on new connections and demand. Shown as flat from FY 17 projections. Once a rate is approved by Council, staff will work with consultant to finalize amounts. |
| WF | New Account | Fees from Town Facilities | | \$3,069 | - | - | - | - | - | - | Revenue from use water system at Town facilities | |
| Total Changes | | | | (\$143,484) | | | | | | | | |
| TOTAL WF REVENUE AFTER PROPOSED CHANGES | | | \$4,726,283 | \$4,582,799 | \$4,726,283 | \$4,726,283 | \$4,726,283 | \$4,726,283 | \$4,726,283 | \$4,726,283 | | |
| TOTAL WWF REVENUES | | | \$4,948,450 | \$4,948,450 | \$4,948,450 | \$4,948,450 | \$4,948,450 | \$4,948,450 | \$4,948,450 | \$4,948,450 | | |
| WWF | 501-3830000-0000 | Sewer Fees | \$3,072,420 | (\$143,571) | - | - | - | - | - | - | Proposed 2% change from current year for water rates; amount shown is based on FY17 projected revenue | Actual revenue varies depending on new connections and demand. Shown as 2% increase over FY 17 projections. Once a rate is approved by Council, staff will work with consultant to finalize amounts. |
| WWF | New Account | Fees from Town Facilities | | \$2,693 | - | - | - | - | - | - | Revenue from use wastewater system at Town facilities | |
| Total Changes | | | | (\$140,878) | | | | | | | | |
| TOTAL WWF REVENUE AFTER PROPOSED CHANGES | | | \$4,948,450 | \$4,807,572 | \$4,948,450 | \$4,948,450 | \$4,948,450 | \$4,948,450 | \$4,948,450 | \$4,948,450 | | |
| TOTAL REVENUE CHANGES - ALL FUNDS | | | \$20,004,064 | \$19,738,702 | \$20,004,064 | \$20,004,064 | \$20,004,064 | \$20,004,064 | \$20,004,064 | \$20,004,064 | | |

| Operating Budget Expenditures | | | Town Manager | Proposed Increases / Decreases | | | | | | | |
|-------------------------------|------------------|-------------------------------------|--------------|--------------------------------|------------|--------------|-------------|-----------|------------|-----------|--|
| Fund | Account # | Account Title | Budget | Mayor Fraser | CM Ogelman | VM Jimmerson | CM McCollum | CM Cool | CM Bledsoe | CM Grim | |
| TOTAL GF EXPENDITURES | | | 9,782,114 | 9,782,114 | 9,782,114 | 9,782,114 | 9,782,114 | 9,782,114 | 9,782,114 | 9,782,114 | |
| GF - Admin | 100-4012100-1100 | PT HR Assistant | 29,577 | (29,577) | (29,577) | (29,577) | (29,577) | | | (29,577) | |
| GF - Admin | 100-4012100-1100 | PT Asst to Town Manager (Vacant) | 39,211 | (39,211) | (39,211) | - | - | | | (39,211) | |
| GF - Admin | 100-4012100-2999 | Admin Utility Chargeback | (24,993) | 24,993 | 24,993 | - | - | | | 24,993 | |
| GF - Admin | 100-4012100-3130 | Consulting/General | 10,000 | (2,000) | (2,000) | - | - | | | (2,000) | |
| GF - Admin | 100-4012100-3500 | Printing | 6,000 | (500) | (500) | - | - | | | (500) | |
| GF - Admin | 100-4012100-5230 | Communication | 43,000 | (1,000) | (1,000) | - | - | | | (1,000) | |
| GF - Admin | 100-4012100-5540 | Travel & Training | 6,500 | (500) | (500) | - | - | | | (500) | |
| GF - Admin | 100-4012100-5541 | Town Mgr - Travel & Exp | 7,000 | (500) | (500) | - | - | | | (500) | |
| GF - Admin | 100-4012100-5802 | Special Programs | 8,500 | (500) | (500) | - | - | | | (500) | |
| GF - Admin | 100-4012100-5809 | Software | 7,000 | (1,000) | (1,000) | - | - | | | (1,000) | |
| GF - Admin | 100-4012100-5810 | Due & Subscriptions | 6,500 | (1,300) | (1,300) | - | - | | | (1,200) | |
| GF - Admin | 100-4012100-6001 | Equipment and Supplies | 15,000 | (1,000) | (1,000) | - | - | | | (1,000) | |
| GF - Admin | 100-4012100-6002 | Records Management | 5,000 | (1,000) | (1,000) | - | - | | | (1,000) | |
| GF - Admin | 100-4012100-6001 | Public Information | 15,000 | (3,000) | (3,000) | (8,000) | - | | | (10,000) | This line is broken out as: \$8,300 for OpenGov, \$1,200 for Polco, and \$5,500 for Purcellville Post Newsletter and other design/information services |
| GF - Admin | 100-4012200-3150 | Legal Services - Admin | 10,000 | (5,000) | (3,000) | - | - | | | (3,000) | |
| GF - Admin | 100-4012100-6001 | Legal Services - Public Works | 20,000 | (8,000) | (7,500) | (2,000) | - | | | (7,500) | |
| GF-Finance | 100-4012410-5809 | Computer Software/Maint | 25,000 | - | - | - | - | | | - | |
| GF-Finance | 100-4012410-2999 | Finance Utility Chargeback | (282,812) | 282,812 | 282,812 | - | - | | | 282,812 | |
| GF-IT | 100-4012510-5809 | Computer Software/Maint | 12,000 | - | - | (4,000) | - | | | (2,000) | |
| GF-Police | 100-4031100-1100 | Proposed Patrol Officer Position | 76,128 | (76,128) | (76,128) | - | - | | | (76,128) | |
| GF-Police | 100-4031100-1100 | Backfill Corporal Costello Position | 65,906 | (65,906) | (65,906) | - | - | | | (65,906) | This position budgeted at a lower rate, anticipating filling with a entry-level officer |
| GF-Police | 100-4031100-1200 | Overtime - Police | 120,000 | (10,000) | (10,000) | (20,000) | - | | | (70,000) | Overtime is a factor of many things, including required training, minimum staffing, coverage for leave, jury duty, and special events approved by Council. A copy of a memo is provided in the packet. |
| GF-Police | 100-4031100-2810 | Uniforms | 27,000 | (7,000) | (7,000) | - | - | | | (7,000) | |
| GF-Police | 100-4031100-2820 | Wellness Program | 6,200 | (6,200) | (6,200) | (6,200) | - | | | (6,200) | |
| GF-Police | 100-4031100-3100 | Professional Services | 10,000 | (2,000) | (7,000) | - | - | | | (7,000) | |
| GF-Police | 100-4031100-5540 | Travel & Training | 12,000 | (4,000) | (4,000) | - | - | | | (4,000) | |
| GF-Police | 100-4031100-5808 | Computer Operations | 9,500 | (500) | (500) | - | - | | | - | |
| GF-Police | 100-4031100-6001 | Supplies | 17,000 | (2,000) | (2,500) | - | - | | | (2,500) | |
| GF-Police | 100-4031100-6010 | Equipment | 45,000 | (5,000) | (5,000) | - | (10,000) | | | (11,000) | |
| GF-Police | 100-4031100-6011 | Firearms Equipment | 15,000 | (10,000) | (11,000) | - | - | | | (3,000) | |
| GF-PW Admin | 100-4041050-3144 | Long-Range Planning and Studies | 20,000 | (10,000) | (10,000) | (5,000) | (10,000) | | | (10,000) | Reduce or split b/t two fiscal years |
| GF-PW Eng | 100-4041100-1200 | Overtime - PW Cap & Eng | 25,000 | (5,000) | (5,000) | (3,000) | - | | | (5,000) | |
| GF-PW Eng | 100-4041100-3142 | Consulting/Engineering | 55,000 | (10,000) | (10,000) | - | - | | | (10,000) | |
| GF-PW Eng | 100-4041100-5540 | Travel & Training | 5,000 | (1,000) | (1,000) | - | - | | | (1,000) | |
| GF-PW Maint | 100-4041200-1100 | Proposed Maint Worker | 67,263 | (67,263) | (67,263) | - | (67,263) | | | (67,263) | |

| Operating Budget Expenditures | | | Town Manager | Proposed Increases / Decreases | | | | | | | | |
|--|------------------|---------------------------------|------------------|--------------------------------|------------------|-------------------|------------------|------------------|------------------|-------------------|--|--|
| Fund | Account # | Account Title | Budget | Mayor Fraser | CM Ogelman | VM Jimmerson | CM McCollum | CM Cool | CM Bledsoe | CM Grim | | |
| GF-PW Maint | 100-4041200-1200 | Overtime - Maintenance | 40,000 | (5,000) | (3,000) | - | - | | | (20,000) | | |
| GF-PW Maint | 100-4041200-3330 | Waste Disposal | 5,000 | (1,000) | (4,000) | - | - | | | (4,000) | | |
| GF-PW Maint | 100-4041200-5230 | Communication | 14,800 | (800) | (800) | - | - | | | (800) | | |
| GF-PW Maint | 100-4041200-5809 | Computer Software | 23,000 | - | - | - | (11,000) | | | | Adds Maint Building Water/Sewer Use to Budget | |
| GF-PW Maint | 100-4041200-6001 | Supplies | 27,000 | - | - | (6,000) | - | | | (7,000) | | |
| GF-PW Maint | 100-4041200-6007 | Building Expenses | 20,000 | 2,384 | - | - | - | | | - | | |
| GF-PW Maint | 100-4041300-5921 | Concrete - C&G (Town) | 15,000 | (3,000) | (3,000) | - | - | | | (3,000) | | |
| GF-PW Maint | 100-4041350-5908 | Street Sweeping (State) | 45,000 | (3,000) | (3,000) | - | - | | | (3,000) | Adds Town Hall Water / Sewer Use to Budget | |
| GF-PW Maint | 100-4041350-5955 | Engineering Exp (State) | 25,000 | (5,000) | (5,000) | - | - | | | (5,000) | | |
| GF-PW Maint | New Account | Town Hall Water Use | 0 | 1,988 | - | - | - | | | - | | |
| GF -Comm Dev | 100-4081100-3145 | Long-Range Planning and Studies | 60,000 | (10,000) | - | (15,000) | - | | | (20,000) | NVRC Membership Dues | |
| GF- Legislative | 100-4081100-5801 | Council Travel & Gen Expenses | 12,500 | (1,000) | (1,000) | (2,500) | - | | | (2,500) | | |
| GF- Legislative | 100-4081100-5810 | Dues & Subscriptions | 14,050 | - | - | - | - | | | (8,500) | | |
| GF- Legislative | 100-4081500-5802 | EDAC Travel and Training | 500 | - | - | - | - | | | 2,000 | | |
| GF- Legislative | 100-4081500-5802 | EDAC Special Proj/Tourism | 12,000 | - | - | (6,000) | - | | | (7,000) | This change may affect the Arts Grant Revenue item | |
| GF- Legislative | 100-4081100-5811 | EDAC Visitor Center | 3,000 | - | - | (3,000) | - | | | (3,000) | | |
| GF- Legislative | 100-4082500-5802 | Arts Committee | 20,000 | - | - | (5,000) | - | | | (5,000) | Eliminate 1 or 2 Police Vehicles | |
| GF-Non-Dept | 100-4042000-2999 | Non-Dept Utility Chargeback | (16,753) | 16,753 | 16,753 | - | - | | | 16,753 | Bucket Truck | |
| GF-Non-Dept | 100-4094000-8205 | Capital Outlay - Police | 90,000 | (90,000) | (90,000) | - | (45,000) | | | (90,000) | | |
| GF-Non-Dept | 100-4094000-8505 | Capital Outlay - PW Maintenance | 23,000 | (23,000) | (23,000) | (23,000) | (23,000) | | | (23,000) | Total changes add to contingency | |
| GF | | | | | | | | | | | | |
| Total Changes | | | | (188,955) | (188,327) | (138,277) | (195,840) | 0 | 0 | (321,727) | | |
| TOTAL GF EXPENSES AFTER PROPOSED CHANGES | | | 9,782,114 | 9,593,159 | 9,593,787 | 9,643,837 | 9,586,274 | 9,782,114 | 9,782,114 | 9,460,387 | | |
| | | | | | | | | | | | Adds Train Station Water Use to Budget | |
| | | | | | | | | | | | Adds Comm Garden Water use to Budget | |
| TOTAL P&R EXPENSES | | | \$547,217 | \$547,217 | \$547,217 | \$547,217 | \$547,217 | \$547,217 | \$547,217 | \$547,217 | | |
| P&R - Train | New Account | Train Station Water Use | \$0 | \$1,014 | - | - | - | \$547,217 | \$547,217 | \$547,217 | | |
| P&R | New Account | Community Garden Water Use | \$0 | \$376 | - | - | - | | | - | | |
| P&R | New Account | October Festival Race | \$0 | \$5,000 | - | \$3,000 | - | | | \$3,000 | | |
| P&R - Skating | 110-4071310-3310 | Building Maint/Supplies | \$21,000 | - | - | (\$6,000) | - | | | (\$6,000) | | |
| P&R - Train | 110-4071320-3310 | Repairs | \$25,000 | - | - | (\$10,000) | - | | | (\$10,000) | | |
| P&R - Programs | 110-4071500-5801 | Youth Sports Program & Dev | \$5,200 | - | - | (\$5,200) | - | | | (\$5,200) | | |
| | | | | | | | | | | | | |
| Total Changes | | | | \$6,390 | \$0 | (\$18,200) | \$0 | \$0 | \$0 | (\$18,200) | | |
| TOTAL P&R EXPENSES AFTER PROPOSED CHANGES | | | \$547,217 | \$553,607 | \$547,217 | \$529,017 | \$547,217 | \$547,217 | \$547,217 | \$529,017 | | |

| Fund | Account # | Account Title | Budget | Mayor Fraser | CM Ogelman | VM Jimmerson | CM McCollum | CM Cool | CM Bledsoe | CM Grim | |
|--|------------------|---------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------------------------|
| TOTAL WF EXPENDITURES | | | \$4,726,283 | \$4,726,283 | \$4,726,283 | \$4,726,283 | \$4,726,283 | \$4,726,283 | \$4,726,283 | \$4,726,283 | |
| WF | 501-4012100-1500 | Chargeback to GF | \$601,775 | (\$162,279) | (\$162,279) | - | - | | | (\$162,279) | |
| WF | 501-4012200-5835 | Waterline Repairs | \$39,000 | (\$2,000) | (\$2,000) | - | - | | | (\$2,000) | |
| WF | 501-4012200-6004 | New Equipment & Tools | \$29,000 | (\$3,000) | (\$2,000) | - | - | | | - | Reduce or split b/t two fiscal years |
| WF | 501-4012250-3140 | Professional Services | \$65,000 | (\$5,000) | (\$5,000) | - | - | | | - | |
| WF | 501-4012250-3144 | Long-Range Planning and Studies | \$40,000 | (\$20,000) | (\$20,000) | (\$5,000) | (\$20,000) | | | (\$10,000) | |
| WF | 501-4012250-3145 | GIS Layers | \$22,000 | (\$2,000) | (\$2,000) | - | - | | | (\$1,000) | |
| WF | 501-4012250-5540 | Training | \$6,500 | (\$500) | (\$500) | - | - | | | (\$500) | |
| WF | 501-4012250-5849 | Watershed Mgt | \$15,200 | (\$3,200) | (\$3,000) | - | - | | | (\$3,000) | |
| WF | 501-4012250-5851 | Environmental Compliance | \$3,000 | (\$1,000) | - | - | - | | | - | |
| WF | 501-4012300-6001 | Well Supplies | \$25,000 | (\$3,000) | (\$3,000) | - | - | | | (\$2,000) | |
| WF | 501-4012500-5837 | Meter Repairs / Test | \$8,000 | (\$1,000) | (\$1,000) | - | - | | | (\$1,000) | |
| WF | 501-4012500-6004 | Meter Tools & Equip | \$10,000 | (\$1,000) | (\$1,000) | - | - | | | (\$1,000) | |
| WF | | | | | | | | | | | |
| WF | | | | | | | | | | | |
| Total Changes | | | | (\$203,979) | (\$201,779) | (\$5,000) | (\$20,000) | \$0 | \$0 | (\$182,779) | |
| TOTAL WF EXPENSES AFTER PROPOSED CHANGES | | | \$4,726,283 | \$4,522,304 | \$4,524,504 | \$4,721,283 | \$4,706,283 | \$4,726,283 | \$4,726,283 | \$4,543,504 | |
| TOTAL WWF EXPENDITURES | | | \$4,948,450 | \$4,948,450 | \$4,948,450 | \$4,948,450 | \$4,948,450 | \$4,948,450 | \$4,948,450 | \$4,948,450 | Reduce or split b/t two fiscal years |
| WWF | 502-4012100-1500 | Chargeback to GF | \$601,775 | (\$162,279) | (\$162,279) | - | - | | | (\$162,279) | |
| WWF | 502-4012250-3144 | Long-Range Planning and Studies | \$40,000 | (\$20,000) | (\$20,000) | (\$5,000) | (\$20,000) | | | (\$10,000) | |
| WWF | 502-4012500-5837 | Meter Repairs / Test | \$8,000 | (\$1,000) | (\$1,000) | - | - | | | (\$1,000) | |
| WWF | 502-4012500-6004 | Meter Tools & Equip | \$10,000 | (\$1,000) | (\$1,000) | - | - | | | (\$1,000) | |
| WWF | | | | | | | | | | | |
| WWF | | | | | | | | | | | |
| Total Changes | | | | (\$184,279) | (\$184,279) | (\$5,000) | (\$20,000) | \$0 | \$0 | (\$174,279) | |
| TOTAL WWF EXPENSES AFTER PROPOSED CHANGES | | | \$4,948,450 | \$4,764,171 | \$4,764,171 | \$4,943,450 | \$4,928,450 | \$4,948,450 | \$4,948,450 | \$4,774,171 | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| TOTAL GF REVENUE AFTER PROPOSED CHANGES | | | \$9,782,114 | \$9,782,114 | \$9,782,114 | \$9,782,114 | \$9,782,114 | \$9,782,114 | \$9,782,114 | \$9,782,114 | |
| TOTAL GF EXPENSES AFTER PROPOSED CHANGES | | | 9,782,114 | 9,593,159 | 9,593,787 | 9,643,837 | 9,586,274 | 9,782,114 | 9,782,114 | 9,460,387 | |
| Surplus/Deficit (Surplus in red) | | | | (\$188,955) | (\$188,327) | (\$138,277) | (\$195,840) | \$0 | \$0 | (\$321,727) | |
| TOTAL Parks&Rec REVENUE AFTER PROPOSED CHANGES | | | \$547,217 | \$566,217 | \$547,217 | \$547,217 | \$547,217 | \$547,217 | \$547,217 | \$547,217 | |
| TOTAL Parks&Rec EXPENSES AFTER PROPOSED CHANGES | | | 547,217 | 553,607 | 547,217 | 529,017 | 547,217 | 547,217 | 547,217 | 529,017 | |
| Surplus/Deficit (Surplus in red) | | | | (\$12,610) | \$0 | (\$18,200) | \$0 | \$0 | \$0 | (\$18,200) | |
| TOTAL Water REVENUE AFTER PROPOSED CHANGES | | | \$4,726,283 | \$4,582,799 | \$4,726,283 | \$4,726,283 | \$4,726,283 | \$4,726,283 | \$4,726,283 | \$4,726,283 | |
| TOTAL Water EXPENSES AFTER PROPOSED CHANGES | | | 4,726,283 | 4,522,304 | 4,524,504 | 4,721,283 | 4,706,283 | 4,726,283 | 4,726,283 | 4,543,504 | |
| Surplus/Deficit (Surplus in red) | | | | (\$60,495) | (\$201,779) | (\$5,000) | (\$20,000) | \$0 | \$0 | (\$182,779) | |
| TOTAL Wastewater REVENUE AFTER PROPOSED CHANGES | | | \$4,948,450 | \$4,807,572 | \$4,948,450 | \$4,948,450 | \$4,948,450 | \$4,948,450 | \$4,948,450 | \$4,948,450 | |
| TOTAL Wastewater EXPENSES AFTER PROPOSED CHANGES | | | 4,948,450 | 4,764,171 | 4,764,171 | 4,943,450 | 4,928,450 | 4,948,450 | 4,948,450 | 4,774,171 | |
| Surplus/Deficit (Surplus in red) | | | | (\$43,401) | (\$184,279) | (\$5,000) | (\$20,000) | \$0 | \$0 | (\$174,279) | |

**Town Manager's FY 2018 Proposed Budget
Budget Work Session III – April 19, 2017
RESPONSES TO COUNCIL QUESTIONS**

Note: During the Budget Work Session on April 19th, most of the questions from the Mayor and Council members were answered verbally by the Town management staff and will be recorded in the minutes of the meeting. Some of the following responses reiterate and clarify the verbal answers provided during the April 19th Budget Work Session. In addition, certain questions were unanswered and are also provided below. Finally, questions were asked subsequent to the meeting and are included at the end.

Question #1: Does the County or the Town of Leesburg have a Long Range Planning tool or license that could assist in this effort? (Council Member Cool)

Answer: Purcellville staff are still looking into this. The County conducts long-range planning, but they do not evaluate public utility (water and sewer) infrastructure costs, because that falls to Loudoun Water. The Town of Leesburg has used TischlerBise in the past for fiscal impact of growth on Town facilities, but it did not include utility infrastructure.

Question #9: Is the Police Department currently understaffed? Are there any retirements planned to occur in the next year? (Council Member McCollum)

Answer:

We are currently down two sworn positions and aggressively attempting to hire. We have one retirement that I believe is imminent for FY18.

Question #10: What is the police staffing for teams? (Council Member McCollum)

Answer:

Currently we have four squads: two squads work "day" hours (6am-6pm) and two squads work "nights" (6pm-6am). With current staffing each of these squads should be staffed with one sergeant, one corporal, and one officer. A total of three sworn positions make a squad (or team). Based on the Town's experience that 67% of the time there are only two officers on duty, the Town believes the best way to reduce stress, burnout, and overtime costs is to increase each squad to four officers (1 sergeant, one corporal, and two officers). Please see the attachment (ATTACHMENT 1) with the PPD Organizational chart.

Question #11: Are the Police Department's planned vehicles (in the FY 2018 budget) to purchase AWD? (Council Member McCollum)

Answer:

Yes, the two in the budget are planned to be AWD. This does not mean that all future vehicles will be AWD. We will weigh our needs as they come. Our goal is to ensure we can adequately patrol during all types of weather.

Question #16: How much interrogation does the Police Department perform that it needs the video equipment? (Council Member McCollum)

Answer:

The staff was queried and this resulted with an average of 4-5 times per month. All interrogations need video equipment to be properly documented. With accreditation standards requiring it, and the public, Commonwealth attorney's office, defense attorneys and courts expecting it we should be doing it. Just as in car cameras bring transparency so does audio and video in an interrogation room, it gives assurance to all those involved that the interview/interrogation was done properly. The video equipment also enhances officer safety by giving other officers the ability to see what is happening in the room without having to stand at the door for the entire interview/interrogation.

Question #17 and #32: Why do we not hold the interrogations at a Loudoun County facility? (Council Member Cool) At the LCSO Round Hill substation, did they add additional facilities, such as an interrogation room? (Council Member Bledsoe)

Answer:

Yes, LCSO built a modern police facility. The PPD could coordinate and I'm certain utilize the Round Hill substation's interrogation room. This is problematic on a couple points. If an officer is interrogating a suspect and develops probable cause to make an arrest, the PPD officer have no jurisdiction to make an arrest. The suspect would walk for a later arrest, or the officer would have a logistical headache to make the arrest happen with a LCSO deputy. We would also have to take two PPD officers to Round Hill to conduct the interrogation so that one can interrogate and one can observe. Again, it would be possible, but at times difficult to coordinate support from LCSO. It should be noted that VLEPSC standard OPR.14.04 states any person left alone in an interview room must be under constant monitoring either visually or via video technology.

Question #20: For the Corporal retiring, has he been administrative and not on patrol? (Council Member Grim)

Answer:

Yes, this is correct.

Question #21: Does the Police Dept Business Manager perform patrol duty or could he perform patrol duty if needed? (Council Member Grim)

Answer:

No, he does not provide patrol duties as part of his core duties. Yes, he can perform patrol duty if needed. He has already proven to be valuable in two critical incidents when we were staffed with two officers and he immediately responded and was able to provide law enforcement assistance. He has also assisted with funeral escorts and various community outreach events.

Question #22: On page 61 of the FY 2018 proposed budget book, is the proposed officer a position a backfill for the Corporal retiring or a new addition? (Council Member Grim)

Answer:

A new addition. We are currently recruiting to fill the position vacated by Corporal Costello.

Question #23: Referring to the term "squad", does that mean shift? (Mayor Fraser)

Answer:

A "squad" is the group of people who work together. We have a day shift and night shift. We have two squads on day shift, A squad and B squad. And we have two squads on night shift, A squad and B squad. See attached organizational chart.

Question #24: Why does the Town/Police Dept always buy new cars instead of used cars? (Council Member Grim)

Answer:

The police department only buys police package/pursuit rated vehicles. A police package is only sold to LE, not the general public. They come with a wider seat (for officer's gear they wear), different flooring, seat material (for ease in cleaning blood borne fluids), suspension, braking system, and electrical package (for computer and other emergency electronics). A personally owned used vehicle would not meet the rigors of a police/pursuit rated vehicle. And most police departments drive their police rated vehicles until the cost effectiveness of repair is no longer in the black. The Town is not aware of used police vehicles for sale that would meet the needs of the officers without having significant maintenance costs, and used cars normally sold to the general public would not withstand the work load of police operations.

Question #25: Will the 2 Police Dept proposed cars be new? (Council Member Grim)

Answer:

Yes

Question #27: Can officers be required to participate in the Wellness Program? (Vice-Mayor Jimmerson)

Answer:

Yes – The wellness program would have to be a phased roll out, with occupational health physicals as the first phase. With the current staffing being as sparse as it is, and each shift having no overlap, finding time to work out on duty would be near impossible. Bringing wellness into policy does provide focus and shows the commitment of the Town on the issue of being "fit for duty." This is a proactive step to ensure our officers can perform the job functions of a patrol officer. Other goals are less sick time away, lower workers comp claims, quicker return to work time from injuries/illness, etc. Each officer depends on the other to be there as back up and should have the confidence the officer is physically fit to come to their aid, as well as the aid of an individual in our community.

Question #28: Is the Town of Purcellville covered less by the Loudoun County Sheriff's Office (LCSO) because the Town has its own police force? (Council Member Ogelman)

Answer:

For general patrol probably not less, as the deputies drive through town constantly to get services as well as to get from point A to point B. These deputies are not actively listening up to take calls nor are they recommended for calls in area 700, which is Purcellville. They also travel only the streets that get them from point A to point B as opposed to actively patrolling the streets of particular neighborhoods

conducting proactive patrol. When the critical call comes out and we need LCSO assistance they respond.

Question #29: Does the Purcellville Police Dept have a guaranteed response time? (Council Member Ogelman)

Answer:

No, it would be impossible to provide a guaranteed response time as it cannot be guaranteed that: an officer is always in service awaiting a call, traffic and weather conditions are constant, and staffing is constant. What the public can be assured of is that the PPD will make every effort to respond to all calls as safely and as rapidly and safely as possible. High priority calls take precedence over all other calls. In FY16 our average response time was 3.6 minutes (two officers on scene), and it has shown a slight increase, and FY17 is estimated to be 3.7 minutes. The two officer response is used to quantify the response for the safety of the officers. While the first officer may respond much quicker than 3.6 minutes, all critical calls should have the “minimum” two officer response.

Question #30: What is the Sheriff’s Office’s response time in comparison (to the PPD)? (Council Member Ogelman)

Answer:

In FY 2016, the Purcellville Police Department’s average response time was 3.6 minutes (two officers on scene), and it has shown a slight increase, and FY 2017 is estimated to be 3.7 minutes. The two officer response is used to quantify the response for the safety of the officers. All critical calls should have the “minimum” two officer response.

The response from the Sheriff’s Public Information Officer is below: Loudoun Sheriff’s Office does not calculate response times based on sector, only for the entire station area. For Western Loudoun Station, the calculated response time for an emergency call is 11:43, this is from time dispatched to the first arriving deputy. Please member this includes a station area that is approximately 315 square miles.*

**This number is based on the time period of 01/01/16-08/29/16.*

Staff notes that the Town’s response time is for the second arriving officer, and the LCSO time is for the first arriving deputy.

Question #31: If LCSO added nearby substations, would that reduce the Town's reliance on our own police force? (Council Member Ogelman)

Answer:

No, the Western Loudoun Station which opened fall 2016 was a greatly needed expansion. Other than day time administrative staff the building is sparsely occupied as the deputies are on patrol. To the best of my understanding, they were given no additional patrol deputies to open this station. If the need ever came where another substation was needed to be built in Western Loudoun, I do not foresee that providing the town with more police services from the county. Deputies only enforce state code within the town and any revenue from enforcement by deputies within the town goes to the state.

Question #33: Does the Town receive a credit or some type of funding through LCSO for having its own police force? Is the Town having its own police force really an enhancement? (Council Member Ogelman)

Answer:

The PPD receives no funding from LCSO. A Town police department offers enhancements to its town on many fronts. Response time is much better, officers that are truly engaged and care about the community, well trained officers, traffic monitoring, focused traffic enforcement in neighborhoods, community engagement events (books and badges reading program, NNO, Coffee w/a Cop, shop with Santa, Christmas caroling, homework club, public safety day, etc.), school carnival participation, station tours whenever requested, accountability over our officers, enforcement of the town's noise ordinance and parking ordinances, vacation home security checks, etc. Purcellville is the third safest Town in Virginia. Officers are continually patrolling 3.5 square miles and their visibility throughout the community is a key factor in preventing crime.

See Attachment 2 for the services that the LCSO provides for the Town.

Question #34: What is the LCSO ratio for coverage comparing Eastern Loudoun County vs Western Loudoun County? (Vice-Mayor Jimmerson)

Answer:

We cannot speak to the Sheriff's staffing methodology. I would believe he takes into consideration response time and calls for service. With the support of his crime analysts he may use predictive analytics, hot spot policing and other crime trending software to place deputies where they are most effective to reduce criminal activity. Staff has requested information on response times from the Sheriff and can also request staffing information.

Question #35: Is the Purcellville Police Department's staffing based on calls? (Mayor Fraser)

Answer:

It is not as we do not have enough officers to base our minimum staffing on calls. It is based on Officer Safety – which is at a minimum two officers responding to critical calls. Two is our minimum and, unfortunately, that is all we hope to achieve any given day. A full staff of three is a good day, but not the norm. As an example, we would have more officers working at 4:00 pm than at 4:00 am as we have more calls for service at 4:00 pm.

Question #36: What is the Police Dept personnel difference between page 28 of the Budget Work Session II answers handout and page 61 of the proposed budget book? There seems to be an extra position? (Mayor Fraser)

Answer:

Page 28 is the vehicle allocation and we have two vacancies. There are no cars assigned to the vacant positions. The numbers on page 61 are our correct personnel numbers. Please see the attached organizational chart for the current staffing and proposed enhancement.

Question #37: What is the bucket truck annual maintenance cost? (Mayor Fraser)

Answer:

The estimated operational cost is approximately \$1,000 per year. This includes inspection, fuel and preventative maintenance.

Question #38: On the Unfunded Enhancements on p. 16 of the FY 2018 Proposed Budget Book, what is the Police Dept. shift and field differential and why would they receive additional pay for these items? (Council Member McCollum)

Answer:

Shift differential is an industry standard to compensate employees who work hours separate from day time business hours. Not only do these hours negatively impact the quality of life for them and their families, studies have shown working overnight hours has deleterious effects on both the long and short term health of our officers.

The Federal government pays some employees 7.5% for regularly scheduled hours that fall between 3pm and midnight. They also compensate employees that work from 11pm to 8am an additional 10%. If an employee works overtime (after 8am) that employee continues to receive the additional 10%.

Field Training stipend provides incentive pay to those officers who have built their skill level to the point they are able to train a new officer. The FTO has the dual responsibility of providing police service, as well as conducting training to a new officer. The FTO must be a supervisor, trainer and protector of the new officer. They must critique the new officer's performance each day and prepare a daily observation report. They are responsible for successfully seeing the officer reach the "solo beat officer" status or prepare the documentation necessary to terminate the new officer. The 42 day training cycle is arduous and is deserving of a pay stipend. A field training stipend is common place in law enforcement and is best practice.

Question #39: Could officers receive comp time in lieu of differential pay (for Police Department Field differential or shift differential pay)? (Council Member McCollum)

Answer:

FLSA regulations allow an employee to choose which compensation they would like to receive when it comes to overtime. An employer cannot dictate comp time over paid time earned. However, if Council would like staff to pursue a policy where Field Training Officers receive comp time in lieu of a rate increase for that period of field training, staff can look further into this possibility.

Question #40: Describe overtime costs in the Police Department.

Answer:

Please see the attached memo (ATTACHMENT 3) that was provided to Council about overtime in the Police Department.

Question #41: What are annual expenses for the Financial Advisor? Can you provide a 5 year history? (Council Member Grim)

Answer:

The Financial Advisor is budgeted at \$25,000 per year, and they have committed to conducting their work at that cost. They provide an invoice showing their actual charges but then discount it to equal \$25,000. The Town does pay for certain travel costs if their staff were not already in the area for meetings.

A five year history is provided (ATTACHMENT 4). Please note that their expenses as part of a loan process or bond issuance are rolled into those payments and are not paid separately, so that is not represented in this history.

Question #42: Is there a project plan for Train Station repairs, and what are they? (Council Member Grim)

Answer:

There is no specific project plan for Train Station repairs. Painting is required every few years, along with roof painting and maintenance. General repairs are needed due to ongoing wear and tear. The Town Council has considered changes to the restrooms to provide dedicated restroom facilities for inside users and outside users. Those costs are unknown but would be a potential use of the Train Station repairs budget.

Question #43: I am not fully seeing the economic value of the rate advisor every single year for a full rate study since we don't change the tier structure every year. Perhaps a quick explanation. (Vice-Mayor Jimmerson)

The rate advisor is important as the community continues to change. Each year, actual revenues are compared with projected revenues, which impacts forecasts for future years. In addition, capital projects may change or be updated depending on need, or unexpected (emergency) projects may have required use of cash. Similarly, projections on new connections are estimated as much as possible but may need to be reevaluated based on the market and information from potential developers.

All of these factors weigh into the need to continue reviewing the long-term fiscal sustainability of the water and sewer funds, which is the value brought by the rate consultant. They provide insight over and beyond the tier structure, they provide a long-term fiscal analysis and indication of projected status of the fund in 5-10 years.

Question #44: Explain what "PW-Town Hall/Misc" is for. (Vice-Mayor Jimmerson)

This section under Public Works is intended to capture the maintenance and operational costs of the Town Hall facility. This includes: repairs, HVAC, sprinkler and elevator maintenance, cleaning and pest control, electricity, security, landscaping, and the holiday lights.

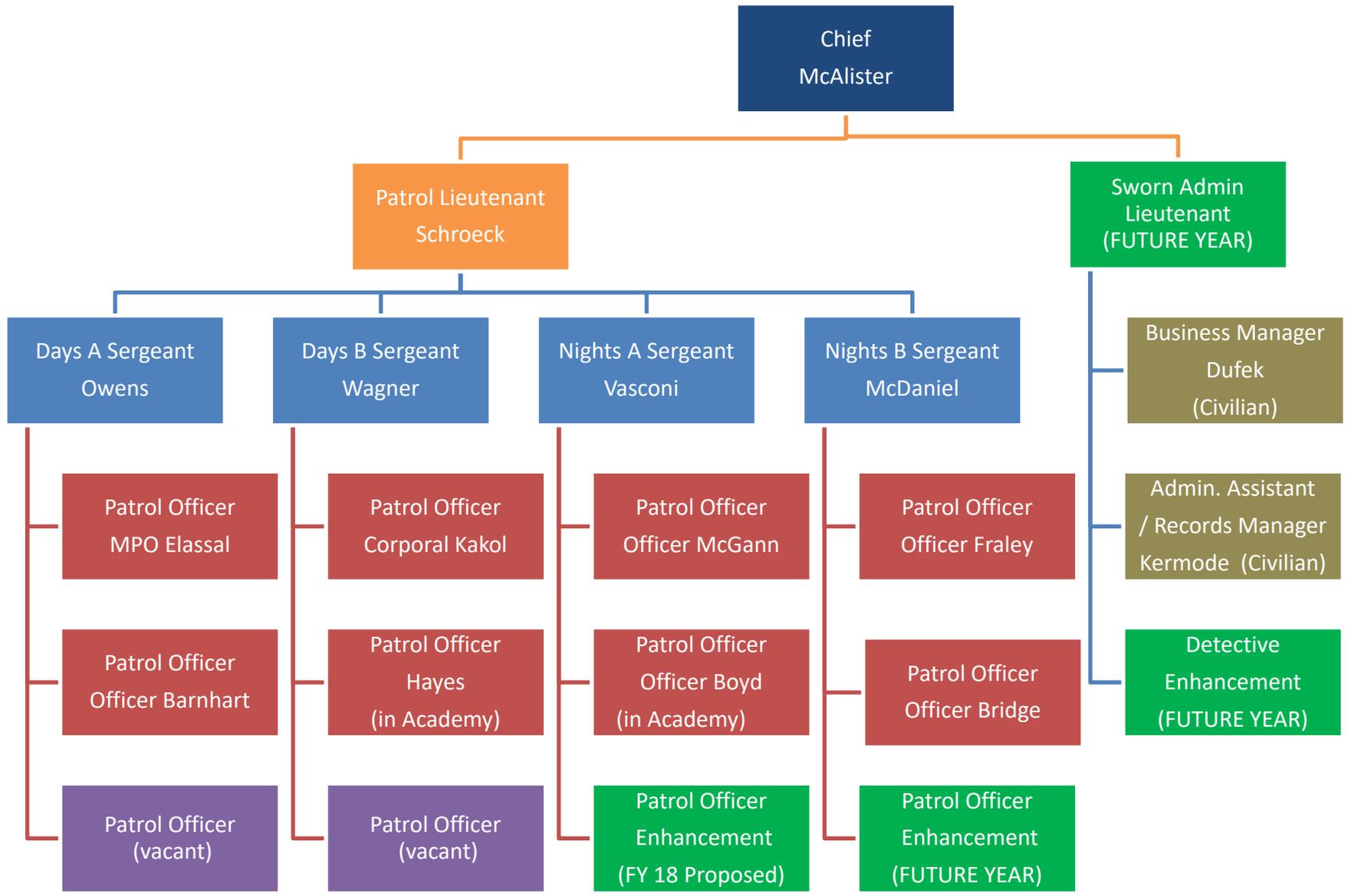
Question #45: Would like to consider improvements to the traffic light at Main and Maple. (Vice-Mayor Jimmerson)

This project is still underway with the Town's transportation consultant and was broken into smaller phases. Certain improvements are proposed for this area, including pedestrian safety. There are challenges with completely changing the intersection, and analyses done to-date have shown that a change in the light timing for Maple Ave may negatively impact Main Street. Staff will continue to update Council as the consultant develops alternatives.

Question #46: What is the breakdown of the "Public Information-Communications" line in Administration? (various members)

This line item is for public outreach and information. This includes publications and online resources. Specifically, this line item is budgeted for:

- OpenGov: \$8,300/year
- Polco: \$1,200/year
- PurcellvillePost (Newsletter): \$3,000/year
- Other general communications needs (graphic design, print services, publications for information to residents, etc): \$2,500



*Actual staffing/shift assignment subject to change

Purcellville Police Department

MEMORANDUM

DATE: February 23, 2017

TO: Cynthia McAlister
Chief of Police

FROM: Joseph Schroeck, Lieutenant
Field Operations Commander

SUBJECT: Services Provided to PPD by LCSO

During our meetings with Council Members over the past months, multiple Council Members asked, "What is the support we receive from the Loudoun County Sheriff's Office?" Although I am aware the Sheriff's Office does a great deal to support the Department, I took it upon myself to research this and compile a list. Below is the list of support we receive from the Loudoun County Sheriff's Office:

- 1) LCSO Dispatch Center handles all calls for our Department. An estimated startup cost to stand up a Town dispatch would be approximately \$300,000
- 2) The Town was included at no cost in the purchase and set up of the new Records Management System and Computer Aided Dispatch system
- 3) LCSO pays our share at Northern Virginia Criminal Justice Academy, which would be approximately \$7,000-\$10,000 a year
- 4) Provides criminal investigative support for serious crimes and crime scene processing
- 5) LCSO accident reconstruction detectives handle fatal and serious personal injury crashes
- 6) LCSO provides one deputy to ride with the PPD officer when doing transports of emotionally disturbed persons outside our jurisdiction (usually to a mental health facility, can be as far away as Petersburg, Staunton, or Suffolk)
- 7) Provides a Student Resource Officer (SRO) to LVHS, Woodgrove HS, and Blue Ridge MS
- 8) Provides the crossing guard at our elementary and middle school
- 9) Provide limited computer support for some of our CAD and other mobile computer issues
- 10) Utilize LCSO firearms range at no charge (new facility currently approved and to be built just south of Leesburg at a cost of \$21.3 million; still in design phase but all funding is approved)
- 11) Provide supplemental range instructors to PPD when needed
- 12) Provide back-up to our officers on calls for service when needed
- 13) Handle calls for service during quarterly staff/training meetings
- 14) Coordinates the instruction for Crisis Intervention Team training and provides PPD a slot in every class held

- 15) Conducts one DWI checkpoint within the Town jurisdiction annually
- 16) LCSO Narcotics units and Rapid Response Units provide support when availability and need arises
- 17) LCSO K-9 is available to PPD officers
- 18) Assist with some pre-employment services, such as: polygraph, and physical abilities test, at no costs to PPD
- 19) LCSO provides crime prevention and home security services and active shooter threat assessments to business groups when requested
- 20) Assisted in supporting the LC Joint Honor Guard and added PPD. Also provided some of the gear needed
- 21) LCSO Auxiliaries assist with many parades and special events at no cost to the Town
- 22) D.A.R.E. program provided by LCSO to Town elementary school children
- 23) LCSO Adult Detention Center houses PPD prisoners at no cost to the town (estimated cost of \$22/person/day)
- 24) LCSO Public Information Office provides support on large scale events, serious crimes. Also provide photographs when the LCSO and PPD are at joint events
- 25) LCSO Truck Inspection units conduct truck inspections in the Town
- 26) Provide mandatory in-service training at no charge, such as: Radar, VCIN, and CEW ("Taser") training
- 27) LCSO Domestic Violence Coordinator provides support to victims in domestic violence situations, and assists PPD officers with follow up support
- 28) LCSO S.W.A.T. and Hostage Negotiators available for any critical incidents
- 29) LCSO Civil Disturbance Unit utilized during large events such as the Political campaign stops at PHC.
- 30) LCSO Search and Rescue Team as available to the PPD
- 31) Project Lifesaver administered by LCSO for people with dementia or other needs
- 32) Provides the PPD with the ability to utilize their language line to assist with callers who do not speak English or have trouble translating into English
- 33) Manages and ensures all PPD officers re-certify annually on computer security awareness training

Other public safety related services in coordination with LCSO or in addition to:

- 34) Loudoun County Animal Control provides services to the Town
- 35) LC Fire Marshall provides support with any fire related calls and provides the EOD dog for sweeps during Town events



Purcellville Police Department

MEMORANDUM

DATE: January 17, 2017

TO: Mr. Danny Davis
Assistant Town Manager

FROM: Colonel Cynthia A. McAlister 
Chief of Police

SUBJECT: CY16 Overtime Breakdown

During the Tuesday, December 13, 2016, Town Council meeting Councilman Ryan Cool raised concerns about the Police overtime budget. Below is the justification and break down of overtime usage for CY16. When reviewing the below table, keep in mind that full staffing is one supervisor and two officers, and minimum staffing is one supervisor and one patrol officer. Unfortunately, the Department is staffed at minimum 67% of the time.

| | |
|---|------------------------------------|
| Court: 400.5 hours | General Overtime: 98 hours |
| Late Call: 140 hours | Mandatory Meeting: 140.25 hours |
| Special Assignment: 546 hours | Shift Coverage: 808.5 hours |
| Training: 398.5 hours | Emergency Call Out/snow: 493 hours |
| On Call: 110 hours (suspended in 03/16) | |

Total overtime hours CY16: 3,134.75 hours (÷ by 15 officers = 209 hours per officer, or average of 8 hours per officer/per pay period). See page three for greater detail.

In the "emergency call out/snow" line, it should be noted that officers were held over because of the inclement weather and fear they would not be able to return to the PPD for their next tour, therefore, the Town made the decision to hold staff, and to comply with FLSA rules, the officers were entitled to pay. Also included in the 493 hour total, are the hours used by two officers who assisted the Maintenance Department in plowing the Town streets.

Holiday hours worked are included within our overtime budget line. I argue that these hours should not be reflected in the Police overtime budget as they are paid by town policy to essential employees that are mandated to work the holiday. The Town recognized 12 full day and 2 half day holidays in CY16. At minimum, there are

two supervisors and two officers covering day and night patrol for each holiday and at full staff there would be an additional two officers. Minimum staffing equates to 576 holiday hours for the year. Those officers working are paid at time and a half. These same officers working also receive the holiday benefit afforded to every employee for every holiday worked. This equates to 384 hours earned at straight time. All town employees not working a holiday on a day they would normally be scheduled to work are credited holiday hours in lieu of hours worked, which provides the employee with a 40 hour work week. Because scheduled holidays off are on weekdays, it is common for a holiday to fall on a day off for an essential employee as these employees do not work a typical Monday through Friday schedule. Therefore, if the holiday falls on an employee's day off (only essential employees) they are given a half or full day of compensation time.

Holiday pay tracking began with the 2016 Labor Day holiday and continued through the end of CY16. The following breakdowns are the pay periods that included holidays:

- August 31-September 14: \$1,225.16
- September 28-October 12: \$1,586.90
- November 10-November 24: \$2,693.56
- November 24-December 8: \$3,164.14
- December 22-January 5: \$4,902.48
- **Total: \$13,972.24**

At this point I am comfortable and confident that my command monitors the overtime usage wisely. I stand at the ready to answer any inquires you or Town Council may have regarding this matter. If more detailed research is requested, we can break down each category and be as detailed as needed.

| Overtime Usage CY16 | | |
|---|--|--------------|
| Court | traffic, criminal, juvenile, grand jury, and subpoenaed on cases other than their own as a witness | 400.5 hours |
| Late Call: | because of no overlap between shifts, working beyond shift occurs with some frequency | 140 hours |
| Special Assignment | Wine and Food festival, Sadie's Race, Halloween block party, parades, turkey trot, etc. | 546 hours |
| Training | Mandatory training – DCJS certification requirements, firearms, CPR, etc. | 398.5 hours |
| General Overtime | Late meetings, administrative duties, personnel issues, etc. | 98 hours |
| On Call | A 3 month pilot program to ensure a patrol officer was on-call and available to cover last minute shift shortages. This was suspended in March 2016 | 110 hours |
| Mandatory Meeting | Chief's meetings with staff. Monthly supervisors meetings and quarterly all hands staff meetings/training | 140.25 hours |
| Shift Coverage | To ensure minimum staffing when officers are in training, injured, sick, on administrative leave, or for some reason unable to work their assignment | 808.5 hours |
| Emergency Call Out/Snow | Officers held during inclement weather. Also included in this tally are the hours used by officers who are trained to plow the streets for the Town's Maintenance Department | 493 hours |
| TOTAL for CY16: 3,134.75 hours (÷ by 15 officers=209 hours per officer/8 hours per pay period) | | |

Town Of Purcellville
DAVENPORT & COMPANY LLC
Payment History

Vendor Number : 894

Remittance Address : P O BOX 85678
RICHMOND VA 23285

| Invoice # | Invoice Description | Due Date | Check # | Check Date | PO # | 1099 | Invoice Amt. | Check Amt. |
|-----------|-------------------------|----------|---------|------------|------|------|--------------|-------------|
| PF15-270 | 2015 FINANCIAL ADVISARY | 01/05/16 | 59956 | 01/07/16 | | 0 | \$26,450.85 | \$26,450.85 |
| PF14-260 | FINANCIAL ADVISARY | 01/07/15 | 57445 | 01/07/15 | | 0 | \$33,650.09 | \$33,650.09 |
| PF1093 | SVC/RBC LOAN CLOSE | 08/06/10 | 45578 | 08/09/10 | | 0 | \$38,284.97 | \$38,284.97 |
| 121707 | FINANCIAL SERVICES | 12/13/07 | 38475 | 12/18/07 | | 0 | \$34,195.03 | \$34,195.03 |
| 01082007 | FISCAL OPERATIONS | 01/07/07 | 36005 | 01/08/07 | | 0 | \$25,124.00 | \$25,124.00 |
| 110405 | FINANCIAL STUDIES | 11/04/05 | 33166 | 11/07/05 | | 0 | \$38,475.00 | \$38,475.00 |
| | Inv. Count | 6 | | Total - | | | \$196,179.94 | |

Invoice

Davenport & Company LLC

Established 1863 * Member NYSE * FINRA * SIPC

Date: 22-Dec-16 **Invoice Number:** PF16-302

Public Finance Department
Richmond, Towson, Raleigh, Charlotte

Client: Town of Purcellville, Virginia

Davenport Contact: Kyle Laux
(804) 697-2913

Accounting Information: (804) 697-2900

| | | |
|------------------|--|---|
| Remit To: | If Paying Via Check | If Paying via Wire |
| | Davenport & Company LLC Attn: William R.B. Hershey Post Office Box 85678 Richmond, Virginia 23285-5678 Please Reference Invoice Number | Bank: SunTrust, Richmond, VA Account Name: Davenport & Company LLC ABA Routing Number: 061-000-104 Account Number: 001027956 Information With Wire: Please Reference Invoice Number Attention: Melinda Greene (804) 698-2632 |

Description Of Services: Financial Advisory Services as per contract dated 12.1.15

A. General Financial Advisory Services as further detailed in enclosed letter

B1. Indirect Expenses (email, computer, phone, printing)

B2. Direct Out of Pocket Expenses (travel, meals, lodging - billed at cost)

| Amounts Due on Account: | Amount |
|---|--------------------|
| A. General Financial Advisory Services as detailed in enclosed letter | |
| Approximately 83 Senior Vice President Hours @ \$300 / hour | 24,900.00 |
| Approximately 38 Associate Vice President Hours @ \$225 / hour | 8,550.00 |
| less: discount for \$25K fee cap | (8,450.00) |
| B1. Indirect Expenses (4% of the above fees for computer, email, printing, phone) | 1,000.00 |
| B2. Direct Out of Pocket Expenses (travel, meals, lodging). | 803.55 |
| Total Due: | \$26,803.55 |

| <u>Task</u> | <u>Senior Vice President</u> | <u>Associate Vice President</u> | |
|---|------------------------------|---------------------------------|------------------|
| Budget Review | 7 | 2 | |
| Preparation of multi-year projection for budget | 4 | 12 | |
| Assistance in multi-year rate planning for Utility Enterprise Funds | 8 | 6 | |
| Existing debt payment schedule revisions and updates | 3 | 4 | |
| Preparation of budget and financial overview presentations | 12 | 4 | |
| Analysis of existing debt portfolio | 3 | 4 | |
| Assistance with Fitch rating surveillance | 8 | 3 | |
| Periodic calls with staff | 12 | 3 | |
| <u>Attendance at multiple Town Council meetings</u> | <u>26</u> | <u>0</u> | |
| <u>Total Estimated Hours</u> | <u>83</u> | <u>38</u> | |
| <u>Hourly Rate</u> | <u>\$300</u> | <u>\$225</u> | |
| Hourly Compensation | \$24,900 | \$8,550 | <u>\$33,450</u> |
| less: Discount to Cap Hourly Compensation at \$25,000 | | | <u>(\$8,450)</u> |
| equals: Compensation | | | <u>\$25,000</u> |